



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 23 MAY 2018 AT 6 P.M.

PRESENT: Tracey Arthurs, Elliot Bell, Roland Bell, Paul Berry, John Campbell (Chair), Kaille Harris, David Ireland, Audrey Madigan, and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Joe Gehrig (Business Manager)

Audrey opened the meeting with a prayer.

1. **APOLOGIES** – Johnathan English, Sonny Mulitalo.

2. **MINUTES OF MEETING** (28 March 2018)

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

3. **MATTERS ARISING**

4. **ACTION POINTS** (28 March 2018)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

1. WCC - Evans Bay Cycleway. Joe reported back on the community consultation process with WCC. John and Joe both expressed in the strongest terms the College's concerns around student safety. The outcome of the consultation process was that the WCC approved the proposed cycleway and were looking at ways of mitigating implementation of the cycleway which included ongoing discussion with St Patrick's College. John had suggested that cars or buses could be pushed into the park a bit which would give more room for parking and a green strip. The Board once again expressed their concern about health and safety issues, and how the College can best manage potential risks to both students and staff going forward. Paul suggested that there should be a pedestrian crossing installed adjacent to the College.

6. **SUBCOMMITTEE REPORTS**

(a) Special Character. Neal commented positively on the recent "tagged teachers evening" held on Monday night.

(b) Appointments. As covered under the Rector's Report.

(c) Charter & Policy - Update on "*SchoolDocs*". Neal said that the contract with *SchoolDocs* has been signed and payment made recently. The College is continuing to work with *SchoolDocs* to clarify some matters going forward and to advance this project.

(d) Pastoral – The Board moved into committee at 6.53pm to discuss a matter involving the rugby judiciary and sports related behaviour. The Board moved out of committee at 7.17pm.

(e) Finance, Property & Maintenance/Development

- Finance Report
- 2017 Financial Statements
- Funding Application requests, Gary Cook-Andrews

Joe spoke to the various financial reports. Points noted in discussion included:

- the new 10 year property maintenance plan showed an under-provision of funds for the next 10 years and as a result provision of \$267k was made at the end of last year turning a predicted surplus into a deficit of \$197k.

Following a period of discussion it was moved that the Board of Trustees accept the audited 2017 Annual accounts for the 2017 year and that they be submitted to the Ministry of Education in conjunction with the Annual Variance Report - Paul Berry/John Campbell. AGREED.

Neal suggested that the Board of Trustees acknowledge Karen Page for her skill and hard work in preparing the annual accounts, and for facilitating the audit process. AGREED.

Action: Neal.

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 \$16,500.00 to contribute towards the cost of:

- Travel, accommodation and registration fee for the St Patrick's College **U15 Rugby** team taking part in the NZSS National U15 Rugby Tournament, Auckland, 3-7 September 2018.

It was resolved by the SPC Board of Trustees to apply to '**First Sovereign Trust Ltd**' for funding for the sum of \$10,000.00 to contribute towards the cost of:

- Travel and accommodation for the St Patrick's College **1st XI Football** team attending NZSS National Football Championships in Christchurch, 3-7 September, 2018.

It was resolved by the SPC Board of Trustees to apply to '**Four Winds Foundation Ltd**' for funding for the sum of \$7,000.00 to contribute towards the cost of:

- Travel and accommodation for the St Patrick's College **Junior A and Senior A Basketball** teams attending NZSS National Basketball Tournaments in New Plymouth (Juniors) and Palmerston North (Seniors), 3-7 September 2018.

It was resolved by the SPC Board of Trustees to apply to '**New Zealand Community Trust**' for funding for the sum of \$10,000.00 to contribute towards the cost of:

- Travel and accommodation for the St Patrick's College **1st XI Hockey and Senior Underwater Hockey** teams taking part in NZSS National Tournaments in Levin (Hockey) and Tauranga [TBC] (Underwater Hockey), 3-7 September 2018.

Moved: Paul Berry / Seconded: Tracey Arthurs. AGREED.

(f) Health and Safety. The following items were noted in discussion:

- Joe spoke about the recent 2 day course which he had attended. He noted that all electrical appliances have been tested and tagged during the holidays.
- Elliot raised concerns about the second series of *13 Reasons Why* which has an R18 censorship rating and suggested that it would be good to communicate to the College community some guidelines about the series and where resources can be accessed e.g. the Mental Health Foundation. **Action: Neal.**
- The Board discussed the issue of staff feeling tired and stressed and how this could be managed. Audrey asked whether the SLT need to review the Annual Plan and assess if there are things they cannot do or need to negotiate out as the Board do not want to add on stressors. **Action: SLT will review the Annual Plan and see if there are things that need to be deferred.**
- Kaille thinks there are some small gestures which would help increase staff morale such as providing biscuits in the staffroom, or possibly catering morning tea or lunch once a term. Kaille personally funded a weekly staff recognition award programme – Super Star of the Week in Term 1 and it was agreed that this should not be a personal cost, and that going forward the College will fund it. It was agreed that the Board could contribute \$500 from Board expenses to fund this activity. **Action: Neal/Joe.**
- Neal noted that Kaille (PB4L) and Sarah (PRT programme) have both had some classes taken off them to allow them to focus on specific areas.
- John said that Neal and the SLT can think about how the surplus could be aimed at teaching and relief.

(g) Catholic Community of Learning (report attached). John spoke to his report and noted the proposed dual leadership model with 2 principals put forward which he supported on behalf of the College. John suggested that it would be appropriate to write to both Bernadette Murfitt and Mary Angela Tombs thanking them for offering to take on the leadership role, and also to thank their respective Boards for releasing them to take on this role. **Action: John Campbell.**

(h) Te Ara (Wellington Activity Centre). Neal reported that he and John had recently signed off on their Annual Report which was submitted to the Ministry of Education.

7. **RECTOR'S REPORT** - May 2018. Neal provided a brief verbal overview of his report. Points noted in discussion included:

- Open Day visits to Catholic feeder schools
- Staff issues
- Issues with the processing of teacher registrations
- Vanessa Gray is leaving to be HoD Science at Queen Margaret College and Neal interviewed applications today for the Assistant HoD Science position
- The College expects to have an ERO visit in the coming year. Tracey spoke about stewardship of the Board which is an ERO pre-requisite, and offered to email out further documentation about this requirement.

The Board moved into committee at 8.26pm to discuss a HR matter. The Board moved out of committee at 8.30pm.

8. **BUSINESS MANAGER'S REPORT** (report attached). This report was taken as read. Points noted in discussion included:

- Prospectus update
 - The 2019 Enrolment application has 3 tick boxes relating to permission for 1. Publication of student's photograph on the St Patrick's College website, or in College publications 2. Placement of student name/address on alumni database 3. Parental information to be available to College stakeholders. The Board discussed the issue of using student images and it was agreed that it would be delegated to Joe and Neal to manage. David offered his support. **Action: Joe/Neal.**
 - Paul recommended putting a Privacy Statement on the website
 - The College has put in an application to the Winton and Margaret Bear Trust.
9. **STAFF REPRESENTATIVE** (report attached). Kaille introduced herself and then spoke to her report which was taken as read. Points noted in discussion included:
- The outline of the PB4L programme and what it entails; the importance of have a Restorative practice programme in place; lack of data in the College about how Lateness is currently managed to show whether it is working; the value of Brotherhood and how it is enacted or understood by the boys and how they do not link it to respect; there have been no PD sessions on the timetable change introduced this year; PB4L questions the rationale of what teachers are having to do e.g. Weekly Notes - do parents like this?
10. **STUDENT REPRESENTATIVE** (report attached). This report was taken as read.
11. **PARENTS' ASSOCIATION** (Minutes of meetings 7 May 2018)
Parents' Association report from David Ireland of meeting on 9 April 2018. This report was taken as read.
12. **WOMEN'S GROUP** (Minutes of meeting - 30 April 2018)
The Board moved into committee at 9.20pm to discuss a matter relevant to the Women's Group. The Board moved out of committee at 9.33pm.
13. **POLYNESIAN PARENTS' ASSOCIATION.** Sonny was absent from the meeting so was unable to report back however Neal noted that planning for Tu Tangata is well underway.
14. **WHANAU GROUP** (report attached). Roland spoke to his report which was taken as read. The following points were noted in discussion:
- Kapa Haka - old boy, Te Po Hohua-Johnstone has been suggested as a possible tutor
 - Neal has met with Jim Moriaty, Ian McFadyen and Jarrad Porima to discuss Kapa Haka
 - At the Whanau Group meeting a suggestion was made that there should be a Maori representative on the SLT.

15. **CORRESPONDENCE**

Correspondence - Requiring Attention

Fr Matt Crawford SM, permission request for trip to Ranong in 2019 - 10 May 2018.
Following a period of discussion it was moved that the Board approve this trip for 2019 - Neal Swindells/Paul Berry. AGREED.

Sunday Star-Times Stuff, Official Information Act request: Sexual Harassment in the Public Sector - 10 May 2018.

The Board moved into committee at 9.37pm to discuss a pertinent matter and moved out of committee at 9.42pm.

Mr W Woods, PPTA sabbatical in 2019 - 2 May 2018.

Following a period of discussion it was moved that the Board give their permission for Michael Woods to apply for a sabbatical as outlined - John Campbell/Paul Berry. AGREED.

Correspondence – Inward

Archbishop of Wellington, Staff changes at the Archdiocese – 1 May 2018
Ministry of Education, Approval of use of an off-site location - 30 April 2018
St Patrick's College, Wayne Mills:

- International Student Programme
- Deputy Rector and International Student Manager Marketing Report 2017
- International Students BoT Report 2017 (Maria Elenio)

NZSTA, Registering delegate for NZSTA Annual General Meeting - 27 April 2018

PPTA, Paid Union Meetings - 30 April 2018

Nicola Willis, National Party List MP, request to meet - 26 April 2018.

It was recommended that this request be carried over to the June meeting.

Correspondence - Reports & Circulars

STA News - April 2018, Issue 281

Tuketuku Kōrero - NZ Education Gazette - 9 April 2018

Tuketuku Kōrero - NZ Education Gazette - 30 April 2018

Tuketuku Kōrero - NZ Education Gazette - 14 May 2018

Correspondence - Late

- Wayne Mills, permission to travel to China and Hong Kong on a marketing trip. *Following a period of discussion on salient issues it was moved that the Board approve the marketing trip in June/July as outlined – John Campbell/David Ireland. AGREED.*
- David Ireland requested leave from the Board Chair to be absent from the next Board of Trustee meeting on 27 June as he will be away at that time. AGREED.

Correspondence - Outward

Margaret Grealish, re: leave approval - 12 April 2018

The meeting was declared closed at 9.45pm.

DATE OF NEXT MEETING

Wednesday 27 June 2018