



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

MINUTES OF MEETING HELD AT  
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM  
ON WEDNESDAY 24 MAY 2017 AT 6 P.M.

**PRESENT:** Tracey Arthurs, Elliot Bell, Roland Bell, Paul Berry, John Campbell, Xavier English, David Ireland, Audrey Madigan, Kate Southall, and Neal Swindells.

**IN ATTENDANCE:** Gerardine Parkinson (BoT Secretary)  
Peter Kitchenman

Audrey opened with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (22 March)

These were accepted as a true and accurate record - Paul Berry/Audrey Madigan.  
AGREED.

3. **MATTERS ARISING**

4. **ACTION POINTS**

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Update on Admin/Support Review (in-committee) - Neal & Audrey. The Board of Trustees moved into committee at 7.08 pm and moved out of committee at 7.29pm.
- Update on Teacher B matter (in-committee) - Paul Berry. The Board of Trustees moved into committee at 7.08 pm and moved out of committee at 7.29pm.
- BoT casual vacancy 'election or selection' discussion and decision, and process going forward. The Board agreed to go with the 'selection' model as only one parent had requested an election be held. Neal said that Faga Asi had a high profile within the Pasifika community and he thinks we should ask someone from that community to be nominated so as to ensure that there continues to be a Pasifika community perspective on the Board. David sought clarification on the robustness of that process. Paul suggested that with Board approval a small subcommittee comprised of David/John/Tracey and Neal be nominated to manage the selection process having regard to the Board's obligations under the Education Act, noting that the Pasifika community has identified a suitable person to give balance to the Board and provide representation. It was agreed that a notice will be posted on the College website stating that the Board of Trustees has resolved to fill casual vacancy by selection process, and that we are looking at a member of the Pasifika community due to government push and to ask the

community to nominate a couple of people the Board of Trustees can select from. John Campbell offered to speak to any interested parties. If the Board of Trustees received 2 nominations then the Board would chose. Mr Kitchenman was given the opportunity to speak and he stated that he was pleased with what has been said and the process outlined. **Action: David Ireland to chair a small sub-committee to progress the selection process.**

- Leave of absence request from Board Chair. Paul Berry will be away overseas from 3 June to 25 July and is seeking leave from attending the Board meeting on Wednesday 28 June. It was subsequently moved that the Board of Trustees grant the period of leave as requested - moved: Neal Swindells / seconded: Tracey Arthurs. AGREED. John Campbell as Deputy Chair will take on the role of Acting Chair and the subsequent delegated authorities in Paul's absence.
- Discuss developing a computer programming camp. Paul spoke briefly to this and his thoughts on how this could be organised and funded. The Board of Trustees were supportive of scoping out a proposal in more depth, and to develop a framework or template that could be used in other areas. **Action: Neal to socialise this idea with Doug and Wayne, and in consultation with Chris Smyth, and have the ICT sub-committee develop a plan.**
- Discuss setting a meeting for the Board and SLT to meet re Strategic Focus. The Board would like to meet with the SLT to discuss the College's Strategic Focus. It was noted that the SLT meeting every Thursday from 3.30 to 5pm. **Action: Neal to discuss proposal with SLT.**
- Health and Sexuality programme. Paul Berry noted that the Board of Trustees is required under the Education Act to have a statement to sign off that it had consulted with the school community on this topic. Neal said that Sarah Parkinson is aware of the need to provide some Health consultation for parents and to provide them with a forum to comment. The College has booked in the *Mates & Dates* programme funded by ACC.
- Update about opportunities to improve Year 13 achievement levels - Kate and Xavier. Kate spoke to her paper titled "*Summary of Year 13 comments from teachers*". David supported looking at broader holistic options for some students who are not looking for a Level 3 academic pathway. Audrey said that the driver is that this is a longer term issue, and what can we put in place to offer these students – is it a lack of facilities or is it something we should embrace to encourage the College to look at other options e.g. not putting all boys into the same strand to get them the best outcome? Neal said the College could consider partnering with other organisations, and Kate suggested 'online courses'. Kate sought clarification going forward. **Action: Kate and Xavier to speak with Neal to explore options further.**

## 6. SUBCOMMITTEE REPORTS

- (a) Special Character - Neal spoke briefly about the Archdiocese of Wellington Synod to be held later in the year.
- (b) Appointments - the College has appointed Miss Sonja Stauble as a replacement Maths teacher while Kate Southall is on LWOP in Term 3 and Mr Mathew Hoyes as a replacement for Roger Powdrell while he is on sabbatical leave in Term 3 also. Neal noted that it is challenging to find quality applicants to fill the permanent Science vacancy.
- (c) Charter & Policy

Neal spoke to the following items contained within the *Report to the BoT on Progress on the 2017 Annual Plan – May 2017*:

- Neal has met with 2 facilitators from Waikato University about Māori student achievement and doing class observations. The College has received 150 hours of PD funded by the Ministry of Education.
- the Curriculum Review is progressing, and the College may decide to fund the cost of a facilitator. Paul said that the messaging to parents is crucial to ensure we receive feedback from them.
- Classroom management deadline due for end of Term 1 was not met.
- Audrey requested that a ‘status and next steps column be added to the report format so that Board members can get a sense of what has been done, and what is coming and any risks or issues. **Action: Neal.**
- Chris Taylor has done a review of reporting to parents on the Parent Portal.
- IT Strategy group is due to meet next Monday.

Policies to be discussed and reviewed:

- David and Tracey have reviewed Section 11 of the Policy Manual and does not think it needs any changes but will continue to be reviewed every 3 years.
- Protected Disclosures (NAG 6). David moved that the Board of Trustees adopt the Policy as it is currently and that it will be reviewed again in 2020 – moved: David Ireland / seconded: Paul Berry. **AGREED.**
- Attendance Procedure (NAG 6). David noted that this document does not have a review date and should it be an actual policy or a procedure? Neal commented that he does have some mechanism for tracking, and that Wayne does reports annually on this however it is a bit out of date. The College receives numerous ongoing requests for students to have time out of school, and that sometimes there is an unrealistic expectation from parents of what schoolwork teachers will provide while students are away. **Action: Neal to come back with an overlay set of principles for the Board to approve and Neal to then manage.**
- General Complaints and Concerns (NAG 5) under Safe Environment is also up for review in July. David said that he needs to pull this apart a bit and look at this as there is some overlap with the personnel Complaints Policy (NAG 3). It was noted that the Board adopted the current NAG 3 Complaints Policy in May last year but should bring that forward to this Board composition rather than not reviewing it for another 2 years to allow them to look at the material received from Mr Kitchenman. This could be a 2 meeting process. The Concerns Flow-chart on the College website developed this year contains some inconsistencies with the general Complaints and Concerns Policy, with all concerns and complaints documentation needed to be reviewed as a package.
- Sexual Harassment (NAG 5) under Safe Environment is also due for review in July. In light of what has happened at St Patrick’s College Silverstream there needs to be clear procedures in place to learn from. There also needs to be a reference to sexual harassment via social media, and coordination with social media policies. **Action: David, Tracey and Neal to meet.**
- Complaints (NAG 3) – see discussion on the general Complaints and Concerns Policy (NAG 5) above.
- Policy Framework which includes a Trustee *Code of Conduct* and meeting procedures (updated draft circulated with papers). David noted that the index has been updated when compared with the version circulated on Friday. Essentially this is a communication piece for stakeholders about how the Board operates. It is taken from NZSTA template, and David is yet to confirm the need to acknowledge this. David requested that Board members read it and look for any inconsistencies. Neal mentioned the *Education (Update) Amendment Act 2017* which came into force on 19 May, and the Policy Framework should reference this. The most substantive piece of the Framework

is the *Code of Behaviour* policy based on the New Zealand School Trustees Association model, tweaked to incorporate the Special Character of St Patrick's College. Neal thinks it might benefit from incorporating a Special Character statement in the introduction, and David noted that there is already a space provided for insertion of the charter and strategic plan. Xavier queried the relevance of the statement on the top of page 4 and David said that he would look at the wording. **Action: Board members to provide comments to David by the middle of June to allow him to collate feedback.**

Paul thanked David, Tracey and Neal for their ongoing work in this area.

(d) Pastoral - Neal reported that the College has had a total of 7 stand-downs so far this year.

(e) Finance, Property & Maintenance/Development. Following the recent Finance subcommittee meeting it was reported that:

- investments are looking healthy.
- Scholarship funds are invested on term deposit.
- there are no issues at this stage of the year.
- the College is working towards a small surplus or breakeven budget at the end of the year.
- the collection of school fees and donations are on track.
- Neal has suggested a review of the structure of school donations to make the current written explanation to parents simpler. **Action: Neal to come back to the next meeting with something in more detail.**

(f) Health and Safety - new items reported by Neal included:

- the Technology workshop has been out of operation all year. It was returned to the College cleaned at considerable expense but was unable to be used due to concerns expressed by the HoD Technology and staff Health & Safety rep over the dust extraction system. The dust extraction unit was tested today and results will be back by Friday 26 May.
- the recent lockdown procedure ran well with staff and students both knowing what to do in the event of a lockdown. The College has taken some learnings from the drill.

7. **RECTOR'S REPORT** - May 2017. Neal spoke on the following matters:

- Neal referred to his report on roll data showing where students come from.
- the "*Taste of St Pat's Day*" went well with 170 boys attending.
- Neal acknowledged that he is late getting Departmental Reports to the Board of Trustees but will have them for next month.
- Maurice Atkinson furnished more detailed information about his proposed trip to take students to visit the Marist Mission in Ranong as discussed at the Board meeting held on 22 March. After some discussion the Board gave their approval for this trip to proceed.
- Mike L'Estrange is seeking permission for a cricket trip to Sydney later this year. Audrey Madigan and David Ireland both declared a conflict of interest as they have sons participating in this trip. The Board noted that the timing was a little poor in terms of requesting permission after the Cricket Quiz had already been held. The Board of Trustees gave their permission for this trip to proceed – moved Paul Berry / seconded John Campbell. **AGREED.**

- Neal and David Martin went to the meeting of the Wellington Community of Learning on Tuesday 23 May and the group is making good progress and moving along on the journey.
8. **STUDENT REPRESENTATIVE** - Xavier spoke to his report noting:
    - no new reported issues around Wi-Fi.
    - the House Sasa competition is on this Friday.
    - Scholarship is getting promoted strongly in History and Media Studies but not so much in his other subjects.
  9. **STAFF REPRESENTATIVE** - Kate spoke to her report noting:
    - the significant workload of staff involved in the O'Shea Shield competition and also for Ngahuaia and Jarrad working with the Kapa Haka group. Audrey offered to write individual Thank You cards to the staff involved. **Action: Gerardine to email Audrey a staff list.**
    - Progress conferences worked well and the change of time from 12 to 7pm seemed to be well-received.
  10. **PARENTS' ASSOCIATION** - Audrey spoke briefly to her written report which was taken as read. The biggest take-out she noted was for succession planning as the Parents' Association are going to lose a big number of parents at the end of this year, subsequent to having also lost a lot at the end of last year. The Association are keen to seek ideas from Neal about how their funds could best be used.
  11. **WOMEN'S GROUP** - Elliot and Tracey both attended recent monthly meetings. Neal and Karen have met with NZ Uniforms to scope out specific concerns previously raised by the Women's Group about some uniform items. Neal said that NZ Uniforms have offered to meet with members of the Women's Group to discuss this issue.
  12. **POLYNESIAN PARENTS' ASSOCIATION** - nothing to report.
  13. **WHANAU GROUP** - Roland missed the Whanau meeting last Friday due to a family bereavement. Roland offered to write Thank You cards to Ngahuaia and Jarrad acknowledging their support of Kapa Haka.
  14. **CORRESPONDENCE**

#### **Correspondence - Requiring Attention**

Silefagamalii Asi, letter of resignation from the Board of Trustees - 31 March 2017  
 Paul Berry, re Leave of Absence request for Board Chair - 17 May 2017

#### **Correspondence - Inward**

Jenny Gordon, Vicar for Education, Archdiocese of Wellington – 11 April 2017  
 Caritas, Annual Report for 2016 – 26 April 2017  
 Peter Kitchenman, Election/Selection of Parent Representatives on Board of Trustees – 5 May 2017  
 NZSTA Annual General Meeting – 27 April 2017

#### **Correspondence - Reports & Circulars**

Good News & The News – April 2017  
 Ministry of Education Bulletin – April 2017  
 Tukutuku Kōrero - NZ Education Gazette – 27 March 2017

Tukutuku Kōrero - NZ Education Gazette – 10 April 2017

Tukutuku Kōrero - NZ Education Gazette – 1 May 2017

STA News – March/April 2017

STA News – May 2017

### **Correspondence - Outward**

BoT Chair to Silefagamalii Asi, re position on Board of Trustees - 28 March 2017

BoT Chair to Teacher B - 7 April 2017

BoT Chair to Ombudsman, response to request for information - 3 May 2017

BoT Chair to Ombudsman, response to request for information - 10 May 2017

BoT Secretary to Peter Kitchenman, re stated preference for the BoT to hold an election to fill casual vacancy - 8 May 2017

### **Correspondence - Late**

Maurice Atkinson, Ranong Safety Report - 22 May 2017. *After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting and gave their permission/moved that this trip to proceed.*

Gary Cook-Andrews – BoT Resolutions for Funding Applications – 24 May 2017. *After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting:*

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to '**Infinity Foundation Ltd**' for funding for the sum of **\$12,000.00** to contribute towards the cost of:

- Travel and accommodation for the St Patrick's College Junior A and Senior A Basketball, 1<sup>st</sup> XI Football & 1<sup>st</sup> XI Hockey teams taking part in 2017 NZSS Winter Tournament week events, 4 - 10 September. Venues: Junior Basketball – New Plymouth; Senior Basketball – Palmerston North; 1<sup>st</sup> XI Football – Napier; 1<sup>st</sup> XI Hockey – Levin.

It was resolved by the SPC Board of Trustees to apply to '**First Sovereign Trust Ltd**' for funding for the sum of **\$12,000.00** to contribute towards the cost of:

- Travel, accommodation and event entry fees for the St Patrick's College Junior A and Junior B Water Polo teams attending NISS Championships in Auckland, 23 -26 November.

It was resolved by the SPC Board of Trustees to apply to '**Pelorus Trust**' for funding for the sum of **\$2,500.00** to contribute towards the cost of:

- Full set of playing jerseys and stock of strapping tape for use by the SPC Rugby Club for use as soon as possible throughout the 2017 season and beyond.

Moved: Paul Berry / Seconded: John Campbell. AGREED.

Peter Kitchenman, Allege BoT decision breaches natural justice and is contrary to the teaching of Christ - 22 May 2017

Peter Kitchenman, copy of complaint to the Ombudsman against Board of Trustees, St Patrick's College, Kilbirnie - Allege BoT decision of the 14<sup>th</sup> March 2017 breaches natural justice – 22 May 2017

Michael L'Estrange, seeking permission to take Cricket teams to Australia - 10 May 2017. *After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting and gave their permission for this trip to proceed.*

Ministry Bulletin for School Leaders - 22 May 2017

Office of the Ombudsman, Letitia Parry re complaint - 22 May 2017

Ainslie Sauvao, seeking to apply for MoE Secondary Teachers' Sabbatical - 22 May 2017. *After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting and the Board of Trustees moved that they supported Ainslie Sauvao's application. AGREED.*

Peter Wadsworth, seeking to apply for MoE Secondary Teachers' Sabbatical – 24 May 2017. *After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting and the Board of Trustees moved that they supported Peter Wadsworth's application. AGREED.*

Mike Woods, seeking to apply for MoE Secondary Teachers' Sabbatical - 26 April 2017. *After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting and the Board of Trustees moved that they supported Mike Wood's application. AGREED.*

The Board was asked if any member wished to speak to any items of correspondence – none did. Mr Kitchenman raised with the Chair that the Chair had failed to specifically mention his late correspondence of 22 May 2017. The Chair acknowledged that oversight and indicated that it was because he was working from an earlier agenda not the latest version. No member wished to speak to any of the late correspondence from Mr Kitchenman.

The meeting was declared closed at 9pm.

## **DATE OF NEXT MEETING**

**Wednesday 28 June 2017**