

**ST PATRICK'S COLLEGE, SILVERSTREAM**  
**MINUTES OF MEETING OF**  
**BOARD OF TRUSTEES**  
**HELD ON TUESDAY 25 JUNE 2019**  
**AT 5.45PM IN THE BOARDROOM**

<b>PRESENT</b>	Mrs Katrina Mannix (Chair), Kiedis Clark, Dr Clare Couch, Mr Grahame Duffy, Mr Mitchell Forbes, Mr Wade Hall, 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 Katie Rawles, Mrs Dawn Clark		
<b>APOLOGIES</b>	No apologies		
	Katrina Mannix, past Board Chair handed over the Chair to Grahame Duffy, Rector at the beginning of the meeting		
<b>OPENING PRAYER</b>	Opening Prayer from Emma O'Sullivan		
<b>DECLARATIONS OF INTEREST</b>	No declarations of interest		
<b>ELECTION OF CHAIRPERSON</b>	<p><b>Election of Chairperson</b>  The newly elected Board were congratulated and welcomed to the meeting, introductions were made.</p> <p>Grahame Duffy called for nominations to elect a Board Chairperson.</p> <p>Wade Hall nominated Katrina Mannix and Emma O'Sullivan seconded.</p> <p>Katrina Mannix accepted the nomination and with no further nominations was duly elected.</p> <p>The Board congratulated Katrina and she took over as Chair for the meeting.</p>		
<b>AGENDA</b>	No changes to the current agenda		
<b>THANKS AND MEETING PROCEDURES</b>	<p>KM thanked the Board and welcomed the newly elected Trustees to the meeting.</p> <p>KM said it is important to understand that the board is responsible for showing leadership and taking a strategic view at a governance level. The Rector operationally manages the College. KM explained that the Board are given detailed reports each month to help them understand how the College is being managed. These reports form part of the Board's monthly reporting (discussed at the month's meeting).</p> <p>KM passed around the Board Code of Conduct, to be signed by each Trustee. Each Trustee had been sent a copy prior to the meeting to view via email.</p> <p>KM mentioned that NZSTA provide information and training courses for the Trustees and these are highly recommended to all Board members.</p>	<b>ACTION</b>	<b>DUE DATE</b>

	<p>Board meeting papers are sent out approximately five days prior to each meeting. Trustees are asked to provide all questions on the meetings' report to the Rector and remaining Board within 2 days of receiving the reports, to enable enough time for the school to respond to, either before or at the meeting. There should be adequate explanation from the management reports.</p> <p>Board minutes should also be sent for review within 5 business days of each Board meeting.</p> <p>Contact details The contact list was sent around the table for updating. KM asked new Trustees to look at the sub-committees in the right hand column and express any interest in joining. It is expected that all Board members are involved in at least one or two sub-committees.</p> <p>Code of Conduct Digital Agreement This contract is to be signed by all Staff, students, Board members and visitors in the College using the WiFi. DC will email this to each new Trustee for them to sign and return signed to her for filing.</p> <p>Board Trustees were advised that they should be signing into the College at Reception during a school day but it is not necessary to sign in after hours.</p> <p>KM told all Trustees that everyone's voice is valued at the board table and that any questions are valued and important to ensure clarity throughout discussions. KM mentioned that the Staff and Student Representative Reports are very important for the Board to read, as they provide independent views on what is happening around the College.</p> <p>Louise Poland confirmed that the Catholic Character Committee meets every three months.</p> <p>KM said that the Board aim for effective meetings rather than long winded meetings so keeping on point in the Agenda will be encouraged.</p> <p>The Trustees were asked to consider who they might like to see as Deputy Chair and it was suggested that this be an agenda item for the next meeting.</p>		
<b>CORRESPONDENCE</b>	The correspondence folder was circulated.		
<b>MINUTES</b>	<p>The Minutes of the meeting held on Tuesday 21 May 2019 were confirmed as a true and correct record of the proceedings</p> <p><b><i>Moved by Patrick Thomas/seconded by Emma O'Sullivan</i></b></p> <p>No matters arising</p>		

<p><b>ACTION</b></p>	<p><b>Community Consultation</b> – waiting on email update.</p> <p><b>School Van</b>  Parents and Friends have donated \$33,000 to the College to go towards Friends of Mawaihakona, Kapa Haka, new audio equipment for the Auditorium and the new school van. This combined with already budgeted Board of Trustees funds will enable us to purchase a new College van. This purchase will need to be signed off by the Board of Trustees due to the size of the purchase. GD gave examples of what other schools are doing in purchasing and maintaining this type of college vehicle and he will investigate an option suitable for the College.</p> <p>GD advised that Parents and Friends Committee are operating with approximately four parents whose sons have left the College. GD will be sending a letter out to the College community for interested people to join the Committee. If unsuccessful then it will be likely that the Board will have to take it over.</p> <p>MF suggested that the P&amp;F group could be rebranded to promote this type of activity in a more targeted way. If we advertised college needs in to specific special projects it might be less threatening or formal for parents to become involved. This way could also provide more direction and drive, allowing parents to attach themselves to a special project rather than be committed to a committee that meets regularly.</p> <p><b>Foundation</b>  KM updated the Board that we have received one applicant from the Newsletter advertisement for the Foundation Manager. Still looking for a suitable person and hopefully there will be more concrete news at the next meeting.</p>		
	<p>Graham Duffy presented his report</p> <p>A teacher has been appointed to the Te Reo position and will start on 22 July. There will be a powhiri to welcome him and GD is working with Paora Ammunson regarding this.</p> <p>GD advised the Board that Katie Rawles, Deputy Rector has resigned and that this position will be advertised this week. Interviewing will need to take place in the first week of Term Three. GD expressed that Ms Rawles departure will be a huge loss to our College.</p> <p>GD reported that one of our parents died from terminal cancer and that the family have requested privacy for the family. GD attended the funeral service with three students.</p> <p>The Year 13 Ball was held on Saturday 22 June and was a success.</p> <p>A new Religious Education Teacher will start after the first two weeks in Term Three. The College he is currently working for had no suitable applicants so he cannot be released earlier than required.</p>		

	<p>Enrolments for Year 9, 2020 close on Friday 28 June. Application numbers are looking healthy.</p> <p>Stopwork Meetings No further stop-work meetings have been scheduled.</p> <p>Rector Meetings GD informed the Board of the number of meetings he has scheduled each week. Each Monday he meets with the Director of Boarding, Director of Sport, Facilities Manager, Business Manager on property and finance issues.</p> <p>Each Tuesday he meets with the Senior Leadership Team for 1.5 hours.</p> <p>GD informed the new Trustees that his monthly report is written under the Ministry of Education NAGs.</p> <p>GD asked for questions of the Counselling Report included with his report.</p> <p>The Board asked GD if there is any Counselling funding available and the response was there is only funding available for a full time counsellor. We have one counsellor who is fully qualified and one part time counsellor fully qualified.</p>		
<p><b>FINANCE AND PROPERTY REPORT</b></p> <p><b>IN-COMMITTEE</b></p>	<p>Daryl Stewart presented his report</p> <p>The Property maintenance was discussed – GD said work has been held up around the College due to Grounds staff being off work due to injuries:</p> <p>The Board went into In Committee</p> <p><b>Moved: Katrina Mannix/Emma O’Sullivan</b></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 &amp; M Act 1987 and the special requirements when moving to exclude the public.</p> <p>{pg 49 in NZSTA Handbook}.</p> <p>The Board moved out of In-Committee</p> <p><b>Moved: Katrina Mannix/Emma O’Sullivan</b></p> <p>The Board discussed student income and the Business Manager was asked to report back to the Board with an update on this.</p>	<p><b>DS</b></p>	<p><b>ASAP</b></p>
<p><b>HEALTH AND SAFETY REPORT</b></p>	<p>The Health and Safety Report was discussed</p> <p>The issues with the student fainting due to acute migraines is being managed and a health plan is in place.</p> <p>A staff member is due for a MRI.</p>		

<b>COLLEGE PRIEST REPORT</b>	<p>Report Received and Approved</p> <p>The Board asked about the percentage of Preference Students and GD said that the number of non-Catholic would be below the 5% allowed.</p> <p><b>Attendance Dues</b> A lot of work is going on in this area.</p>		
<b>STAFF REPRESENTATIVE REPORT</b>	<p>Report Received and Approved</p> <p>Hugh Steel reported that he has received queries from staff regarding the long term building programme for the College. In previous years this was made available to staff. DS said that the Facilities Manager has reviewed the maintenance plan for next year. He said that a more realistic plan needs to be put in place 3 – 5 – 10 year plan. DS to report back to the Board on progress.</p> <p>HS said staff are wanting to know about the changes and what is happening around the buildings with maintenance regarding painting, carpet, heat pumps etc.</p> <p>HS was told that after the review of the plan that the Minutes will be passed onto him.</p>	<b>DS</b>	<b>30/7/19</b>
<b>STUDENT REPRESENTATIVE REPORT</b>	<p>Report Received and Approved</p> <p>KC was once again thanked for his comprehensive report. He was asked about the Pou Ambassador programme and KR and Kiedis explained this to the Board. KR said they provide a list of guidelines for teachers so they understand how the programme works. Kiedis will include a sample in his next Board Report.</p> <p>Ivan asked how the students are recognised and KR said they had discussed a Pou Badge at their last meeting.</p> <p>Level One results were discussed and KR said at the moment things are tracking well but there is a lot of change coming.</p>		
<b>BOP REPORT</b>	<p>Clare Couch updated the Board on the last BOP meeting:</p> <ol style="list-style-type: none"> <li>1. Eurest have employed a full time chef in the Kitchen.</li> <li>2. The Society of Mary have in place an agreed set of guidelines and procedures for historical abuse correspondence policy.</li> <li>3. The new Board were advised of the annual Joint Boards Retreat. It is on a Sunday afternoon and at 5.30pm Board members have a meal with the Boarders and then join them for the Mass in the Chapel at 7.00pm. A date will be set for this in Term Clare said it is a very valuable Marist event.</li> </ol>		

<p><b>IN-COMMITTEE</b></p>	<p>4. Louise Poland advised of the Catholic Character Self Review with management and Board member. KM offered to represent the Board.</p> <p>The Board went into In Committee</p> <p><b>Moved: Katrina Mannix/Emma O’Sullivan</b></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 &amp; M Act 1987 and the special requirements when moving to exclude the public.</p> <p>{pg 49 in NZSTA Handbook}.</p> <p>The Board moved out of In-Committee</p> <p><b>Moved: Katrina Mannix/Emma O’Sullivan</b></p> <p>5. KM also reminded the Board that any public announcements or public address come from the Board Chair or Rector and that no other Board Trustee has this delegation.</p> <p>6. DC was asked to recirculate the link to the Marist Character film Pa Maria to the Board.</p> <p>7. BOP discussed the treatment of Board property by students.</p> <p>8. CC agreed with the Board that in line with other reporting that one of the BOP representatives on the BOT would submit a written report for future meetings.</p>	<p>DC</p>	<p>Now</p>
<p><b>SENIOR LEADERSHIP REPORT</b></p>	<p>Report Received and Approved</p> <p>KR explained to the Board that because the portfolios for Teaching and Learning, Curriculum and Pastoral have significant overlap, that the Board has previously agreed that the model used is more streamline and efficient and reflects better the collaborative nature of the way the SLT work.</p> <p>The Board were invited to attend the Kapa Haka performance on Wednesday 3 July at 9.40am at Walter Nash Stadium, Taita.</p>		
<p><b>GENERAL</b></p>	<p>DC to email the Board calendar out to Trustees</p> <p>Board hours worked</p> <p>All Trustees were emailed a copy of the template to fill in for the end of year. This template when completed by Trustees is collated by DC and shared with DS who submits a return to the MoE.</p>	<p>DC</p> <p>ALL</p>	<p>Now</p> <p>Nov</p>

	SchoolDocs DC to update the Board on how to get to the Policies to review them as Board members not as parents.	<b>DC</b>	<b>Now</b>
<b>FOUNDATION</b>	Reported earlier in the meeting		
<b>MEETING EVALUATION</b>	Good (awesome) meeting but long due to background information required to be given to new Trustees. The Board Chair was thanked for the information which was needed.  KM repeated her welcome of the new Trustees to the Board.		
<b>AGENDA ITEMS NEXT MEETING</b>	<ul style="list-style-type: none"> <li>Deputy Chair position</li> </ul>		
<b>MEETING CLOSURE</b>	Closing Prayer from Louise Poland The meeting concluded at 8.13pm		
<b>NEXT MEETING</b>	Tuesday 30 July 2019 at 5.45pm in the Boardroom		