

**ST PATRICK'S COLLEGE, SILVERSTREAM**  
**MINUTES OF MEETING OF**  
**BOARD OF TRUSTEES**  
**HELD ON TUESDAY 22 OCTOBER 2019**  
**AT 5.45PM IN THE BOARDROOM**

<b>PRESENT</b>	Mrs Katrina Mannix (Chair), Kiedis Clark, Mr Grahame Duffy, Mr Wade Hall, Mr Sean Mahony, Mrs Emma O'Sullivan, Mrs Louise Poland, Mr Hugh Steel, Senior Sergeant Patrick Thomas, Mr Ivan Wong Kee		
<b>IN ATTENDANCE</b>	Mr Daryl Stewart, Mrs Jane Hambidge, Mr Mike Savali, Mrs Dawn Clark		
<b>APOLOGIES</b>	Dr Clare Couch, Mr Mitchell Forbes		
<b>OPENING PRAYER</b>	Opening Prayer from Ivan Wong-Kee		
<b>DECLARATIONS OF INTEREST</b>	No declarations of interest		
<b>AGENDA</b>	No changes to the current agenda		
<b>WELCOME</b>	Jane Hambidge, newly appointed Deputy Rector Teaching and Learning, Mike Savali, Assistant Rector Pastoral were welcomed to the meeting and introductions were made.		
		<b>ACTION</b>	<b>DUE DATE</b>
<b>STUDENT ELECTIONS</b>	<p>Kiedis Clark was confirmed as Student Representative for 2019/2020 by a majority of votes over four other students. The Board congratulated Kiedis and welcomed him back.</p> <p>Kiedis was asked if he was interested in the Spirit of Adventure training offered to all student representatives by NZSTA at the start of next year. He thanked KM and said he would think about it.</p> <p>Kiedis went to a training course offered by NZSTA last week and he said he found this worthwhile and interesting.</p> <p>KM reminded the Board that NZSTA send out correspondence offering training available and it would be good to see members make use of the training opportunities available and it would be good for them to have the knowledge offered to them.</p> <p>The Catholic Education Centre also offers training available to Board members, KM asked the Board to avail themselves to training available to them especially new trustees to the Board.</p>		
<b>JOINT PROPERTY COMMITTEE</b>	<p>The Committee met Monday 21 October and Wade Hall updated the Board.</p> <p>Discussion was:</p> <ul style="list-style-type: none"> <li>• 10 Year Maintenance Plan (due to be by board submitted early 2020)</li> </ul> <p>College tennis courts are in bad condition due to the roots of trees destroying it. A recommendation of the committee was that the BOT needed to be advised that they BOP are looking to demolish the tennis courts with no immediate plans to</p>		

	<p>redevelop this site. <b>The Board moved</b> that they endorse the decision for the Tennis Courts to be removed from the College.  <b>Moved by Wade Hall/seconded by Patrick Thomas</b>  <b>Carried unanimously</b></p> <ul style="list-style-type: none"> <li>• The committee have recommended that the stairway at the north end of Dowling are removed. This has been approved by the BOP.</li> <li>• The Rector’s house has major structural drainage problems and the top story cladding is falling off. There are very strong health concerns and safety issues surrounding this, especially with young children in the Director of Boarding’s house.</li> <li>• The stairs at the back of the old gym need to be demolished. Under existing standards only 53 people can be on the mezzanine floor at any one time and a maximum of 94 people permitted to be in the main part of the gym at any time.</li> <li>• New gym roof tiles cannot be replaced easily and a discussion needs to be held about what could be done to remedy this with pricing taken into account.</li> <li>• The vertical parapets have been completed – horizontal parapets yet to be completed.</li> </ul> <p>The next Joint Property Meeting is March 2020 and there will need to be a lot of email business to take place until then.</p>		
<b>CORRESPONDENCE</b>	<p>The correspondence folder was circulated.</p> <ul style="list-style-type: none"> <li>• Education Gazette, October</li> </ul>		
<b>MINUTES</b>	<p>The Minutes of the meeting held on Tuesday 17 September 2019 were confirmed as a true and correct record of the proceedings</p> <p><b>Moved by Emma O’Sullivan/seconded by Sean Mahony</b></p> <p>No matters arising</p>		
<b>ACTION</b>	<p><b>Community Consultation</b>  This has been held over until the next meeting in November.</p> <p><b>School Van</b>  The delivery date is now a little later than the expected 31 October deadline to accommodate internal fittings to be completed.</p> <p><b>Parents and Friends Committee</b>  The Rector has met with Parents and Friends who say they would like to wait until they approach the new Year 9 parents in 2020 to become committee members – the committee has 7 people on the committee with 4 members intending to be leaving soon.</p> <p><b>Foundation</b>  HS reported that a committee of Old Boys has been set up to look at potential school projects and to relaunch the Foundation. They will meet and report back to the Trustees.  The Committee is a new group of Old Boys along with Mike</p>		

	<p>O’Leary who has been involved with the Foundation for the past 10 years. The Committee are hugely orientated and focused on fundraising.</p> <p><i>The Foundation Committee is:</i> Lallit Rajpal (Chair), Robbie Schneider, Robert Whitefield, Tony Lynch, Hugh Steel and Mike O’Leary  <i>Trustees:</i> Katrina Mannix, Mark Ligtenberg and Grahame Duffy.</p> <p><i>Action</i>  HS to update the Board at future BOT meetings.</p> <p><b>Finance</b>  DS confirmed that monthly statements are now being sent to parents. This action will remain as on-going.</p> <p>Donations Review with a newly formed sub-committee from both the BOP ad BOT.</p> <p><b>Schooldocs</b>  The Board acknowledged Mitchell Forbes for sending through the documentation related to Schooldocs. His question: In Term 3, has anyone completed a review against either or both Performance Management and Health, Safety, and Welfare policies? The Board response is yes Board members have looked at these policies but because of the hiccups with Schooldocs they could not comment.</p> <p><b>Website</b>  The College have one quote and intend seeking further options. To be progressed in 2020.</p> <p><b>Photos of Board Trustees</b> in the newsletter/website to reintroduce the Board. KM to draft an article for first newsletter in 2020 detailing the description of the Board role and governance processes. The Board will have a photograph taken at the meeting of 29 November – ALL board members were asked to attend wearing number ones!</p>		
<p><b>RECTOR’S REPORT</b></p>	<p>Graham Duffy presented his report</p> <ul style="list-style-type: none"> <li>● Welcome to Jane Hambidge. GD pointed out Jane was in during the term break to make sure her transition into the College was a smooth one.</li> <li>● The lockdown identified issues, one was with the speakers not being clear enough and another was making sure that the community living on site were notified. There was a review straight after the lockdown discussing tweaks that were identified and the minutes to this meeting were included in the BOT meeting papers.</li> </ul> <p>A lockdown had not taken place for two years. This one was an in-class lockdown the next step will take place during break times. GD mentioned it is difficult to lockdown a school of our size but we will continue to develop our response procedures.</p>		

	<ul style="list-style-type: none"> <li>• The previous cleaning contract has been changed for the College for the Dowling block. Hopefully an improvement will be seen shortly.</li> <li>• Our Samoan teacher is leaving for his OE and this position is currently being advertised. His contribution to the College was noted and the Board wished him the best for his travels.</li> <li>• GD explained that the College have confirmed their Special Needs resource for 2020 that he said will give the College great support for our existing resources and students.</li> </ul>		
<b>FINANCE AND PROPERTY REPORT</b>	<p>Daryl Stewart presented his report</p> <p><b>Donations</b> SM said a sub-committee has been set up looking at how to get all the donations in. If they don't get enough then certain parts of the school facilities may need to drop off. SM mentioned the suggestion that an interview process take place with prospective parents by Board members emphasizing the importance of donations. It was pointed out that parents need an explanation of what they get from donations, and that the college needs parents to contribute if they wish their sons to continue to receive the different services.</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> <li>• DS was asked for more detail for the Board with the income behind learning resources.</li> <li>• Regarding the commentary received. Direct summary of the current position and areas of risk. KM said if we have the numbers and it shows the risk/levels of risk it would be clearer for the Board.</li> </ul>		
<b>HEALTH AND SAFETY REPORT</b>	<p>The Health and Safety Report was discussed</p> <p><i>Action</i></p> <ul style="list-style-type: none"> <li>• The Board appreciate more detail but there is a need to be careful around sensitive information in comments. DS was asked to only report appropriate detail for the Board to understand the impacts and severity of an incident.</li> </ul> <p>Wade Hall left the meeting at 6.48pm and returned at 6.52pm.</p> <ul style="list-style-type: none"> <li>• Regarding Measles outbreak. The Board asked if they could have information about what numbers of staff are vaccinated, if it was appropriate to ask staff for this information.</li> </ul>		
<b>COLLEGE PRIEST REPORT</b>	<p>Report received and approved</p> <p>Fr John and Clare Couch to be given special thanks for the organisation of the Boards Retreat held on Sunday 22 September.</p> <p>The Board noted Jane's welcome to the College.</p>		
<b>STUDENT REPRESENTATIVE REPORT</b>	<p>Report received and approved</p>		

	<p>Kiedis was congratulated again for his success in the Student Elections.</p> <p>As student representative Kiedis said there have been two important questions the students continually ask him:</p> <ol style="list-style-type: none"> <li>1. They would like wifi back on their phones. <i>The response is the Rector will explain to all students about why they only have wifi on one device.</i></li> <li>2. Snack Shack prices are too high. <i>The response is that prices have recently been dropped and the students should see a change to prices.</i></li> </ol> <p>The timing of Hoops for Hope may mean this will have to be cancelled but the call about this will be made and announced tomorrow (Wednesday 23 October). It was moved to October because seniors are still at the College and bto avoid the senior derived exams in September. Some students have prepaid for Hoops for Hope.</p> <p>Wade Hall left the meeting at 7.08pm due to work commitments.</p> <p>Kiedis was thanked for his report.</p>		
<p><b>SENIOR LEADERSHIP REPORT</b></p>	<p>Report received and approved</p> <p>Jane Hambidge reported, supported by Mike Savali:</p> <ul style="list-style-type: none"> <li>• Student achievements impacting Merit/Excellence there is not a huge difference from the previous year.</li> <li>• Tracking is not quite finished as student portfolios are due in at the end of October.</li> <li>• Taster Days for Year 8's went well with 6 – 8 staff running their own subjects with the boys. Students were very positive.</li> <li>• Learning Support have been in contact with all the intermediate schools regarding the Year 8 boys.</li> <li>• The final opportunity for students to change their subjects is on Registration Day in 2020.</li> <li>• The Board asked if the school identifies students “at risk” to provide sufficient support. Jane said she is currently looking at gifted/talented numbers and also Years 9 – 10 students for early identification and tracking. Students “at risk” are identified early Term 3.</li> <li>• Working on planned approach about what’s done in tutor time, boys have different expectation of tutor time.</li> </ul> <p>Mike Savali reported:</p> <ul style="list-style-type: none"> <li>• Apologies were given to the Board for not reporting a Year 11 student stand-down in Week 10 in the last report. On Tuesday 24 September he met with parents and GD stood him down under the Education Act Section 14 1A.</li> <li>• There is a mental health focus for students to look after themselves. A general reminder is given at ranks to all students.</li> </ul>		

	<ul style="list-style-type: none"> <li>• The Pasifika Prizegiving is on Thursday 7 November. Jane asked whether any Board member would like to attend that it would be great so see them there.</li> <li>• Student Leadership - currently in process of working on student applications for leadership in 2020.</li> <li>• The recent lockdown minutes are included with the BOT meeting papers and Mike pointed out the traffic light cards hanging on the wall in each room in the College which are stuck to the window to identify if someone is in the room. He pointed out some rooms do not have a window which means they have to open the door to put the card out.</li> </ul>		
<b>BOP UPDATE</b>	<p>The Board of Proprietors meet next week on Tuesday 24 October</p> <p>Highlights from the last meeting Monday 23 September:</p> <ul style="list-style-type: none"> <li>• A Sub Committee has been set up for collecting donations and fees.</li> <li>• The Senate attended the College on Monday 23 September for a day meeting with students and staff at the College and attended the BOP meeting. Members of the SMNZ Colleges' Senate: Fr Brian Cummings (Chair), Mr Geoff Bailey, Mr Tim Gordon and Mr Brian McGuinness.</li> <li>• Friends of Mawaihakona Stream offered to plant trees on the land, this is still under review.</li> <li>• The Boarding House has a strategic plan in place overseen by a new sub-committee.</li> </ul>		
<b>GENERAL</b>	<p><b>End of Year Function</b></p> <p>All partners are invited to the End of year Joint Boards' function on Friday 29 November at 7.00pm.</p> <p>KM would like to also invite Katie Rawles, Heather Clegg, Guy Smith and Stephen Wilson and their partners to thank them all for their individual contributions to the College</p>		
<b>MEETING EVALUATION</b>	Good meeting.		
<b>AGENDA ITEMS NEXT MEETING</b>	<p><b>Review Draft Budget 2020</b> which is taken to the first meeting in February 2020 when the Budget is accepted.</p> <p><b>Revision of Sub-Committees</b></p> <p>KM said there is a need to review the existing sub-committees and current membership, as well as intentions provided by new Trustees to the Board. KM will work to provide a description of the role for each committee so that Trustees understand what the objective of the committee for clarity of their role. KM encouraged Trustees to volunteer themselves in to committees where they felt they could add value and positive contribution.</p>		
<b>MEETING CLOSURE</b>	<p>Closing Prayer from Hugh Steel</p> <p>The meeting concluded at 7.36pm</p>		
<b>NEXT MEETING</b>	The next Board of Trustees meeting is Friday 29 November 2019 at 5.00pm in the Boardroom to be followed by a brief Joint Boards meeting and at 7.00pm the end of year function will be held in the College Library.		