



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 28 JUNE 2017 AT 6 P.M.

PRESENT: Tracey Arthurs, Elliot Bell, John Campbell (Acting Chair), David Ireland, Audrey Madigan, Kate Southall, and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (BoT Secretary)
Peter Kitchenman
Sonny Mulitalo

Neal opened the meeting with a prayer. John introduced Sonny Mulitalo and welcomed him to the meeting.

1. **APOLOGIES** – Roland Bell, Paul Berry, Xavier English. (*Note: Paul Berry was previously granted leave from the Board to be absent from the June meeting.*)

It was noted that David Walsh has resigned from the Board of Trustees. John Campbell offered to write him a letter of thanks. **Action: John Campbell.**

2. **MINUTES OF MEETING** (24 May). Two lots of amendments were recommended to the Draft Minutes of 24 May 2017 as follows:

John noted the slight change to the final dollar amounts submitted by Gary Cook-Andrews under BoT Resolutions for Funding Applications on 24 May 2017. **AGREED.**

David noted the need to amend the Draft Minutes of 24 May to show the formal decisions around how the Board procedurally dealt with items of **Late Correspondence** specifically recording that the reason it was late had been noted, and the Board had resolved that consideration could not be deferred to the next meeting. It was also proposed that this two-step process dealing with each late item should be recorded in future minutes where applicable. **AGREED.**

MATTERS ARISING – Mr Kitchenman queried his submission that was noted in his memorandum of Monday 19 June requesting a change to the wording of the final paragraph of the Draft 24 May Board of Trustee Minutes. David Ireland confirmed the query had been considered and asked Board members to confirm they were comfortable with the wording in the version of the minutes circulated. Board members agreed with the version and did not want to change it.

Following agreement on the amendments to be made to the BoT Minutes of 24 May 2017 they were accepted as a true and accurate record – Neal Swindells/Audrey Madigan. **AGEED.**

3. **ACTION POINTS**

Updated and attached to reflect discussion.

4. **GENERAL BUSINESS**

- BoT casual vacancy ‘selection’. John confirmed that he had received no other nominations from the College community. He noted that he had also met with Sonny Mulitalo to discuss the role of parent representative on the Board of Trustees. Sonny was invited to introduce himself and he spoke briefly about his background, interest in education, and his willingness to be an advocate for the Polynesian Parents’ Association and Pasifika students generally. Sonny Mulitalo was then nominated for the position of parent representative on the Board of Trustees at St Patrick’s College – John Campbell/Elliot Bell. **AGREED.** Selection takes effect from Wednesday 28 June to fill the casual vacancy and Sonny effectively becomes a fully elected parent representative.
- Wellington Activity Centre - resolution required to appoint Trustees. Neal provided a brief verbal background and noted that he and John had recently visited Te Ara and met the 4 nominated Trustees. It was subsequently moved that “as per section 6.03 of the Wellington Activity Centre Charitable Trust Deed, St Patrick’s College Board of Trustees approve the appointment of the following Trustees; Mary Munro, Hazel Reddington, Marilyn Slack and John Whitehead to the Wellington Activity Centre Charitable Trust” – Neal Swindells/Tracey Arthurs. **AGREED.**

Neal also confirmed that Dominic Killalea, Principal at Wellington High School has agreed to come on to the governance group managing Te Ara to replace Mrs Mary Curran who has resigned as Principal at St Catherine’s College.

- Update on Admin/Support Review (in-committee). The Board moved into committee at 6.57pm and Mr Kitchenman left the room during this discussion.
- Discussion about how the Board deals with correspondence from parent X (in-committee).

The Board moved out of committee at 7.28pm and Mr Kitchenman was invited to return to the meeting.

John summarised the key public take-outs of ‘In-committee discussion’ as follows:

1. Admin/Support Review. The BoT Chair, Neal and Audrey will form a subcommittee and manage the process and timeline for appointing a Business Manager. Neal will communicate again with Support Staff in due course.
2. How the Board deals with correspondence from parent X. The Board referred back to their letter of 14 March 2017 to parent X stating that correspondence will not be acknowledged unless it relates directly to the health/welfare of his son or contains an OIA request. Until this point in time all of parent X’s communications have been listed in both the Board of Trustees meeting Minutes and monthly Agendas. Going forward the Board has agreed that correspondence from parent X will not be listed in future Board documentation. Any correspondence received will be read initially by

delegated Board members to see if it reaches the agreed threshold or otherwise requires wider circulation or actioning.

- Leave of absence request from Kate Southall. Kate was granted Refreshment leave last year to be away in Term 3, 2017 on leave without pay. She is now seeking Board permission to be absent for 3 consecutive Board meetings in Term 3. The Board subsequently agreed to grant her request and wished Kate well for her planned trip to Samoa. Kate suggested that it would be valuable to have another staff member attend Board meetings in her absence to answer any questions from a staff perspective. The Board agreed to invite Lynley Reid to attend the July and August Board meetings noting that she would not have any formal status at the meeting and would not be eligible to vote on any matters. John asked if Lynley would be able to produce a written report for each of the meetings. **Action: John Campbell will formalise this request to Lynley. Neal and Kate will discuss this matter in more depth before the end of Term 2.**
- Wellington Catholic Community of Learning (paper attached). Neal précised his paper which was circulated to the full Board which stimulated discussion. Board members expressed general concern about what this could mean for Neal if he took on the lead role, and also the flow-on effects for lead staff being out of the College. Audrey expressed specific concern about the timing of the potential role for Neal while also needing to manage the Board approved changes within the Support and Administration area (appointing and bringing a new Business Manager up to speed). The purpose of the new Business Manager role is to free Neal up to undertake more strategic leadership activities around the College that he currently does not have the time to do, due to being bogged down with detail around administrative and property matters. The paper from Neal would effectively see Neal out of the College 2 days a week which is a big ask when already stretched for time. The concern was reinforced by David Ireland who raised concerns about having adequate systems in place to run the College if Neal were to be absent on Community of Learning commitments 40% of the time.
- Summary of 2016 Departmental Reviews (paper attached). Audrey provided feedback that the report was very factual and operational. For the Board to be able to provide better governance support to Neal and SLT it would have been helpful to have an overview and some insights as to what SLT believed the next steps should be. The Board would have benefited from SLT providing commentary in the report showing *'action points/support requested'* or a *'so what'* piece. It would also be helpful to have some insight from an SLT perspective of the priority of any recommendations or actions they make, so these can be factored in to the 2018 Annual Plan (or earlier) if urgent. David asked about some of the general issues mentioned specifically in the paper such as concerns over class sizes, the Social Sciences Department profile, and how the Board could help or resource these issues.

5. SUBCOMMITTEE REPORTS

- (a) Special Character – Neal commented briefly on the reasonably positive Year 12 Retreat held today.
- (b) Appointments – Neal had already mentioned with his June 2017 Rector's Report the appointment of 4 new teaching staff. He also noted that Ms Martina Byrne has been appointed permanently to an IT teaching role in the Technology Department.

Neal was also pleased to announce that Peter Wadsworth, our College Counsellor has gained accreditation again with the NZ Association of Counsellors after having let it lapse. **Action: John Campbell will send Peter a card to congratulate him.**

(c) Charter & Policy

Policies to be discussed and reviewed:

- Policy framework (paper attached). David noted that the trimmed down version of the first cut was tabled at the May meeting, and thanked those Board members who had provided comment. Neal/Tracey/David met to discuss and the Policy framework paper circulated was the consolidated outcome arising from discussion. David has fed in the headlines – Vision/Mission/Values and headlines bits from the Strategic Plan. He is keen to feed in reference to the Education Act changes and put it on the table again for people to revisit and to allow Sonny an opportunity to consider it. It was proposed to bring the final version back to the July meeting for adoption.
- Changes to the Education Act - powers and functions of Boards (paper attached)* David referred to the overview from NZSTA as circulated. A key thing from the change to the structure of the Act is all of the statutory Governance content for school boards has been moved to Schedule 6 David encouraged Board members to read through this new content.
- Complaints Policy (update only). David noted that the NAG 3 – Personnel Management Complaints Policy was finalised shortly before new Board commenced (May 2016). This item will be updated along with the NAG 5 – Safe Environment General Complaints Policy to ensure consistency and tabled for discussion at the July meeting The General Complaints is general concerns which are dealt with under a separate process to the personnel Complaints Policy. The action required is to pull those together and to get some feedback from the Board. The updates will be tabled at the July meeting for visibility and for people to digest it and talk to it with a view to adopting updated versions at the August meeting.
- Sexual harassment and Social Media (update only). David wants to bring this to the next meeting and to look at the Social Media Policy on the College website and also Cyber Safety to consider how it all fits together. It could be simply a matter of plugging a couple of policies and or procedures in together. Neal would like some feedback from the Board about photos and publishing them.
- DRAFT Attendance Procedure (paper attached). Neal spoke to this Draft procedure which fostered a period of focused and lively discussion. Neal will work on amending the existing wording to incorporate suggested changes from Board members. **Action: Neal to bring back an updated Draft to the July meeting.**

Mr Kitchenman left the meeting at 8.39pm.

(d) Pastoral – nothing to report.

(e) Finance, Property & Maintenance/Development:

School Fees 2017 (paper attached)

DRAFT Fees & Donations statement (paper attached) – an extra paragraph has been added to serve as an introduction, and some suggested changes made.

Following the recent Finance subcommittee meeting it was reported that:

- Auditor's Report – Neal noted that this was a very positive report.
- the College urgently awaits completion of the Cyclical Maintenance Plan from David Monastra. Neal has given him a deadline to supply it a week before the next Board meeting on 26 July.
- the note about student credit balances relates to parents who have paid more money than they needed too.
- the auditor is pleased to see that donations are clearly distinguished from fees on individual student statements.
- Income and Expenditure for this year – Neal/Karen/John are happy with where we are at.
- the College is still predicting a financial surplus at the end of year of just above zero.
- Karen is pleased with how well Xero is working.
- Neal reported that the re-roofing project will hopefully be finished by the end of the holidays.
- Asbestos testing is ongoing and the College has still not recorded a positive air quality test.
- the challenge is when the current re-roofing project is finished that there will still be 3 existing Super Six roofs not replaced on Chanel, Egden and Todd Theatre.

(f) Health and Safety – as previously covered under Action Points. Elliot noted that the Health & Safety Committee Minutes were circulated to the full Board and are self-explanatory. It was recommended that any reference contained within the Minutes should in future be anonymised to simply state Student A or Teacher B. The report will be removed from the College website.

6. **RECTOR'S REPORT** - June 2017 (report attached). Neal's report was tabled and taken as read.

The Board affirmed that the recent 2017 Foundation Dinner was a wonderful night. It was agreed that the Board would like to send Louise a thank you card. **Action: John to send Louise a card from the Board.**

Report to Board of Trustees on Progress on the 2017 Annual Plan - June 2017

Takeout's:

- Neal has observed all the PRT's teaching and provided them with feedback.
- SLT at their meetings do discuss staff welfare regularly but have not done pulse checks.
- Whanau engagement is progressing and there will be some work to do.
- Bigger area targets. Pastoral - Wayne has surveyed all teaching staff and students.
- the College has contracted an external facilitator for the Curriculum Review at a cost of \$4k.

The Board discussed organising to plan for a Strategy session in September if there is sufficient information provided to make it worthwhile. To be confirmed at the July meeting.

It was also agreed that the *Report to Board of Trustees on Progress on the 2017 Annual Plan* should be elevated into the General Business section of the meeting agenda to

ensure there is sufficient time to consider it. **Action: Gerardine to put in place going forward.**

7. **STUDENT REPRESENTATIVE** (report attached). Xavier's report was tabled and taken as read. Neal answered a question from David Ireland about how well he thinks the current Prefect cohort is working, and options for changing the way the College manages student leadership roles were discussed.
8. **STAFF REPRESENTATIVE** (report attached). Kate's report was tabled and taken as read. Also mentioned arising from discussion was:
 - an issue with teacher laptops and cables interfacing with data projectors particularly in Level 200.
 - Parent teacher interviews – mix of parents and students who attended. Tracey affirmed the importance of celebrating student success and positive interaction with parents.
 - it was agreed that the Board would like to send Roger and Lynley a card to acknowledge their work at the recent *Big Sing*.
9. **PARENTS' ASSOCIATION** – Neal spoke about the 3 new parents who have taken on roles as office holders. He had an opportunity to meet with them all last week and to scope out some of the challenges facing the group in terms of member turnover, and getting more men involved. Neal provided the Parents' Association with a 'wish list' for them to consider funding which includes the ongoing replacement of College lockers, and purchasing a set of i-pads for the gym. **Action: Neal will include a notice in the next newsletter encouraging membership/support for this group.**
10. **WOMEN'S GROUP** (stakeholder report attached) – Audrey attended the recent meeting and spoke briefly to her report noting various matters.
11. **POLYNESIAN PARENTS' ASSOCIATION** – a Home-School Partnership meeting is to be held next week on Wednesday 5 July.
12. **WHANAU GROUP** – nothing to report.
13. **CORRESPONDENCE**

Correspondence – Requiring Attention

Gary Cook-Andrews, Resolution for funding required to apply to NZ Community Trust – 22 June 2017.

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to 'New Zealand Community Trust' for funding for the sum of **\$4,500.00** to contribute towards the cost of:

- Accommodation, Van Hire and event Entry Fee for the St Patrick's College Senior A Basketball team taking part in the 2017 Secondary Schools Basketball National Championships, 1-7 October, in Palmerston North.

Moved: Neal Swindells / Seconded: David Ireland. **AGREED.**

Rob des Tombe, Application for unpaid leave for the 2018 school year - 31 May 2017. **AGREED.**

Kate Southall, Application for leave from attending Board meetings in Term 3 - 20 June 2017. **AGREED.**

Correspondence – Inward

Deloitte, 31 December 2016 Annual Audit - 25 May 2017

Correspondence – Reports & Circulars

Lighting new Fires, Issue No. 2 - May 2017

NZCEO, Proprietor Appointees Quarterly Report - 15 June 2017. St Pat's mentioned in it about the Minister wanting a briefing from the BoP.

NZSTA, The Education Act has changed

NZSTA, Annual Report 2016

NZSTA, Collective agreement – terms of settlement reached - 22 June 2017

STA News, Issue: 273 - June 2017

Tukutuku Kōrero - NZ Education Gazette - 29 May 2017

Tukutuku Kōrero - NZ Education Gazette -12 June 2017

Correspondence – Outward

Deputy BoT Chair, leave granted to be absent from June BoT meeting - Paul Berry - 29 May 2017

Deputy BoT Chair, P Kitchenman re information request - 21 June 2017

BoT Chair, P Kitchenman re request for information - 26 May 2017

BoT Chair, permission for Outreach trip to Ranong, Thailand - Maurice Atkinson - 25 May 2017

BoT Chair, permission for Cricket 1st XI and Development team trip - Mike L'Estrange - 25 May 2017

BoT Chair, 2017 Secondary Teachers' Study - Ainslie Sauvao - 25 May 2017

BoT Chair, 2017 Secondary Teachers' Study - Peter Wadsworth - 25 May 2017

BoT Chair, 2017 Secondary Teachers' Study - Mike Woods - 25 May 2017

Correspondence – Late

After noting the reason why the request was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting:

Gary Cook-Andrews, Request period of leave to travel to the UK – 28 June 2017. It was agreed to delegate this matter to the Chair and Rector to manage.

Tukutuku Kōrero - NZ Education Gazette -26 June 2017

The Board moved into committee at 9.52pm to discuss an HR matter. The Board moved out of committee at 9.57pm.

The meeting was declared closed at 9.58pm.

DATE OF NEXT MEETING

Wednesday 26 July 2017