



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM
ON WEDNESDAY 22 FEBRUARY 2017 AT 6 P.M.

Present: Tracey Arthurs, Elliot Bell, Roland Bell, Paul Berry, John Campbell, Xavier English, Audrey Madigan, Kate Southall, Neal Swindells, David Walsh

In attendance: Gerardine Parkinson (Board Secretary)
Peter Kitchenman

Kate opened the meeting with a prayer.

As the first item of business Paul Berry briefly summarised the letter of complaint from Mr Peter Kitchenman dated 8 June 2016 which was subsequently challenged. The Board were asked if there were any outstanding matters arising from the memo of 8 June 2016 which they wished to discuss either in or out of committee. Roland Bell said that the content of the memo had already been discussed and considered previously. Therefore it was subsequently confirmed that the Board of Trustees now consider the matter closed.

The Board of Trustees moved into committee at 6.31pm to discuss correspondence received from Mr Peter Kitchenman, actions going forward and options arising. Mr Kitchenman heard the opening statement and reasons for the in-committee session before he was requested to leave the room at 6.33pm.

The Board of Trustees moved out of committee at 6.59pm and Mr Kitchenman was invited to re-join the meeting. Paul Berry gave a brief verbal summary of the outcome of Incommittee discussion which was that the Board of Trustees had tasked the Board Chair and Elliot Bell to draft up a letter to Mr Kitchenman which will be done in due course.

Election of Board Chair and Deputy Chair.

Neal assumed the Chair and called for nominations for Chairperson of the Board of Trustees. Kate Southall nominated Paul Berry which was seconded by John Campbell. No other nominations were received. Paul Berry was unanimously elected as Chairperson of the Board of Trustees for 2017. AGREED – none opposed.

Paul resumed the Chair and called for nominations for Deputy Chair. Paul Berry nominated John Campbell which was seconded by Roland Bell. John Campbell was unanimously elected as Deputy Chairperson of the Board of Trustees for 2017. AGREED – none opposed.

The Board thanked both men for their willingness to take on their respective roles.

1. **APOLOGIES** – Faga Asi and David Ireland
2. **MINUTES OF MEETING** (23 November 2016).
3. **MATTERS ARISING** – two small amendments were requested and made:
Audrey requested a change to the wording on comments about uniform (as noted in previous email).

Paul also raised a concern about routers at the time of the SNUP and who provided the requirements. Neal said that the Ministry of Education set the contract and the College routers were to their specification. Kate and Xavier both commented about ongoing Wi-Fi problems (especially in the library) related to the aero-hives. John and Roland both offered their assistance and it was agreed to leave it up to them and Neal to scope out.

Elliot requested a change under Health & Safety on page 5 to clarify a comment that should have been attributed to Neal.

4. **ACTION POINTS**

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Annual Board election of Chair and Deputy Chair. Covered.
- Discussion regarding the correspondence received from Mr Peter Kitchenman going forward and options arising. Covered.
- Rector's performance agreement process overview. Paul prefaced that it is the responsibility of Board Chair to do this and it is a confidential process as part of Neal's Collective agreement and employment rights. Paul Berry and John Campbell have met with Neal to discuss the 2016 year and Neal has completed a self-assessment and is working on some amendments to the final draft. Tracey has reminded the Board about the need to update the process (under Charter & Policy). Paul has drafted 2017 objectives and one of the key things is whether Neal has any development opportunities that he would like to pursue.

6. **2017 ANNUAL PLAN DISCUSSION**

Audrey spoke to the work done to date.

- Neal commented that he is slightly worried that there is too much in the 2017 Annual Plan and that it may be setting us up for failure in some areas.
- Strategic Focus Area 1, number 9 – action put in place is to address context of staff who commented that they did not feel valued. The Board spent a period of time in focused discussion on this matter. Comments arising included:
 - John Campbell requested that if there is a serious concern about a staff member then it should be minuted and reported to the Board on a monthly basis.
 - Neal said that there are currently staff wellness and welfare systems in place now.
 - the Board said that from a governance viewpoint it is important that it is noted and acted upon as well as properly resourced.
 - reporting could be done via a quarterly report which Neal said would produce.
 - Elliot spoke about articulating the process and including Health or Wellbeing on the Board agenda.
 - Kate suggested that the 6 members of the SLT could between them meet with each member of the staff once throughout the year to check on their wellness and to be aware of any concerns.

- it was suggested that Neal reports to the Board Chair once a quarter on any concerns and for this item to be included on the Health & Safety committee agenda.
- Strategic Focus Area 1, number 3 – Weekly College Update and Town & About – highlight something each week.
 - Strategic Focus Area, number 1 - academic targets – 90/90/80/70. The College reached most targets, over and under for some except for Scholarship. Neal is really pleased with the increase in University Entrance, and specifically for Pasifika students. Paul said that he likes to look at trend data such as for Pasifika students - is it a good cohort or what has driven the good results? Is it people, actions etc so that the College can do more of it and maintain momentum.
 - Neal reported that the College is not running any scholarship classes this year. The aim is to get 15 Scholarships consistently. David Walsh expressed concern that if we don't start hitting some of those trend lines that it will impact later on. Neal said that encouraging students to sit Scholarship will still be encouraged and teachers will continue to offer extra help but will not run specific Scholarship classes. It was noted that the biggest challenge is student motivation.
 - Neal does not yet have a specific goal for Maori students but it could possibly relate to a specific target at Level 3 becomes the major focus. Ngahuia, Jarrad and Ainslie are working on data to develop the targets. The Charter needs to be submitted by 1 March.
 - Strategic Focus Area, number 3 - this is not Neal's call about community consultation. Action to follow once consultation is followed.
 - Strategic Focus Area, number 4 - clarification was sought on the Measure under No 4 on whether it is a measure or statement of intent?
 - approval was sought and given for the final document to be approved via email. The Board agreed that once Neal finalises it that Paul and Audrey can sign it off.
 - Neal wants to find a format that is easy to use to allow him to report progress to the Board possibly adapting a status report type template.
 - posters on *Mission/Vision/Values* are displayed in classrooms. Xavier reported that this is getting traction with boys asking questions about it. Neal is also using it at assembly as the catalyst for having conversations with students, and the Prefects are using it to lead reflections.
 - Tracey is concerned that there is too much in it and that when Neal comes to do the analysis of variance that he is set up for failure.
 - It was noted that this should be a living document that can be reviewed and changed.

7. SUBCOMMITTEE REPORTS

- (a) Special Character – Neal commented that all recent Special Character events were really positive. The 2016 Special Character Compliance Attestation needs to be

completed by the Special Character subcommittee. Gerardine will liaise about setting a meeting date in the near future.

- (b) Appointments – Neal referred to members of new staff as noted in his report, and spoke about the challenge of finding suitably qualified and skilled staff in Computing and Technology.

Neal spoke about his personal sense of social justice and strong desire to pay College staff the ‘living wage’ of \$20.20 per hour. The Board in principle are very supportive of this initiative, but noted that the overall cost to the school needs to be assessed, alongside the parity concerns, so that if it is possible for this to be done for all staff in roles not currently on the ‘living wage’ then a recommendation is made to the Board of Trustees to do it as a group rather than on a case by case basis.

Neal informed the Board of Emma English’s resignation as HoD Art. Emma and her family are moving to the United Kingdom later this year.

Neal spoke in support of 3 teachers who have requested periods of unpaid leave later this year – Fr Matt Crawford, Lynley Reid and Luc Townsend. The Board subsequently approved all discretionary leave requests.

The Board of Trustees moved back into committee at 8.02pm to receive a brief verbal update from the Board Chair relating to a HR matter. The Board moved out of committee at 8.03pm.

- (c) Charter & Policy. The report was taken as read.

Tracey provided an update on Policies to be discussed and reviewed:

- Discussion on EOTC Policy. Tracey worked through the Draft Education Outside the Classroom Policy focusing on the sections in red. The Board spent a period of time in focused discussion on elements of this Draft EOTC Policy and points noted included:
 - requesting blanket permission from parents for Level 1 and Level 2 EOTC events, and obtaining specific permission for the rest.
 - Guideline 1 - appoint a director. Wayne Mills as Deputy Rector acts in this delegated role.
 - Guideline 4 - currently the College does not seek permission from the Board of Trustees for Year 9 camp overnight stays. Do the Board want to be informed?
 - Guideline 8 - Chris Taylor has conducted a review of material pertaining to EOTC and has managed training on writing documents and how they are processed and used.
 - Guideline 11 – discussion on the financial rationale for students not participating due to costs and the viability of organising OE trips if parents are unable to pay.
 - the Board requested that a new guideline be added to cover billeting. The expectation is that the hosting College, if providing billets, will carry out some form of safety checking to ensure that as far as possible that all host families provide a safe environment. It is imperative that all students are provided with a list of contact numbers e.g. coach’s cellphone number in case of an emergency.

- it was questioned whether St Catherine's College has the same policies in place given that we have some shared classes. It was agreed that Wayne Mills should check with St Catherine's College annually on this matter. **Action: Neal Swindells/Wayne Mills.**
 - Guideline 7 – on the matter of how each programme is reviewed / evaluated / reported it was deemed that this should be a management call.
- Rector's Appraisal Procedure (NAG 3, item 6.5 of the Policy Manual). The Board considered the DRAFT Appraisal Policy as previously circulated. In reference to external appraisal Neal stated that he has taken out the \$2,500 allocated from this year's draft budget in an effort to save money.
 - Policy and Governance Framework. It was acknowledged that this document requires context, is too wordy, and repetitive. It provides a good start however the Charter & Policy subcommittee need to refine it. It was noted that on page 24 under Delegations that the Rector, staff rep and student rep do not sit on the Pastoral/Discipline committee. Tracey is to come back to Audrey about models of governance and guide how the framework looks. The aim is to produce something for the next meeting on 22 March.
 - 2016 Cyclical Review paper. As signalled the subcommittee are exploring other options in how that is covered.
 - the Concerns Flow-chart will need to be put on the website once it is amended. Mr Kitchenman asked the Board Chair if he could comment and was given permission to speak briefly. Mr Kitchenman requested that the Board include some written advice on how a parent makes a complaint and secondly in relation to Student Assessment matters that there needs to be a change to the current Flow-chart to match the Student Assessment Policy whereby the Assistant Rector is not involved in any initial complaint. Tracey undertook to look at this matter. Kate also recommended a change of wording at the beginning of the Flow-chart which Neal will review.

(d) Pastoral – nothing to report.

(e) Finance, Property & Maintenance/Development. The reports were taken as read. Paul Berry did request that Mr Peter Kitchenman not to share any of the financial information that was incorrectly placed on the website which showed some confidential remuneration data.

Mr Kitchenman left the meeting at 8.44pm.

David spoke on the following matters:

- 2016 surplus of \$62k – main driver was donations from the Parents' Association, and income from the International Papuan students.
- behind break even on some items.
- the College has built up a healthy cash reserve of approximately \$800k which includes the Scholarship fund of approximately \$230k. This allows the Board some scope to draw down on cash reserves to fund initiatives.
- he thanked Neal and Karen for their work to date.
- the current 2017 Draft Budget is anticipating a loss due to a lower number of International students and reduced roll.

- the challenge of a lower roll will result in a bigger problem next year.

The Board of Trustees moved back into committee at 9.05pm to receive a brief verbal update from Audrey Madigan on the Admin and Support staff review. The Board moved out of committee at 9.07pm.

Resolution to apply for funding as follows:

1. It was resolved by the St Patrick's College Board of Trustees to apply to '**Pelorus Trust**' for funding for the sum of **\$5,000.00** to contribute towards the cost of:
 - Travel and accommodation for the St Patrick's College Senior **Water Polo** team attending NISS Champs, 29 March to 2 April, Auckland.
2. It was resolved by the St Patrick's College Board of Trustees to apply to '**New Zealand Community Trust**' for funding for the sum of **\$8,000.00** to contribute towards the cost of:
 - Coaching for the St Patrick's College **Football** Premier Youth Grade teams (1st XI through to 4th XI and Under 15 Premier) for the 2017 season and pre-season.
3. It was resolved by the St Patrick's College Board of Trustees to apply to '**Four Winds Foundation**' for funding for the sum of **\$1400.00** to contribute towards the cost of:
 - Playing tops for the St Patrick's College Senior A and Junior A **Futsal** teams for use throughout 2017 and beyond.
4. It was resolved by the St Patrick's College Board of Trustees to apply to '**Infinity Foundation**' for funding for the sum of **\$6,000.00** to contribute towards the cost of:
 - Various gear (match balls, cones, mouthguards) and van hire for the St Patrick's College 1st XV Rugby team to attend the 2017 Hurricanes competition, 6th May, Palmerston North, and 12-13 May, Napier.

Moved: Paul Berry / Seconded: David Walsh. AGREED.

- (f) Health and Safety – Elliot Bell (report attached). Elliot spoke briefly about the importance of '*Hazard Management Registers*' as living documents, and noted that the current *St Patrick's College Hazard Management Register* does not really conform to that of other schools. It was acknowledged that there are a variety of options available including google docs and special apps etc. It was agreed that Neal and Elliot would be tasked with following up on this and scoping it out in conjunction with Wayne Mills.

Tracey referred to the report of 30 November and the action point on identifying people who would require assistance with evacuation in the event of a tsunami and how this would be managed.

Paul noted that he found the Health and Safety Minutes hard to follow in their current format and suggested developing an action table showing who is responsible.

8. **RECTOR'S REPORT** – February 2017 (report attached). Neal spoke on the following matters:
 - work on the roof is progressing.
 - the lift remains out of use until it can be repaired.
 - Te Ara (Wellington Activity Centre) is based in Kaiwharawhara and educates young people who need time out of mainstream schooling. St Patrick's College

has taken on responsibility for its management (including employment of staff and managing their finances) for the next 3 year term. Te Ara has to report to this Board twice a year.

- Community of Learning – this group which includes some enthusiastic primary schools Principals is continuing to develop impetus.

9. **STUDENT REPRESENTATIVE.** This report was taken as read. Xavier spoke very briefly to his report which was well received.
10. **STAFF REPRESENTATIVE.** This report was taken as read. Kate spoke to her report and expressed appreciation to those Board members that were able to attend the staff BBQ on Friday 17 February.
11. **PARENTS' ASSOCIATION.** This report was taken as read. John attended the meeting which focused on the Big Boy's Breakfast and use of Facebook.
12. **WOMEN'S GROUP.** Kate attended the meeting and commented on the enthusiasm of the group of approximately 20 people that attended. One concern that was reported at the meeting was the quality of College jerseys and blazers. Neal was unaware of any concerns and will follow up on this.
13. **POLYNESIAN PARENTS' ASSOCIATION.** Nothing to report as Faga was away.
14. **WHANAU GROUP.** This report was taken as read. Roland spoke about the good number of whanau who attended the BBQ and unveiling on Friday 10 February. He said that it is important to keep the engagement going, and was grateful to Kate for making a number of positive suggestions.
15. **CORRESPONDENCE**

Correspondence – Requiring Attention

Previous Correspondence regarding candidates for election to Board Chair and Deputy Chair – Peter Kitchenman – Complaint against Subcommittee, and its individual members – 8th June 2016.

Correspondence – Inward

Peter Kitchenman – Was my complaint of the 8th June 2016 copied to all Trustees ahead of the 22nd June Board meeting, or copies distributed to all Trustees at the meeting? – 15 December 2016

Peter Kitchenman – Invitation to BoT to comment on the draft 3rd February 2017 correspondence to the Office of the Ombudsman – 16 December 2016

Peter Kitchenman – copy of Memorandum to Society of Mary – St Patrick's College (Kilbirnie) Alleged breaches of natural justice, Re-engaging with the Office of the Ombudsman (refer attached draft correspondence to be sent 3rd February 2017) – 19 December 2016

Peter Kitchenman – Re BoT letter of the 20th December 2016: Clarity is not achieved; possible contradiction in letter, etc – 23 December 2016

Peter Kitchenman – Apparent contradiction not resolved in BoT letter of the 21st January 2017, and less than complete representation of the facts - 19 January 2017

Peter Kitchenman – Request for information (15 Dec 16): Information not provided by BoT Draft Complaints to Ombudsman (16 Dec 16): No comments from BoT – 3 February 2017

Peter Kitchenman – copy of Complaints to the Ombudsman, BoT’s handling of complaints submitted on the 8th June 2016 and 23rd October 2015, alleged serious breaches of natural justice, Covering letter – 8 February 2017
New Zealand School Trustees Association – NZTA Annual General Meeting – 6 February 2017

Correspondence – Reports & Circulars

Lighting new Fires – Issue No.5 November 2016
Tukutuku Kōrero - NZ Education Gazette – 5 December 2016
Tukutuku Kōrero - NZ Education Gazette – 30 January 2017
Tukutuku Kōrero - NZ Education Gazette – 13 February 2017
STA News – Nov/Dec 2016

Correspondence – Late

Peter Kitchenman – Request BoT follow NZSTA expectation re. developing Policy Framework – 19 February 2017
Lynley Reid, leave request – 16 February 2017
Luc Townsend, leave request – 16 February 2017
Fr Matt Crawford, leave request – 21 February 2017

Correspondence – Outward

BoT Secretary, acknowledgement of Memorandum (15 December 2016), P Kitchenman – 16 December 2016
BoT Chair, response to Request for Information from P Kitchenman (15 December 2016) – 20 December 2016
BoT Secretary, acknowledgement of Memorandum, (19 December 2016), P Kitchenman – 20 December 2016
BoT Secretary, acknowledgement of Memorandum, (23 December 2016), P Kitchenman – 9 January 2017
BoT Chair, response to 15 & 23 December 2016 Memoranda, P Kitchenman – 17 January 2017
BoT Secretary, acknowledgement of Memorandum (3 February 2017), P Kitchenman – 8 February 2017
BoT Secretary, acknowledgement of Memoranda (8 February 2017), P Kitchenman – 10 February 2017

The meeting was declared closed at 9.49pm.

DATE OF NEXT MEETING

Wednesday 22 March 2017