



# BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT  
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM  
ON MONDAY 19 SEPTEMBER 2016 AT 6 P.M.

**PRESENT:** Tracey Arthurs, Elliot Bell, Roland Bell, Paul Berry (Chair), John Campbell, David Ireland, Audrey Madigan, Kate Southall, Neal Swindells and David Walsh.

**IN ATTENDANCE:** Gerardine Parkinson (Board Secretary)  
Xavier English

Kate opened the meeting with a prayer. Xavier English was congratulated on his election as the new student representative on the Board, taking office from 22 September. He was welcomed to attend the meeting to ensure he was party to the discussions around vision, mission, and values, and invited to contribute to the discussion.

1. **APOLOGIES** – Faga Asi, Peniamina Taiti.
2. **MINUTES OF MEETING** (24 August 2016)

David Ireland requested that two amendments be made to the Minutes of the 24 August Board of Trustee meeting to reflect the following decisions made during the meeting:

- 1.1 at the conclusion of the In-committee section of the August meeting to discuss concerns raised by Mr Kitchenman, in order to work with NZSTA in establishing a mediation process with Mr Kitchenman the Board of Trustees agreed to appoint Roland Bell, John Campbell and David Walsh as members of the 'Mediation committee' to manage the process, with Neal Swindells being asked to also participate from a management perspective.
- 1.2 Charter & Policy. Kate had suggested in the August meeting that it would be helpful for the College to develop a flowchart for parents to use when they have a concern. Neal was tasked with developing a 'parents concern' procedure with a flowchart for staff to consider.

The minutes as amended were then passed as a true and accurate record - David Ireland/Paul Berry. AGREED.

3. **MATTERS ARISING** (held over to 26 October 2016 meeting).
4. **ACTION POINTS** (held over to 26 October 2016 meeting).
5. **SPECIAL CHARACTER REVIEW REPORT BACK**
  - Report back on the recent SPC Special Character Review findings
  - Discussion on any recommendations or actions required

Neal gave a short verbal summation of Mary Cook's verbal feedback to the Board and SLT on Friday afternoon. He said that overall the review findings were very positive, and he felt affirmed in the work the College is doing. One recommendation Mary suggested was that either the DRS or College priest should be asked to join the Special Character subcommittee. Paul Berry suggested that the DRS should be nominated to join the Special Character subcommittee. AGREED.

It was recommended that the Special Character subcommittee should convene and review the written report when it is received.

## 6. **STRATEGIC PLANNING SESSION**

- Discussion on the recent SPC community survey on our Vision and Values
- Discussion on our strategic plan and focus areas for 2016 and later years
- Discussion on the College Admin review- next steps

The Board were pleased that a good response to the survey was received. Audrey facilitated the evening session which fostered robust discussion on articulating the College's Vision, Mission, and Values. The provisional working outcomes of those discussions to form the basis for further discussion and stakeholder engagement were as follows:

### **Vision**

To be a Catholic community that empowers our young men to become the best version of the person God created them to be.

### **Mission**

We develop and educate our young men in a nurturing environment inspired by our Marist traditions and values. Each student is enabled to grow and excel supported by staff, parents, whanau, caregivers, and our wider community.

### **Values**

Tikanga Maori

Excellence: endeavour to be the best we can be, in all other aspects of College and personal life.

Learning: strive for academic success and nurture a love of learning.

Community: engage in positive relationships with students, their families and the wider community.

Wellbeing: foster self-discipline, resilience, integrity and self-esteem in a safe and caring environment.

Faith: live and teach the values of Jesus Christ in the way of Mary, showing our love for God and our neighbour.

Brotherhood: show respect, care and support for each other.

**Action point:** Neal and Roland to speak to Ngahuia and Jarrad about suitable Maori translation and proverbs to support the above.

The next step is for Audrey to circulate the papers and request comments back to her by Monday 10 October.

The Board thanked Audrey for her work on all of this.

## 7. **SUBCOMMITTEE REPORTS** (held over to 26 October 2016 meeting).

## 8. **GENERAL BUSINESS**

Roland sought clarification from the Board about the delegated authority of the Mediation committee to work with NZSTA. The Board confirmed that the Mediation committee has a clear mandate to progress discussions and flesh out the details of engaging a mediator, obtaining a recommendation on the process to follow, scoping out costs, and selecting possible dates. It was agreed that the whole Board need to be made aware of potential costs and how they would be allocated at the October Board meeting. **Action:** Mediation committee to report back at the 26 October Board meeting.

9. **CORRESPONDENCE** (correspondence relevant to the Strategic Planning Session agenda item considered as part of the background to that item, discussions on other correspondence held over to 26 October 2016 meeting).

### **Correspondence – Requiring Attention**

#### **Correspondence – Inward**

Archdiocese of Wellington, attention Proprietor's Appointees – 7 September 2016

Peter Kitchenman, Meeting Procedure: Board meeting 22 June 2016 – 26 August 2016

Peter Kitchenman, Board's long-standing meeting practices: the practice of identifying documents copied to all Trustees abandoned without the approval of the trustees – 28 August 2016

Peter Kitchenman, The preliminaries to mediation – 31 August 2016

Peter Kitchenman, the Ethos of St Patrick's College (Kilbirnie) Matters of Justice and Social Justice – 6 September 2016

Peter Kitchenman, Complaint against Board of Trustees of St Patrick's College – Office of the Ombudsman – 6 September 2016

Peter Kitchenman, Request Board of Trustees apologise to students – 7 September 2016

Peter Kitchenman, Policy and Guidelines for when a student is alleged to have seriously broken College rules: Proposal – 7 September 2016

Peter Kitchenman, For the attention of Judge Peter Boshier, Chief Ombudsman – 12 September 2016

Peter Kitchenman, Mediation with the Board of Trustees – 13 September 2016

Peter Kitchenman, Mediation with the Board of Trustees: Name of Third Person, and Dates – 13 September 2016

Peter Kitchenman, Board of Trustees adopt the Code of Ethics promoted by the Catholic Education Office – 15 September 2016

Peter Kitchenman, Request Board be more democratic and transparent in its modus operandi – 16 September 2016

Iwar Treskon, letter of resignation – 3 September 2016

#### **Correspondence – Reports & Circulars**

New Zealand Education Gazette, 5 September 2016

#### **Correspondence – Late**

Peter Kitchenman, Board strategy and values – 16 September 2016

Peter Kitchenman, "Often when I received a letter from the Board of Trustees I felt I was being battered": Is this the "vision and values" the Board wants to have in its sight?

#### **Correspondence – Outward**

BoT Secretary, acknowledgement of Memoranda from P Kitchenman - 15 August 2016

BoT Secretary, acknowledgement of Memoranda from P Kitchenman - 23 August 2016

BoT Secretary, acknowledgement of Memoranda from P Kitchenman - 31 August 2016

BoT Secretary, acknowledgement of Memoranda from P Kitchenman - 9 September 2016

BoT Secretary, acknowledgement of Memoranda of 13 September from P Kitchenman – 14 September 2016

Kate thanked Board members for their attendance at the social function with College staff last Friday.

The meeting was declared closed at 9.17pm.

**DATE OF NEXT MEETING**

**26 October 2016**