

ST PATRICK'S COLLEGE, SILVERSTREAM
MINUTES OF MEETING OF
BOARD OF TRUSTEES
HELD ON TUESDAY 28 AUGUST 2018
AT 5.00PM IN THE BOARDROOM

PRESENT	Mrs Katrina Mannix (Chair), Mrs Heather Clegg, Dr Clare Couch, Mr Grahame Duffy, Mrs Emma O'Sullivan, Mrs Louise Poland, Mr Guy Smith, Mr Hugh Steel, Senior Sergeant Patrick Thomas		
IN ATTENDANCE	Mrs Leigh Cooke, Mrs Katie Rawles, Mrs Dawn Clark		
APOLOGIES	Brendan English, Mr Stephen Wilson		
OPENING PRAYER	Opening Prayer: Katrina Mannix		
WELCOME	Board were welcomed to the meeting		
DECLARATIONS OF INTEREST	Heather Clegg's husband is involved with the plans for the Dowling corridor		
AGENDA	<p>The Board Chair said the key points for discussion are:</p> <ul style="list-style-type: none"> • ERO visit • Property 		
		ACTION	DUE DATE
ERO VISIT	<p>The Rector gave the key points to the upcoming ERO visit</p> <ul style="list-style-type: none"> • Monday 29 October has been confirmed as the start of the ERO visit ERO were accommodating in changing the original date of the visit which clashed with staff being away and just after Term 3 break. • The review process will take two weeks where the ERO team will be on and off campus during that time • ERO will be looking at all the compliance documentation • A pre-visit meeting will be held three or four days prior to 29 October with Board Chair and the Rector • Board questions will be in the first week • ERO will give a verbal report to the Board on the Monday/Tuesday of the second week • Tomorrow (Wednesday 29 August) Leigh Cooke, Saul Treadwell will meet with the Rector to discuss the Boarding Compliance documentation • The Boarding School and Special Character will be reviewed by ERO • ERO will ask for comment on recommendations from the last Review • Between now and 29 October the SLT team will meet to check off compliance • ERO will ask for time to see the full Board – Rector will send information closer to the time • The areas ERO will be reviewing will be: 		

	<ul style="list-style-type: none"> ○ Finance and Property ○ Teaching and Learning ○ Compliance ○ Boarding School <ul style="list-style-type: none"> ● Heather Clegg advised that ERO usually talk to the Board for approximately one hour ● The Rector advised that ERO will be based in the Boardroom. The painter arrives tomorrow (Wednesday 29 August) <p>Guy Smith joined the meeting at 5.19pm his apologies received prior to the meeting.</p> <p>The Rector advised that the new Boardroom was originally used as the Samoan language classroom but this was moved due to it being over the Reception and the noise from the activities performed in class. He also said he has approached the Old Boys' Association for funding to help with the refurbishment of the adjoining archives room.</p> <p>The Board were asked for questions. The Special Character and checking that processes are in place were discussed.</p> <p>The Rector advised the requested documentation from ERO will be sent on 10 October. Results from the review will first be provided via a verbal report from ERO with a draft report being sent post this meeting. The College are given time to respond to the review to see clarification and possible changes before the Confirmed report is sent back and published.</p>		
MINUTES	<p>The Board Chair said she has asked Dawn for a more extended detail of Board discussions where the minutes adequately reflect the robust discussion that the Board have as well as ensuring an accurate account of the discussion recorded. In the past Dawn was instructed to record brief discussion points and actions of the meetings.</p> <p>The Minutes of the meeting held on Tuesday 24 July 2018 were confirmed as a true and correct record of the proceedings</p> <p><i>Moved by Heather Clegg/Louise Poland</i></p>		
CORRESPONDENCE	<p>The correspondence was circulated.</p> <p>Late correspondence was tabled from Mitchell Forbes advising of the successful tour to the Gold Coast for the U16 Rugby Team. He included two account documents supplied by our Finance office – the profit and loss and account transactions from the tour.</p>		

ACTION SHEET	<p>1. Community Consultation <i>Feedback will be presented at the Joint Boards Meeting</i></p> <p>2. Enrolments <i>The Rector is finalizing numbers for Year 9 and other year levels - he will confirm final numbers to the Board next meeting</i></p> <p>3. NetSafe <i>Ms Rawles advised the Board that NetSafe were not pleased with about the recent media coverage.</i></p> <p>4. School Van <i>The Rector advised feedback from other College Principals and how they fund their school van is from their uniform shops and Parents and Friends raising funds.</i></p> <p><i>Leigh Cooke reported Brendan Foote (car dealer) are willing to help and she is still in discussion with them and with Parents and Friends to see the best way forward.</i></p> <p><i>Heather said she felt it should be investigated in detail. The Rector said we require a van roomy enough for luggage and to be comfortable.</i></p> <p><i>Hugh advised that groups currently need to hire vans. Unfortunately, options in hiring vans is limited in the quality and size available to fulfill the college's needs. The decision was sponsorship for the full van would be ideal.</i></p> <p>5. Foundation No update this meeting, It has been difficult for Mark Ligtenberg to find the time to meet due to work pressure</p>		
RECTOR'S REPORT	<p>Grahame Duffy presented his report:</p> <p>The Rector carried over the information from his newsletter on all the winning sports results because of the huge success and number of teams this year.</p> <p>The U16 Rugby Trip report was tabled in correspondence. The Rector said it looks good and everything was carried out as expected of them.</p> <p>The Rector has attended Catholic Principal's Conference and Stream hosted the Assistant Principals having the opportunity to showcase our school.</p> <p>The Primary School strike day took place on 15 August. Supervision was provided for staff member's children affected by the strike - no relief for classes was required.</p> <p>John Meli, ICT Manager has successfully moved Kamar onto its own server at no cost apart from the technician's time. John meets with</p>		

	<p>the Rector and Leigh Cooke each week. He has advised that the infrastructure is good equipment and should last a while.</p> <p>We have confirmed with St Mary's that our school will not be selling dance tickets on their behalf as we do not believe we have the authority to control visiting students from their school at dances hosted by ourselves.</p> <p>The question was raised about the School Charter for 2019 – The Rector is looking at this but officially the draft is not available until the end of the year.</p> <p>The Board discussed the recent media attention about the Department of Corrections setting up a pedophile village outside the wire at Rimutaka Prison and just a short walk from multiple schools and day cares. They asked the Rector about how it would affect Stream. The Rector said he is aware of this and lock down evacuation practices will occur at the College. Grahame Duffy was thanked for his report.</p> <p>Friends of Mawaihakona Stream are hoping to embark on their next project of installing a Waharoa (gateway) at the bridge leading from the #5 rugby field to the track. This will signify a gateway from the western world into a more natural world. The Rector showed an image of what this will look like and his intention to seek Board approval for this to be erected on school land. To be discussed at the Joint Boards meeting.</p>		
DIRECTOR FINANCE AND PROPERTY	<p>Leigh Cooke presented her report</p> <p>There have been challenges with the corridor on Dowling upstairs. The parapets strengthening is ongoing.</p> <p>The proposed Auditor fees for 2019 - 2021 are high and Leigh said she needs to come to an agreement with them on what are reasonable fees.</p> <p>Action</p> <ul style="list-style-type: none"> Leigh to talk to the Auditor about the increase in fees. <p>The Board agreed to open the Schooldocs to the school community.</p> <p>Moved by: Patrick Thomas/Guy Smith</p> <p>College Turf</p> <p>The College is unable to sustain the maintenance cost required for the level of use the grounds get. We need to consider charging third parties for use of our grounds or reduce the number of games being played on them i.e. Hurricanes U15 Tournament. Discussion is still ongoing with the Rector and Leigh.</p>	LC	

	<p>The Board agreed to the funding applications: Pelorus Trust – Cricket Balls \$7,000 Hutt Mana Charitable Trust and/or Youth Town – Airfares for Athletics Nationals \$6,077</p> <p>Moved by: Grahame Duffy/Heather Clegg</p>		
HEALTH AND SAFETY REPORT	Report received and approved		
CURRICULUM REPORT	<p>Report received and approved</p> <p>Katie to email the Board on achievement data. John Meli, IT Manager is installing a programme which provides comprehensive data looking at boys at risk.</p>		
TEACHING AND LEARNING REPORT	<p>Katie Rawles presented her report.</p> <p>The Professional Learning and Development programme for Term 3 2018 was attached to Katie's report.</p>		
PASTORAL REPORT	<p>Report discussed and accepted.</p> <p>Well written report. The Board acknowledge the Special Character Workshop on 15 August detailed in the Pastoral Report.</p> <p>Pleasing no suspension and no stand downs. The comment saying that the boys have been amazing, the Board Chair said well done to everyone involved.</p>		
STAFF REPRESENTATIVE REPORT	<p>Hugh Steel presented his report</p> <p>Reference to the 'Tagged' teachers meeting held in Week 4 was made. The Rector explained that a Tagged teacher must be a Catholic and role model, available for any duty relating to special character.</p>		
STUDENT REPRESENTATIVE REPORT	No report. Brendan English sent his apologies for this meeting due to a family emergency.		
BOP REPORT	Clare Couch reported on the last meeting held on 30 July.		
GENERAL	<p>The Board moved that Dawn Clark be appointed Returning Officer for the 2018/2019 Board of Trustees Student Election and that the Voting Date for Thursday 20 September is accepted.</p> <p><i>Unanimously accepted</i></p> <p>The Board Chair recommended the hugely popular residential professional development programme for Board of Trustees student representatives onboard the Spirit of Adventure. She said NZSTA will cover the cost of the sailing and PD programme. Dates are between 26 and 4 January with a choice of three sailings offered.</p>		

	<p><i>The Board moved</i> that a place be secured on the Spirit of Adventure for the Student Representative.</p> <p style="text-align: right;"><i>Unanimously accepted</i></p> <p>Proposed Trip to Hawaii, July 2019</p> <p>Matt White's update was received. The Board discussed the risk parents are taking with travelling with another school and the Rector is to speak to Matt to give information and to make sure the trip is consistent with the College policy.</p> <p>The discussion regarding an admin cost was raised. Guy Smith advised he would like to see a considered approach at putting an admin cost onto the fares, we would need a sound basis for doing so. There were a lot of questions i.e. what's priority, should it be on a case by case basis, and the Board deferred this till the next meeting.</p> <p>Action</p> <ul style="list-style-type: none"> • Rector to speak to Matt White to further understand the risks associated for parents in travelling with other schools. The Board would like to confirm that our college parents have all relevant information available to them before fully committing to the Hawaii trip and any required fundraising. 	DC	
MEETING EVALUATION	Good discussion		
CLOSING PRAYER	Closing prayer: Heather Clegg. The meeting concluded at 6.36pm and the Board followed on for the Joint Boards Meeting		
NEXT MEETING	Tuesday 18 September 2018 at 5.45pm in the Boardroom		

Signed: _____

Date: _____ 2018

Katrina Mannix, Chairperson

Signed: _____

Date: _____ 2018

Dawn Clark, Secretary