

St Patrick's College Board of Trustees

OPEN ACTION ITEMS

Month/action number	Action point	Owner	Date due
May 2016	<u>Scholarship funds</u> Work progressing with Board of Proprietors. The College is to request written advice from the auditor on the proposed transfer of funds. Neal noted at the March 2017 BoT meeting that he will follow up with Karen on this matter.	DI	To be left open
May 2017	David Ireland said that Denis Clifford is liaising with the auditor about moving these funds from where they currently sit to a fund outside of the Board of Trustees. Work will continue on this.		
June 2017	Neal is seeking clarity from the auditor after his conversation with Chair of BoP.	NS	
July 2017	Neal will progress this item with the auditor about providing a clear explanation around the constraints of transferring the Scholarship funds.		
August 2017	Neal has spoken to the auditor today and the auditor is adamant that the funds cannot be moved as per Ministry of Education guidelines. He agreed to put that advice into writing. David Ireland suggested that the Board could declare a Trust over those Scholarship funds and there is no reason why the Board cannot continue to administer those funds in light of the auditor's advice, but the key concern was over the lack of formal documentation for terms of trust on which the funds are held. David Ireland will pull together a draft declaration of trust for the Board to consider.	DI	27/09/2017
May 2017	Sexual Harassment (NAG 5) under Safe Environment. David/Tracey/Neal to meet to discuss referencing to sexual harassment via social media, and coordination with social media policies.	DI/TA/NS	26/07/2017
June 2017	David wants to bring this to the next meeting and to look at the Social Media Policy on the College website and Cyber Safety and how it all fits together. Neal	DI/TA/NS	28/06/2017

July 2017	requested some feedback from the Board about photos and publishing them. The Charter & Policy Subcommittee are continuing to progress work on Sexual Harassment (NAG 5) under Safe Environment and Social Media.	DI/TA/NS	23/08/2017
June 2017	Complaints Policy (NAG 3). An update will be tabled for the July meeting for people to digest and talk to it.	All BoT	26/07/2017
August 2017	General Complaints and Concerns and Staff Complaints Procedure - work is ongoing. Paul Berry to follow up on seeking good advice about the criminal aspect of physical/sexual abuse from STA or NZ Principals Association.	PB	26/07/2017
August 2017	Acute Crisis Management - Neal will continue to flesh out in more detail and bring back to the Board.	NS	23/08/2017
August 2017	Board Self-Review and Strategic Review – Board members to feedback their comments to David so that it can be tabled for the October Board meeting.	All BoT	23/08/2017
July 2017	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 July meeting.	BoT	23/08/2017
July 2017	Neal thinks that the Board could make a firm decision about facilitating a Strategy session at the August Board meeting. Audrey said that this needs to be kept on the radar to inform next year's Annual Plan.		
August 2017	Following discussion the Board agreed to focus the planned 27 September Board meeting solely for Strategy planning and to place little 'business as usual' items on the agenda.	BoT	27/09/2017
July 2017	<u>Blues Criteria</u> Neal will speak with Jonathan about this matter.	NS/JM	
August 2017	This matter will be discussed at the next meeting of the Sports and Cultural Blues committee.	NS/JM	
September 2017	<u>Distributing BoT Minutes</u> Paul suggested that the confirmed BoT Minutes could be shared with the College Community each month via a URL in the Weekly College Update.	NS/GP	
September 2017	<u>Update of some documents on the College website</u> The Board agreed that the Mission Statement and Values should be updated in the Place of Sports and Culture on the College website as well as the Special Character section to reflect updates.	GP/GCA	

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September 2017	<u>Addition of the Community of Learning on Board meeting agenda</u> It was agreed that the Community of Learning should be added as a regular reporting item each month.	NS/GP	
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CLOSED ACTION ITEMS

Month/action number	Action point	Owner	Date closed
25/5/2016	David produced a draft work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan. CLOSED	DI	24/8/2016
22/6/2016 A.01	Creative Commons Copyright Policy to be shared with staff and ICT group and their comments fed back at the next Charter and Policy Subcommittee meeting. CLOSED	NS/KS	24/8/2016
22/6/2016 A.04	Health & Safety Policy. Board to review content of tabled Draft Health & Safety Plan. Comments to be sent directly to DI. CLOSED	All	24/8/2016
22/6/2016 A.07	Board Orientation Day: Sunday 14 August. CLOSED	GP	
22/6/2016 A.05	<u>Stakeholder meeting</u> Board to review Stakeholder meeting dates for the remainder of the year. Select and email dates of their availability to GP for comprehensive list to be compiled for tabling at next BoT meeting. CLOSED	All	24/8/2016
22/6/2016 A.06	<u>Special Character Review</u> Discussion on paper CLOSED	NS	24/8/2016

25/11/2016 A.02	<u>'Strategic Framework/Aligning Goals'</u> Draft plan completed and to be sent to stakeholders for comment. Feedback will be reviewed at the November meeting. Place on November BoT Agenda. CLOSED	AM and GP	23/11/2016
22/02/2017	<u>Student Council</u> Xavier to speak with Neal Swindells about ideas regarding a Student Council. CLOSED	XE	22/02/2017
22/02/2017	<u>Feasibility Study of Chanel Block</u> Suggestion that both Boards contribute \$25,000 for development of concept plans. David Walsh and Paul Berry to discuss with Denis. David Walsh noted the need to ensure financial capability to contribute the Board of Trustee share. CLOSED	DW & PB	22/02/2017
22/03/2017	<u>Board of Trustees and Board of Proprietors</u> Briefing and discussion on Bot/BoP relationship. David Walsh and Paul Berry to meet with Denis. Cashflow streams for BoP is very limited. This could and will impact on future property plans and development. David Walsh noted at the March 2017 BoT meeting that the BoP is re-engaging with NZCEO about seeking additional funding and working how to approach this matter. The roof replacement cost is significant. CLOSED	DW & PB DI, TA, NS	22/03/2017
22/03/2017	<u>2016 Special Character Attestation</u> The subcommittee will convene to complete the partially drafted report. CLOSED	RB, XE, AM, NS.	22/03/2017
24/05/2017	<u>Social media and behavioural matters</u> Neal is to write to the parent community in light of recent happenings at both	NS	24/05/2017

	Wellington College and St Patrick's College Silverstream to use these incidents as a teaching moment to communicate to parents our College values and support available around social media etc. CLOSED		
24/05/2017	<u>Selection process to fill Board vacancy</u> David Ireland is to chair a small sub-committee to progress the selection process to fill the current Board vacancy. CLOSED	DI	28/06/2017
27/06/2017	<u>Redraft paper showing the structure of school donations to parents</u> Neal has produced a draft which was amended slightly following the BoT Finance Committee meeting to simplify the current 2 page fees and donations list. CLOSED	NS	28/06/2017
27/06/2017	<u>'Status and next steps' column</u> This data has been incorporated into Neal's reporting format. CLOSED	NS	28/06/2017
27/06/2017	<u>"13 Reasons Why" – Netflix series on portrayal of suicide</u> Elliot expressed concern about both <i>Blue Whale</i> (a daring system which includes self-injury and self-harming) and " <i>13 Reasons Why</i> " and how the College communicates with parents about these matters. Neal is to write to the parent community in the June newsletter about speaking to their sons about this series and promote available resources that parents/students can access. Neal will also mention in the next newsletter concussion injuries and the protocols around managing concussions at the College. Currently all rugby coaches and managers complete a <i>Rugby Smart</i> course which includes education about concussion. It was agreed that Neal should send a regular message about social media and behaviour matters to the College community.	NS	2/06/2017

	CLOSED		
28/06/ 2017	<u>Lynley Reid to be invited to attend BoT meetings but with no formal status in Kate's absence</u> Neal and Kate will have a chat around how this could work. CLOSED	NS/KS	Before the end of Term 2.
22/02/ 2017	<u>Charter and Policy</u> Tracey to liaise with Audrey about models of governance and developing framework - work progressing.	TA & AM	22/03/2017
26/07/2017	CLOSED	NS	28/06/2017
May 2017	Attendance Procedure (NAG 6) – Neal to come back with an overlay set of principles for the Board to approve and Neal to then manage.	NS	26/07/2017
June 2017	Neal will work on amending the existing wording of the DRAFT Attendance Procedure (NAG 6) to incorporate suggested changes from the Board.	NS	28/06/2017
July 2017	Neal has modified the wording of the DRAFT Attendance Procedure. CLOSED	NS	26/07/2017
28/06/ 2017	<u>Report to Board of Trustees on Progress on the 2017 Annual Plan</u> It was agreed that this item will be elevated to General Business from now on.	NS/GP	26/07/2017
26/07/2017	CLOSED		
May 2017	<u>Health and Safety</u> Neal and Elliot to progress with Wayne developing the Hazard Management Register, and also to discuss with Wayne changing the format of the Health & Safety subcommittee Minutes. Elliot reported at the March 2017 BoT meeting that Wayne Mills and Peter Amitrano have committed to find a suitable format for the Hazard Management Register by the end of this term. Elliot noted that the Health & Safety committee have not met since the last meeting and that he hopes to have an update on progress with the Hazard Management Register by the June meeting.	EB/WM/NS	22/03/2017
June 2017	Elliot reported that Wayne and the team have had a lot on and have not met the initial target. The revised target is now mid Term 3. Elliot said that Wayne has reviewed the system used at St Patrick's College Silverstream which is quite	EB/WM/NS	August 2017

July 2017 23/08/2017	comprehensive. It was noted that Peter Amitrano does have a Hazardous Substances Register which is different to the Hazard Management Register. No progress as yet but should be progressed by the 23 August Board meeting. CLOSED	EB/WM/NS	August 2017
May 2017 June 2017 July 2017	Neal to discuss proposal with SLT for a joint meeting with the Board to meet re Strategic Focus. It was proposed that the joint meeting be scheduled for Thursday 3 August at 5.15 for about an hour. It was agreed that Audrey will speak at the joint meeting about the Framework and four focus areas. Neal noted that the key items that the College are working through currently are the Curriculum Review and the Pastoral Review.	NS AM	28/06/2017 3/08/2017
May 2017 June 2017 23/08/2017	Neal is to socialise the idea of a computer programming camp with Doug and Wayne (and in consultation with Chris Smyth) and have the ICT sub-committee develop a plan. Talked to that during ICT subcommittee meeting. Kate thinks that it is important that as first step speak to Chris Smyth as HoD Technology. The ICT subcommittee met recently. John Campbell said it was a good information sharing meeting bringing people up to speed. An outcome of that discussion is that Chris Smyth would like to speak to the Board at the next meeting about what his Department is doing/offering. CLOSED	NS NS/CS	28/06/2017 26/07/2017
May 2017 June 2017	Kate and Xavier are to speak with Neal to explore options going forward about opportunities to improve Year 13 achievement levels. Neal/Kate/Xavier has met. Kate is keen to explore this more possibly involving a panel discussion with Year 13 students. Kate took the view that Year 13's are out of class too often whereas Xavier does not think attending some specific classes to learn matters (more of a university approach). He challenged Neal and Kate's thinking. It was agreed that it would be helpful to have a group of Year 13's as part of the focus group for the Curriculum Review especially in terms of pedagogy. Kate noted that shared timetable between SPC and SCC and if SPC	KS/XE/NS	28/06/2017

July 2017 23/08/2017	<p>chooses to change the timetable how this would work. This remains a work in progress.</p> <p>Xavier will be part of the student focus group at the Curriculum Review meeting on Monday 31 July.</p> <p>This item will be incorporated into the Curriculum Review.</p> <p>CLOSED</p>		
June 2017 June 2017 August 2017 27/09/2017	<p>An updated draft Policy Framework was circulated with the May meeting papers. This is a communication piece for stakeholders. David requested that Board members read it and provide any feedback to him by the middle of June to allow him to collate it prior to the Board meeting on 28 June.</p> <p>Changes to the Education Act - powers and functions of Boards. David referred to the overview from NZSTA as circulated. He encouraged all Board members to read through this new Framework.</p> <p>As the Policy Framework document was not included in the July meeting agenda it has been deferred to the August meeting.</p> <p>Following a period of discussion and reflecting suggested amendments the Board adopted the SPC Policy Framework.</p> <p>CLOSED</p>	<p>DI/all BoT</p> <p>DI/all BoT</p> <p>DI/all BoT</p> <p>All BoT</p>	<p>26/07/2017</p> <p>26/07/2017</p> <p>23/08/2017</p> <p>23/08/2017</p>
July 2017 27/09/2017	<p>The ICT subcommittee of Roland, John and Sonny will meet to progress developing an ICT plan.</p> <p>CLOSED</p>	RB/JC/SM	23/08/2017
June 2017 July 2017 August 2017 27/09/2017	<p><u>Encouraging involvement in the Parents' Association</u></p> <p>Neal is going to write a brief article in the July newsletter encouraging more people to join especially men.</p> <p>Neal is still considering how to best to promote membership with a particular focus on encouraging more men to join the Parents' Association.</p> <p>Neal will decide a strategy on how to get more parents involved after the completion of the current raffle promotion.</p> <p>CLOSED</p>	<p>NS</p> <p>NS</p> <p>NS</p>	<p>7/07/2017</p> <p>23/08/2017</p> <p>27/09/2017</p>
August 2017	Neal was approached by the Polynesian Parents' Association about a request for uniform. He has asked them to work through Kilbirnie Sports and Neal is	NS	27/09/2017

27/09/2017	managing the process. CLOSED		
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St Patrick's College, Wellington Board of Trustees

Cyclical Review of Board Policies

2016		
Monthly Meeting	Policy	Comment
June	Refresh Charter & Policy Committee Review policy manual structure and confirm workplan ahead	Cyclical review strategy tabled
July	Charter and Special Character and Board strategy	Discussion of Board strategy and objectives in light of charter and special character
August	NAG 2 <ul style="list-style-type: none"> - Board Self Review - Terms of Reference and Procedures - Special character review preparation - Strategic Planning 	Completed Board Assurance Statement and self-audit checklist tabled for ratification Review of Committee compositions External review and report scheduled for September Formal approval of strategic plan direction
	NAG 6 <ul style="list-style-type: none"> - Health and Safety Policy 	Approve new policy, cross-reference to related policies in NAG 5
September	NAG 4 <ul style="list-style-type: none"> - Review of selected Finance policies 	Scholarship funds policy deferred
	Strategic Review <ul style="list-style-type: none"> - Review of draft College Vision and Values, progress Strategic Plan and Admin Review 	Discuss Special character review findings

2016		
Monthly Meeting	Policy	Comment
October	NAG 3 <ul style="list-style-type: none"> - Review of selected Personnel Management policies: - Concerns & Complaints 	TBC at September meeting
	Governance <ul style="list-style-type: none"> - Review of MoU with St Catherine's 	Rector to report to Board and recommended changes for 2017 (if any)
	NAG 2 <ul style="list-style-type: none"> - Adoption of Strategic Plan 	Work and stakeholder engagement insufficiently progressed over September, formal adoption deferred to November meeting
November	NAG 1 <ul style="list-style-type: none"> - Adoption of Strategic Plan - Review of annual plan achievements for 2016 (draft), confirm methodology for developing 2017 annual plan in light of Board Strategic Plan - Review of draft EOTC policy 	Strategic Plan approved This review is intended to inform the development of the 2017 annual plan ahead of its adoption at the next meeting To be submitted to Feb meeting

2017		
Monthly Meeting	Policy	Comment
February	NAG 7 and NAG 8 <ul style="list-style-type: none"> - Charter review and performance analysis - 2016 Annual Plan achievements reviewed - 2017 Annual Plan reviewed and confirmed 	Updated charter and NAG 8 statement to be submitted to MoE by 1 March 2017 Annual Plan to be submitted to MoE by 1 March
	Governance <ul style="list-style-type: none"> - Election of Board chair and Deputy Chair - Draft Policy and Governance Framework - Review rector's appraisal policy 	As required by Education Act Further work required Updated in light of 2016 Special Character Review
	NAG 5 <ul style="list-style-type: none"> - EOTC Policy to be adopted 	Deferred to March meeting
	Delegations summary <ul style="list-style-type: none"> - Review of delegations authority for 2017 	Existing delegations to be refreshed/revised
March	NAG 5 <ul style="list-style-type: none"> - Review of selected Safe Environment policies - EOTC Policy 	
	NAG 3 <ul style="list-style-type: none"> - Rector Performance Review 	To be overseen by Board chair
May	NAG 6 <ul style="list-style-type: none"> - Verify Legislative Compliance policies: <ul style="list-style-type: none"> - Protected Disclosures - Attendance Procedure 	

2017		
Monthly Meeting	Policy	Comment
	NAG 5 - General Complaints and Concerns - Sexual Harassment	
	NAG 1 - Department report summary of student achievements in 2016 for discussion	
	Governance - Policy Framework	Review to incorporate Strategic plan
June	NAG 3 - Review of selected Personnel Management policies, including EEO (as required)	
	NAG 2 - Progress review of 2017 Annual Plan / Report from Fletcher	
	Governance - Policy Framework	Carried over to incorporate Education Act changes
July	NAG 4 - Review of selected Finance policies (as required)	Deferred
	NAG 6 - Attendance Procedure	Update adopted
August	NAG 2 - Board self-review / overall policy review	Deferred to October
	NAG 3 - Personnel Complaints	Updated version tabled, referred back to Committee

2017		
Monthly Meeting	Policy	Comment
	NAG 5 <ul style="list-style-type: none"> - General Complaints - Acute crisis management - Student Stand down, suspension, exclusion and expulsion 	Updated version tabled, referred back to Committee Policy and procedure to be updated Delegations incorporated into framework
	Governance <ul style="list-style-type: none"> - Policy Framework 	Framework adopted
September	NAG 1 & 2 <ul style="list-style-type: none"> - Charter Review - Annual Plan progress report - Review progress against Strategic Plan - Curriculum Review - Pastoral care review 	Outcome of Curriculum review and discussion of progress against Strategic Plan to be reflected in 2018 annual plan.
October	NAG 3 <ul style="list-style-type: none"> - Complaints and concerns 	
	NAG 4 <ul style="list-style-type: none"> - Selected Finance Policies - Scholarship Funds terms 	Defer review of Finance policies until a new trustee is appointed to oversee this aspect.
	Governance <ul style="list-style-type: none"> - Cyclical Policy Review Programme - Review of MoU with St Catherine's 	
November	NAG 2 <ul style="list-style-type: none"> - Review of annual plan 	

2017		
Monthly Meeting	Policy	Comment
	<p>achievements for 2017 (draft), confirm methodology for developing 2018 annual plan in light of progress against Strategic Plan</p> <ul style="list-style-type: none"> - Board self review of discharge of functions in 2017 	



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

NOTICE OF MEETING TO BE HELD AT
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM
ON WEDNESDAY 25 OCTOBER 2017 AT 6 P.M.

PRAYER roster – Paul Berry

1. **APOLOGIES** – Tracey Arthurs and Audrey Madigan
2. **MINUTES OF MEETING** (27 September 2017)
3. **MATTERS ARISING**
4. **ACTION POINTS** (27 September 2017)
5. **GENERAL BUSINESS**
 - Discussion regarding the recent publicity about St Patrick's College renting the hall for a Militaria Arms auction - discuss options and a way forward.
 - Discussion about multiple letters received from Parent 'A' to the Board of Trustees - discuss options and a way forward.
 - Annual Plan 2018 (refer to draft from Rector which will be emailed out on Tuesday).
6. **SUBCOMMITTEE REPORTS**
 - (a) Special Character
 - (b) Appointments
 - (c) Charter & Policy
 - Policies to be discussed and reviewed:
 - Cyclical Review of Board Policies - Update and report (David). Paper attached.
 - Guidelines for use of physical restraints - verbal update (Neal).
 - Complaints and concerns policy - verbal update (David).
 - Scholarship funds trust terms - a draft paper will be circulated to Board members on Tuesday (David).
 - MoU with St Catherine's - verbal update (Neal).
 - (d) Pastoral
 - (e) Finance, Property & Maintenance/Development
 - (f) Health and Safety (Hazard Register 2017)
 - (g) Catholic Community of Learning

7. **RECTOR'S REPORT** - October 2017
8. **STUDENT REPRESENTATIVE** (report attached)
9. **STAFF REPRESENTATIVE** (report attached)
10. **PARENTS' ASSOCIATION**
11. **WOMEN'S GROUP**
12. **POLYNESIAN PARENTS' ASSOCIATION**
13. **WHANAU GROUP**
14. **CORRESPONDENCE**

Correspondence – Requiring Attention

Gary Cook-Andrews, Resolution for funding 19 October 2017

Correspondence – Inward

P Kitchenman - OIA Request - 13 October 2017

Correspondence – Reports & Circulars

Good News & The News - September 2017

STA news, Issue 276 - September 2017

Tukutuku Kōrero - NZ Education Gazette - 16 October 2017

Correspondence – Outward

BoT Chair, P Kitchenman re OIA Request - 18 October 2017

Correspondence – Late

DATE OF NEXT MEETING

Wednesday 22 November 2017



Gerardine Parkinson <gerardine.parkinson@stpats.school.nz>

NZCEO Speaker Series | Ministry for Vulnerable Children, Oranga Tamariki

2 messages

NZCEO <nzceooffice@nzceo.org.nz>
 Reply-To: NZCEO <nzceooffice@nzceo.org.nz>
 To: gparkinson@stpats.school.nz

Thu, Oct 19, 2017 at 3:43 PM

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Speaker Series

We are delighted to welcome **Gráinne Moss, CEO of Ministry for Vulnerable Children, Oranga Tamariki**, to present about the transformational change happening for children in need and touch on the impact of this change for schools.

Gráinne joined MVCOT in 2016 to head up its change from Child, Youth and Family to Oranga Tamariki. Gráinne has lived in New Zealand for over two decades and originally hails from Belfast. She previously headed Bupa New Zealand.

The presentation is being held:

10:30 to 11:30 am

Wednesday, 15 November 2017

Level 2, The Catholic Center

22 Hill Street, Wellington

Morning-tea provided

Event also broadcast via webinar

[Click to register](#) to attend in person or via webinar



With best wishes,

Paul Ferris

Chief Executive Officer

Association of Proprietors of Integrated Schools

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New Zealand Catholic Education Office · PO Box 12307 · Wellington, Wgtn 6144 · New Zealand

Thursday 19 October 2017

From: Gary Cook-Andrews
To: GP; NS
Re: BoT resolution for funding.

Hi Gerardine & Neal – the below funding resolutions needs to be passed by the Board of Trustees at their next meeting. A copy of the meeting minutes and a list of those Trustees in attendance will need to be included with the upcoming funding applications.

It was resolved by the SPC 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 **Athletics** team attending NZSS Champs, December 2-3, Auckland.

It was resolved by the SPC Board of Trustees to apply to ‘**Trust House Foundation**’ for funding for the sum of **\$3,400.00** to contribute towards the cost of:

- Playing uniforms for the St Patrick’s College **1st XV Rugby** team for use through season 2018 and beyond.

It was resolved by the SPC Board of Trustees to apply to ‘**First Sovereign Trust Ltd**’ for funding for the sum of **\$5,000.00** to contribute towards the cost of:

- Coaching (via Kaizen Academy) fees for the St Patrick’s College **Football Premier Youth Grade** teams (1st XI through to 4th XI and Under 15 Premier) for the 2018 season and pre-season.

It was resolved by the SPC Board of Trustees to apply to ‘**New Zealand Community Trust**’ for funding for the sum of **\$17,000.00** to contribute towards the cost of:

- Coaching fees and pool hire fees (\$7,000) for the St Patrick’s College **Water Polo** teams throughout 2018; Travel & Accommodation (\$10,000) for **Senior Water Polo** teams to attend and compete in the NZSS North Island Championships, March/April 2018, Auckland
-

It was resolved by the SPC Board of Trustees to apply to '**Pub Charity**' for funding for the sum of **\$4,000.00** to contribute towards the cost of:

- Coaching fees for the St Patrick's College **1st XI Cricket** team throughout 2018.
-

It was resolved by the SPC Board of Trustees to apply to '**Infinity Foundation**' for funding for the sum of **\$6,000.00** to contribute towards the cost of:

- Coaching fees for the St Patrick's College **Senior A Basketball** team throughout 2018.
-

Thanks,

Gary



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 27 SEPTEMBER 2017 AT 6 P.M.

PRESENT: Paul Berry (Chair), Tracey Arthurs, Elliot Bell, Roland Bell, John Campbell, Xavier English, David Ireland, Audrey Madigan, Sonny Mulitalo, and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Johnathan English
Peter Kitchenman

Roland opened the meeting with a prayer.

Paul thanked Xavier for his term as Student Rep and his contribution to the work of the Board.

1. **APOLOGIES** - Kate Southall (on Board approved sabbatical leave)

2. **MINUTES OF MEETING** (23 August 2017)

Accepted as true and correct. Paul Berry / AGREED.

Paul suggested that it would be helpful to circulate the approved Board Minutes to the parent community each month. John suggested that a URL could be inserted into the Weekly College Update. **Action: Gerardine.**

3. **MATTERS ARISING**

4. **ACTION POINTS** (23 August 2017)

- Cyclical Policy Review Update - David spoke briefly to the working Draft of Cyclical Review of Board Policies as tabled. The Charter and Policy subcommittee are to meet to prioritise and finalise what is required for the year ahead prior to the October meeting.
- Alignment of policies and procedures with Vision, Mission and Values - David raised a procedural matter related to items on the College website – *The Place of Sports and Cultural Activities at St Patrick's College* and *Special Character* page which included the old Mission and Values wording. He noted the need to edit out the old Mission Statement and Values and to replace them with the new version. David recommended that the Rector be delegated the authority to update any Policy related material that is outdated on the website. It was subsequently moved that the Rector be delegated the authority to update any outdated information on the College website to reflect the current Strategic Plan. David Ireland/John Campbell. AGREED.
- Elliot asked about the process of updating hard copies contained in the Board Policy Manual. The Board briefly discussed this matter and one suggestion was that the natural point in the cycle to replace updated policies in folders was over the summer break. Paul suggested that an alternative was for Board Policies to be accessed via the College website as long as it is being kept up to date. Elliot said that he was still in favour of

having an updated hard copy to refer too.

5. GENERAL BUSINESS

- Rector's Report - September 2017. Neal spoke briefly to the following points:
 - ❖ the reduced roll at Year 9 level is impacting the GMFS for next year which is down by 2 teachers.
 - ❖ Mr Maurice Atkinson has applied to the Board of Trustees for approval for secondment to the National Catholic Religious Centre for Terms 1 and 2, 2018 to help with the creation of Religious Education resources. It was subsequently approved by the Board of Trustees to grant Mr Atkinson leave as requested. **AGREED.**
 - ❖ the Community of Learning is slowly developing, and the Memorandum of Understanding discussed at the last meeting is to be signed off. There is unlikely to be a Principal prepared to take on the lead role at this stage, and the position is to be advertised. The Board requested that the Community of Learning become a standing agenda item. **Action: Gardine.**
 - ❖ Te Ara has received a very good written unconfirmed ERO review which Paul Berry will sign on behalf of the Board of Trustees.
- The Rector presented his Report to Board of Trustees on Progress on the 2017 Annual Plan as at September 2017. The Board discussed the update and provided feedback for how to improve on the outcomes going forward or on options for consideration by SLT going forward. Due to the operational nature of continued activity, it was agreed that a number of the 2017 actions can now become business as usual. It was agreed that for 2018, the Rector will provide updates on continued actions through his Rector's Reports as/when required through the year.

- Points noted arising from discussion:
- Neal Swindells presented two reports: Report on Curriculum Review & Report on Pastoral Review ahead of a general discussion to assist in the planning for the areas of priority focus for the 2018 Annual Plan

General commentary or feedback from Board members on the Reports, focused on:

- The Pastoral Review being a difficult report to digest due to the nature and format of all raw data presented. It would have been more helpful for the Board to have had insights and theme based views (as per the Curriculum Review Report).
- Links into leadership – all Year 13 students are leaders in the school and how can this be embraced and built on.
- The use of language in referencing and grounding staff/students/ the community in the Focus Areas and what we are trying to achieve in terms of our values - for example what does Excellence in Professional Development look like so that our values and focus areas are underpinning our activity/priorities
- Important for Neal to place an emphasis on language used especially at key school events but daily with staff/students e.g. prizegiving and staff meeting at the start of year e.g. the creation of the Tourism Course or Coding at the College is a change the school is introducing to ensure that we are providing new and challenging opportunities for our boys to develop the skills needed for tomorrow's world and new career options.
- Whether the Consultant had a focus or interest on technology as it was only mentioned once in the report.
- There was discussion around how to bring out the themes from the Report into actions to ensure the College can shift toward students with:
 - Knowing the new basics in areas like digital and global working, design and entrepreneurship

- An ability to use knowledge to achieve results, through creative and critical thinking, working collaboratively to solve problems and communicate results
 - Being curious, tenacious, organised, emotionally resilient and a team player
 - Having a growth mindset that keeps you learning, unlearning and relearning
 - Many of the sporting, cultural, spiritual opportunities and offerings at the College provide these, but how do we ensure we are building on them and growing our expertise in delivery of them – each year through specific activity in the Annual Plan
- It would have been helpful to know the implications of BYOD and how it has influenced Year 11 students who have had Chromebooks since Year 9.
 - References were made to business examples like IBM who when they launched their global values all management structures spun off the 3 values. And everyone in the company globally could refer to the 3 simple values and judged their actions by these
 - There was discussion and interest in the student/teacher partnership and the need to tease out what makes students tick or excites them, so that can be leveraged.
 - The Board followed up on the comments made by Staff Rep earlier in the year following the information gathering period and format for both surveys.
 - Staff were able to express their views about the Curriculum Review through an opportunity provided at a recent staff meeting to discuss this in more depth.
 - It was suggested that Neal should discuss changes to the curriculum and structure of the school days with a group of senior students and staff as an action.

OUTCOME

- The aim of the discussion, opportunities and feedback around the 2 Reports was to provide Neal (and the SLT) with the knowledge of where the Board wishes them to focus effort and attention. These can then become the areas for the Board to invest in when articulated through the Annual Plan.
- Examples: rather than a singular focus on PD for 2018 present to the Board a plan for PD across the next 3-5 years.
 - How will the work being done with Waikato University be embedded for 2018?
 - How will 'Write that Essay' PD be taken to the next step?
 - What are the steps for ensuring that all staff have had some level of xx PD across the next 3-5 years in order to achieve the PD goals?
 - Involve staff in developing the key areas of focus for PD
 - Link PD to the other Focus Areas e.g. Technology
 - What ICT upskilling/PD is needed for all staff by end 2018?
 - What does that look like for new teachers, IT savvy teachers, Support staff in the office, teachers not comfortable with IT
 - In the next 3-5 years How does the PD then assist us to achieve alignment to the school achieving its goals from FA4 of:
 - **Multimedia** based learning is in every classroom
 - **Digital technologies** are a core feature of all our educational programmes
 - We use **digital communications** with students, parents and Boards
- It is important in each Annual Plan we are not just thinking 12 months but about the incremental build of the 12months to the next 5-10 years to achieve the long term Strategic Plan.

STRATEGIC PLAN REVIEW/UPDATE

- ICT Review and strategy. This small subgroup are still working on policy as opposed to strategy, and believe they need to task themselves with more research.
- Discussion was held regarding how the ICT Strategy could assist in linking all of the focus Areas enabling the College to plan better at a practical level; for example

developing a covering piece on linking in Chromebooks and they impact strategy and the use of Technology.

- The original idea was that Board members with backgrounds in ICT would help with advice in regards topics such as: use of technology in the delivery of the curriculum; tablets versus laptops; and how to progress use of ICT over the next 4-5 years.
- It was agreed that there was a need to reinvigorate the group to have a directed statement better aligned to the Focus areas (particularly FA4) in the Strategic framework.
- It was agreed to remove the Property Directional Plan off the Annual Plan as this will be managed through the BoP.
- Admin and Business Manager Role. This is captured and to be looked at early next year when an appointment is made. Hold on the Annual Plan.
- International Students – it was agreed it did not need to be a specific item in the 2018 Plan as it was a priority critical area in the next 12 months. However the focus for ensuring succession planning, documentation and support of processes should continue as business as usual.

DRAFT 2018 Annual Plan.

The following matters were noted in discussion in preparation for the Draft Plan being presented to the Board at the November meeting:

- All activity and goals in the Plan to be articulated using the S.M.A.R.T goal framework
- The Board need to challenge itself to ensure we are looking at long term challenges and gains when assessing 2018 goals
- Prepare a view for a multi-year frame that can be refreshed and built on annually rather than being ad hoc or tactical for the bigger items.
- As a result focus on the first 12 months of a 3-5 year term plan.
- Tracey said that following changes to the Education Act, the Ministry of Education is to release guidelines next year about Strategic Planning for Boards in schools.
- the Community of Learning needs to be fitted into 2018 plan.
- Critical that the Board remain focussed on our Mission, Vision and Values in support of student achievement targets and the focus area goals
- The importance of “marketing speak” to reinforce and celebrate what the College is doing and always being conscious to ground this within the strategic framework areas of focus and goals.
- Agreed that the Neal would take the discussion and feedback to the SLT and staff to develop a draft 2018 Annual Plan before the November BoT meeting.

6. SUBCOMMITTEE REPORTS

(a) Special Character - not covered at this meeting.

(b) Appointments - not covered at this meeting.

(c) Charter & Policy – briefly covered under Action Points.

(d) Pastoral - not covered at this meeting.

(e) Finance, Property & Maintenance/Development – Paul noted that the Finance Committee had met on Monday evening and that the end of year surplus should be around \$9k.

Gary Cook-Andrews – BoT Resolutions for Funding Applications – 22 September 2017.

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 **\$7,000.00** to contribute towards the cost of:

- Van/Trailer Hire, accommodation and uniform/packs for the St Patrick's College Rugby Sevens team to attend and compete in the Condor 7s National Tournament, being held in Auckland, 30 November – 4 December 2017.

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

(f) Health and Safety - not covered at this meeting.

7. **STUDENT REPRESENTATIVE** – no stakeholder report was received.
8. **STAFF REPRESENTATIVE** – no stakeholder report was received.
9. **PARENTS' ASSOCIATION** – no report was received.
10. **WOMEN'S GROUP**
11. **POLYNESIAN PARENTS' ASSOCIATION** – no report was received.
12. **WHANAU GROUP** – no report was received.
13. **CORRESPONDENCE**

Correspondence – Requiring Attention

Funding application from Gary Cook Andrews for Rugby Sevens. *As previously covered under Finance and Property.*

Correspondence – Inward

Maurice Atkinson, NCRS Secondment Permission - 15 September 2017. *As previously covered and approved arising from the Rector's Report.*

Ministry of Education – School Leaver Achievement and Destination Profile 2016

Correspondence – Reports & Circulars

Community of Learning Interim Stewardship Group, Report from John Campbell -18 September 2017. Report noted as received but not for discussion.

NZCEO Cyber Safety session, Report from Roland Bell - 23 August 2018. Report noted as received but not for discussion.

NZSTA Membership matters

STA news, Issue 275 - August 2017

St Patrick's College Women's Group Minutes - 18 September 2017

Tukutuku Kōrero - NZ Education Gazette - 28 August 2017

Tukutuku Kōrero - NZ Education Gazette - 11 September 2017

Correspondence – Outward

Correspondence – Late

Other items of General Business

- Paul noted the invitation from Colleen Flynn to all Board members to attend the Gateway Graduation function.
- Audrey requested leave from the Board Chair to miss the Board meeting to be held on Wednesday 25 October due to work commitments. AGREED.
- Neal invited Board members to attend Senior Prizegiving which is to be held on Thursday 2 November.

The Board meeting was declared closed at 8.42pm.

DATE OF NEXT MEETING

Wednesday 25 October 2017

Feedback to Board on “Community Consultation and Communication”

Community Consultation and Communication

2.1 The College’s community consists of: Board of Trustees Parent Stakeholder Groups
Board of Proprietors Staff Administration Catholic Community Students Old Boys’
Association Prospective Students

2.2 The Rector will ensure that:

2.2.1 A College newsletter is sent to parents and caregivers eight times a year and a College update via email weekly;

2.2.2 Parents and caregivers are made aware of the dates and times of Board of Trustee meetings, and of the availability of minutes;

2.2.3 A College calendar is produced annually for distribution to parents and students. 2.2.4 The following occasions are held annually:

2.2.4.1 Parent-teacher interviews at the College;

2.2.4.2 An open day for new and prospective parents/caregivers;

2.2.4.3 An introduction day and interviews for new entrants;

2.2.4.4 A year 9 parent “Meet the Teachers” evening early in term 1;

2.2.4.5 Academic evenings as required.

2.3.5 Report comments on student academic progress are placed on the Parent Portal regularly throughout the year. Note: All communications with parents and caregivers should be composed with an awareness that for a significant number English is their second language.

2.3.6 Information is provided for the Old Boys’ Association newsletter. In return the Old Boys’ Association will keep the Rector informed of their activities.

2.6 Review: The Rector will review this procedure every three years.

Rector’s comments:

- *We send an email to parents each Friday and a full newsletter is placed on the website approx twice per term. We worry that many parents no longer read the full newsletter.*
- *We publicise the BOT meeting Dates in both the email and the newsletter. The minutes are placed on the website. I checked and at time of writing all minutes for this year are there. The September 2017 Minutes were noted as “Unconfirmed”*
- *Wayne Mills Deputy Rector produces the Annual College Calendar. It is on the website, the College app and dates for the next week are published in the weekly email.*
- *Various forms of parent teacher interviews are held at the College during the year. This year we did the Parent, Student Tutor Teacher Conference for Years 9-11 and two evenings of the “speed dating” parent teacher conferences.*
- *An Open Day is held annually.*
- *We have Year 8 Student and parent interviews on Nov 8th and 0th this year.*
- *Our Women’s Group host an annual BBQ for new parents in November which is well attended.*
- *We always hold a special meeting for Year 9 parents to allow them to meet their House Leader and Tutor Teacher in week two or three of the year.*
- *We hold a range of academic evenings. NCEA information. Scholarship Information,. Cyber Safety Support. Options evenings etc.*
- *Report comments are placed on the portal regularly. We have tried this year to make the parent portal more user friendly. Some work needs to be done on the language of reports.*
- *We are in regular communication with the Old Boys Association.*

There have been a number of parent surveys during this year. I have held one Rector’s Dinner. I am regularly at events associated with the school. We txt absences to parents and there is a huge amount of email communication.



RECTOR'S REPORT TO THE BOARD OF TRUSTEES

20TH OCTOBER 2017

ROLL

The roll on 20th October was:

	2017	2016	2015	2014	2013	2012
Year 9	136	165	186	174	160	157
Year 10	170	190	167	159	164	179
Year 11	183	155	158	159	183	150
Year 12	151	155	148	173	147	140
Year 13	144	134	156	136	129	142
Total	784	799	815	801	783	768

There are also 26 International Students. We currently have 156 confirmed Year 9 enrolments for 2018.

SPECIAL CHARACTER

- We had a positive Year 11 Retreat which included the “pilgrimage” to “Our Lady of Kapiti” and a day with Father Mark Walls and his young Marist team.
- Father Ephrem Tigga and about 10 Overseas Priests living and working in Wellington visited us on Monday 16 October. They met with some senior students and our Ministry Team.
- The Ministry Team are holding a planning meeting for 2018 on the afternoon of Monday 30 October.

STAFFING

- It is great to have Ms Kate Southall and Mr Roger Powdrell back at work after their Term 3 sabbatical leave.
- We have made the following appointments for 2018:
 - Ms Carolyn Renata LTR Maternity Leave (for Shayna Gardner) in Maths
 - Helen Figueira permanent position in Science
 - Kayleigh Hoffman permanent position in Science
 - Ms Alex Oldfield permanent position in English
 - Mr Luka Velebit permanent position in Music and English
 - Mr Mitchell Watson LTR for Mr Rob des Tombes in Technology.
- Mr Maurice Atkinson (Religious Education) has been successful in gaining a 6 month secondment to the National Centre for Religious Studies to assist with the development of resources for the teaching of Religious Education. We have advertised this position.
- We are working on developing a shortlist for the Business Managers position.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

- Senior students go on study leave after Friday 3 November. Staff are working with students to try to prepare them for their externals. Junior Exams take place in Week 4.
- We are starting to prepare the 2018 timetable to see what our exact staffing needs are. We need to confirm our timetable structure to be able to complete this process. St Catherine's College are largely positive about a move to a 5 period day so we are working through some of the detail. We aim to have a new system finalised by the beginning of November.

EXTRA CURRICULAR

- The 1st X1 and Development Team Cricket Tour of Australia went very well with the students getting in 4 games to help prepare them for the 2018 season.
- We had an excellent Sports Prize giving at the end of last Term. Liberato Cacace was our Victor Ludorum (Sportsman of the Year).

PROMOTION AND COMMUNITY LINKS

- Our stewardship group for our Wellington Catholic Community of Learning is starting to develop the process for the appointment of a Lead Principal.
- We have received the final ERO Report for Te Ara, the Wellington Activity Centre.
- Mr Graham Duffy, former Rector of our College has been appointed the new Rector of St Patrick's College Silverstream.
- We had a Rector's Dinner this week for 6 families. The purpose of these dinners is to promote the work of our Foundation.
- The Foundation Board will meet for the first time this year on Tuesday 21 November.
- The annual Old Boys' Dinner takes place on Thursday 19 October.
- We hosted the Asean Countries Youth Forum over the holidays led by the Ambassador of the Philippines, Mr Jesus Domingo and Year 12 student Ralph Zambrano.
- Board members will be aware of the publicity around the Militaria Auction that was due to be held in our Hall last weekend. After the publicity about the event the organiser decided to cancel the auction. I have received a number of emails about this issue some supporting the auction and some saying it was inappropriate to be held in a school hall. As you will have picked up there have already been three auctions like this in our Hall this year and the two groups who hire our hall for these events have been doing so without any problem that I am aware of for approximately 25 years.

ENVIRONMENT AND RESOURCE ISSUES

- Our Proprietors are proceeding with plans to strengthen and re-roof the Egden Block (Admin) and to develop a directional plan for the next 10 years.
- The Pohutukawa trees around the College were tidied up over the holidays with a couple being removed near our front sign.
- We are getting prices to replace our front sign which is starting to look tatty and needs more than paint.
- The final Code of Compliance for our Artificial Turf has been received from the Wellington City Council.

HEALTH AND SAFETY

- Our second lot of Air Quality Tests since the re-roofing project has finished have come back with no concerns raised.
- Mr Wayne Mills has completed our new Hazards Register.
- The Asbestos Management Plan is now in operation with the door stickers in place. Our main contractors have completed a training module.
- We remembered this week that we are exactly one year on from the great asbestos crisis. I think we can look back with some pride at the way we managed this issue and the progress we have made since.

Other Issues

1. I will send out a separate Draft 2018 Annual Plan for the Board to consider.
2. There are new requirements around the "*Code of Practice for International Students.*" We have to provide NZQA a formal attestation that we had completed a self-review of our performance under a number of categories relating to our international students. Maria Elenio and Wayne Mills have been working on this and I have now sighted their self-review and signed off the attestation. We are making a few changes to our practice as a result of this self-review.

Neal Swindells
RECTOR

Staff Report - BoT meeting, 25 October 2017

As you know, I was away for last term, so it's a bit difficult writing an accurate account of what's been happening. I've talked to quite a few of the staff though, and the morale is generally pretty good.

There were a couple of really productive meetings last term when the staff felt that they had been listened to. We're just awaiting confirmation of potential changes to the daily timetable (a move to 5 periods a day) and the Tutor Group set up (48 Tutor Groups rather than 32). There are also changes to the student leadership structure which are being worked through.

There are real concerns amongst the teachers about the lethargy of the senior boys, particularly given that we are heading into exam season. Part of this is due to the nature of NCEA - the way that the boys count up their credits and decide which standards they 'need' to work towards and which ones simply 'don't matter' to them. This is short sighted and frustrating, but it seems to happen every year. However, the work ethic of the boys in general is not one to be proud of, and this makes teaching a real struggle. There is a real lack of motivation amongst students, and their work output is fairly minimal, both inside and outside the classroom. There are also quite a few boys who are now realising that they didn't work hard enough during the year, despite many resources being at their disposal. Some are expecting teachers to teach them extra material and give them additional internal Achievement Standards so they can pass. This approach is again frustrating, and places a lot of undue pressure on teachers.

Ngahuia Madden seems to be happy with the help she is getting from Zac and her team from Waikato University regarding Maori Professional Development.

Eleven of our teachers went up to Tauranga in the first week of the holidays to compete in the Teachers Games. This was a fantastic time for a bit of bonding, and they even came back with a few medals.

Mike L'Estrange and the cricket teams had a great experience in Sydney in the holidays - a very successful trip.

Alice Stevens-Carlyon took the Senior Barbershop Quartet to Nationals in week 9 last term. They came 12th out of 17 but did a good job with very challenging music. The boys were very inspired by the other performers, and hopefully that helps build the level next year.

Upcoming events:

Senior Prizegiving - Thursday Nov 2nd

Seniors leave - Fri Nov 3rd

Junior Exams start - Mon Nov 6th

Testing for Yr 9 students for 2018 - starts Nov 8th

NCEA exams start - Thurs Nov 9th

Yr 10 Camps start - Mon Nov 20th

Student Rep Report

Thursday 19 October 2017



School events that have happened:

- First few days back at schools from our well deserved holidays, boys starting to get back into the swing of things now.
- During the holidays many students involved with sports had trainings or competed. Liberato Cacace represented NZ at the Fifa U17 World Cup in India and two cricket teams toured Sydney in Australia. Liberato and the Football team was knocked out in pool play with four hard fought matches and our cricketers won most of their games. Rowers had their learn to row camp which would have been an eye opening experience for the new Year 9 and 10 recruits.
- Most senior students should have completed all their internals and will have to focus on the external exams in a few weeks time.
- Year 12 students have been given leadership applications. This year there has been a change in how the leadership system is run with more opportunities being made available to the boys. From my understanding there will be an increase in the number of peer leaders and new roles entirely being added such as spiritual and sporting leaders.
- First performance of the all comers volunteer choir at assembly. Good first ever performance with two songs being sung well, would be nice for a few more boys to be involved.

School events coming up:

- Just a few weeks left of school for senior students with external exams just around the corner. Junior exams also happening later in the term.
- Fawelling our Year 13's at the annual Leavers Mass.