

ST PATRICK'S COLLEGE, SILVERSTREAM
DRAFT MINUTES OF MEETING OF
BOARD OF TRUSTEES
HELD ON TUESDAY 19 FEBRUARY
AT 5.45PM 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, Mr Stephen Wilson		
IN ATTENDANCE	Mrs Leigh Cooke, Mrs Katie Rawles, Mrs Dawn Clark		
APOLOGIES	Luani Ammunson		
OPENING PRAYER	Opening Prayer from Katrina Mannix		
WELCOME	After a delayed start, the Board were welcomed to the first 2019 meeting at approximately 5.55pm. The Chair offered a special welcome to Business Manager, Daryl Stewart. Daryl shared his background and interests. He was previously Regional Manager for Education Services. He has been a school based accountant for the past seven years.		
DECLARATIONS OF INTEREST	Katrina Mannix declared a potential conflict of interest with an In-Committee letter from a relation.		
AGENDA	No changes to the current agenda.		
		ACTION	DUE DATE
CHARTER, STRATEGIC PLAN AND ANALYSIS OF VARIANCE	The deadline to submit the Charter to the Ministry is 1 March 2019. Grahame Duffy, Katie Rawles have completed a lot of work to meet the deadline. Grahame said the document is still in draft and that the senior leaders have until this Friday to submit their sections.		
NCEA RESULTS	NCEA results were presented in detail by Katie Rawles. The NCEA Levels 2 and 3 results were very pleasing with particularly positive trends for Māori and Pasifika achievement. The NCEA Level 1 results reflect a second year of credit a reduction, which was undertaken in 2017 to enable a focus on deeper learning rather than credit accumulation. In order to address the falling pass rate, in 2019 departments have been asked to offer 16-18 credits rather than the current 14 to ensure that students have a more opportunity achieve 80 credits at Level 1, where this is a manageable workload. This will be further supported by communication with parents about the flexibility of the attainment of Level 1, which can be completed across more than one year. Heather Clegg joined the meeting at 6.31pm		
NATIONAL NETWORK OF MARIST SCHOOLS	The Board agreed to sign the Code of Belonging for the National Network of Marist Schools. Members are Pompallier Catholic College, Whangarei, Marist College, Auckland, St John's College, Hastings; Cullinane College, Whangarei; Hato Paroa College, Feilding; St Patrick's College, Silverstream; St Patrick's College, Wellington; St Bede's College, Christchurch and Roncalli College, Timaru.		

	<p>Boards of member schools are requested to sign on to membership of the Network, renewing their pledge of support every five years.</p> <p>The Board Chair signed the form at the meeting.</p>																
BOT STUDENT ELECTIONS	<p>Early in the new year Luani Ammunson resigned from this position as Student Representative to the BOT, due to being appointed Head Student for 2019.</p> <p>A Student Election has been initiated to identify a replacement Board Student Representative in 2019.</p> <p>Nominations Close on Thursday 21 February – we have five applications to date. Election Day is Monday 4 March. Dawn Clark, Returning Officer, will notify Board members by Tuesday 5 March of the result.</p>																
BOT ELECTION	<p>Triennial Elections 2019</p> <table> <tr> <td>Call for Nominations by</td> <td>Friday 10 May</td> </tr> <tr> <td>Close supplementary roll</td> <td>Noon Wednesday 22 May 2019</td> </tr> <tr> <td>Nominations Close</td> <td>Noon Friday 24 May 2019</td> </tr> <tr> <td>Voting Papers sent by</td> <td>Wednesday 29 May 2019</td> </tr> <tr> <td>Election Day (voting closes)</td> <td>Noon Friday 7 June 2019</td> </tr> <tr> <td>Count Votes</td> <td>Thursday 13 June 2019</td> </tr> <tr> <td>Board takes office</td> <td>Friday 14 June 2019</td> </tr> </table> <p>If Board members know anyone who is interested in joining the Board please let Katrina or Grahame know. Grahame said he will announce the Elections at the Becoming a Streamer evening on Wednesday evening.</p>	Call for Nominations by	Friday 10 May	Close supplementary roll	Noon Wednesday 22 May 2019	Nominations Close	Noon Friday 24 May 2019	Voting Papers sent by	Wednesday 29 May 2019	Election Day (voting closes)	Noon Friday 7 June 2019	Count Votes	Thursday 13 June 2019	Board takes office	Friday 14 June 2019		
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IN-COMMITTEE	<p>The Board went into In Committee at 7.05pm</p> <p>Katie Rawles and Daryl Stewart left the meeting at 7.05pm</p> <p>Moved: Katrina Mannix/Seconded: Grahame Duffy</p> <p>Motion that the public be excluded from the following part/s of these proceedings to protect the integrity of the meeting The grounds are that it is a personal issue and the reason is to protect the privacy of the individual. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. {pg 49 in NZSTA Handbook}.</p> <p>The Board moved out of In-Committee at 8.17pm</p> <p>Katie Rawles and Daryl Stewart returned to the meeting at 8.17pm</p> <p>Moved: Katrina Mannix/Seconded: Heather Clegg</p> <p>Pat Thomas left the meeting at 8.20pm</p>																

DRAFT BUDGET 2019	<p>The draft Budget for 2019 was discussed. Daryl answered questions.</p> <p>Katrina Mannix and Emma O’Sullivan left the meeting at 8.18pm and returned at 8.22pm</p> <p>The Board accepted the 2019 Budget Moved by Katrina Mannix/Stephen Wilson</p>										
FINANCE AND PROOPERTY	<p>Daryl Stewart presented his report</p> <p>Charitable Grant Applications</p> <p>Daryl Stewart sent an email on Wednesday 30 January seeking approval for the College to apply to the Four Winds Charity for funding of the coaching cost of the 1ST 1X Cricket team for a value of \$12,000. This was unanimously carried</p> <p>The Board approved applying to:</p> <table border="0" data-bbox="343 779 1005 929"> <tr> <td>Pelorus Trust – Waka Ama</td> <td style="text-align: right;">3,000</td> </tr> <tr> <td>Four Winds – Football Coaching</td> <td style="text-align: right;">7,000</td> </tr> <tr> <td>Pelorus Trust – Summer Sports Uniform</td> <td style="text-align: right;">12,000</td> </tr> <tr> <td>Lions Foundation – Van purchase</td> <td style="text-align: right;">40,000</td> </tr> </table> <p>Moved by Heather Clegg/Secoded by Louise Poland</p> <p>The Board approved for Daryl Stewart, Business Manager to apply to the ASB Bank for a College Visa to the value of \$5,000 in his name. Moved by Katrina Mannix/Secoded by Clare Couch</p> <p>The Board approved the DRAFT December Financial Report Moved by Heather Clegg/Secoded by Katrina Mannix</p> <p>The December Financial Report will remain draft until the 2018 audit is complete.</p>	Pelorus Trust – Waka Ama	3,000	Four Winds – Football Coaching	7,000	Pelorus Trust – Summer Sports Uniform	12,000	Lions Foundation – Van purchase	40,000		
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MINUTES	<p>The Minutes of the meeting held on Tuesday 27 November 2018 were confirmed as a true and correct record of the proceedings Moved by Katrina Mannix/Secoded by Grahame Duffy</p> <p>No matters arising</p>										
ACTION	<p>Community Consultation – Report tabled</p> <ul style="list-style-type: none"> • This captured the Values consistent to the college’s existing values. • Foundation: Many didn’t know what the Foundation was • Teaching and Learning: Two big things – Communication and the way we communicate • People love Weekly Notes • Key competencies – good, maybe publish comments in advance of parent / teacher conferences • Parent/Students/Staff – main issues noted were culture and understanding the history of our College 										

	<ul style="list-style-type: none"> • Would like to see more ethnic diversity on the Board if possible. The Board said we should encourage this. <p>Comment was that there is lots of energy and good information and really happy with the feedback. The action is now how we take this back to the community. Do we have a meeting about this to decide?</p> <p>School Van The Business Manager is seeking funding – it is now in the Budget therefore it can be removed from the Action Sheet.</p> <p>Foundation No update - ongoing</p>		
RECTOR'S REPORT	<p>Report received and approved</p> <p>Grahame Duffy added:</p> <p>Jessica Bryan's father has passed away.</p> <p>Mrs O'Dea, Mother of two students, funeral was held recently and many staff and students attended. Support has been offered to students</p> <p>JD's memorial service/blessing was a success and support is being given to his son who is a Year 10 student.</p> <p>Staffing Claire Oakley has resigned and her English position has been covered.</p> <p>Te Reo position needs to be re-advertised. Grahame said he is committed to finding a top Te Reo teacher but there is a massive shortage and many schools are looking. He recommended that to attract a more experienced teacher that he may need to offer two management units rather than one.</p> <p>Motion that the Board approved that provision be made available in the 2019 Budget for an extra Management Unit (\$4,000), for the Te Reo Teacher position Moved by Heather Clegg/Secoded by Katrina Mannix</p>		
HEALTH AND SAFETY REPORT	No separate report this meeting – this was covered in the Rector's Report		
SENIOR LEADERSHIP REPORT	<p>Katie tabled the Professional Learning and Development (PLD) and Appraisal Programme for 2019.</p> <p>Katie tabled the key identified actions from Hauora Week: Sustainability, Culture, Wellbeing and Inclusion. Action: Katie to send the Hauora document to the Board</p>	KR	Next Meeting
COLLEGE PRIEST REPORT	Report Received and Approved		

STAFF REPRESENTATIVE REPORT	Report Received and Approved		
STUDENT REPRESENTATIVE REPORT	No Report Received.		
FOUNDATION	Katrina reported that there is no report for this meeting – there has been no meeting but that a meeting of the Foundation Trustees needs to be had to confirm future direction and purpose.		
GENERAL	Heather Clegg pointed out that Page 38 of the <i>Our Schooling Futures: Stronger Together</i> booklet – a report by the Tomorrow’s Schools Independent Taskforce is useful information to Board members. This link to this is online: https://conversation.education.govt.nz/assets/TSR/Tomorrows-Schools-Review-Report-13Dec2018.PDF		
MEETING EVALUATION	<ul style="list-style-type: none"> • Very long meeting • In-Committee unavoidable lengthy discussion • NCEA Results update - it is usual for the Board to expect a long discussion at the first meeting to go through the results for the previous year. • All tabled reports should be emailed with the meeting papers to allow time for the members to read them. 		
MEETING CLOSURE	Closing Prayer from Grahame Duffy The meeting concluded at 9.11pm		
NEXT MEETING	Tuesday 26 March 2019 at 5.00pm in the Boardroom 6.00pm Joint Boards		