

ST PATRICK'S COLLEGE, SILVERSTREAM
DRAFT MINUTES OF MEETING OF
BOARD OF TRUSTEES
HELD ON TUESDAY 27 AUGUST 2019
AT 5.00PM IN THE BOARDROOM

PRESENT	Mrs Katrina Mannix (Chair), Kiedis Clark, Dr Clare Couch, Mr Grahame Duffy, Mr Mitchell Forbes, Mr Wade Hall, Mrs Louise Poland, Mr Hugh Steel, Senior Sergeant Patrick Thomas, Mr Ivan Wong Kee		
IN ATTENDANCE	Mr Daryl Stewart, Mrs Dawn Clark		
APOLOGIES	Mr Sean Mahony, Mrs Emma O'Sullivan		
OPENING PRAYER	Opening Prayer from Katrina Mannix		
DECLARATIONS OF INTEREST	No declarations of interest		
AGENDA	No changes to the current agenda		
		ACTION	DUE DATE
CORRESPONDENCE	<p>The correspondence folder was circulated. Added to the correspondence:</p> <ul style="list-style-type: none"> ● Letter from the Archbishop of Wellington re retirement of Paul Bayliss, General Manager of the Archdiocese of Wellington, effective mid-December 2019. ● STAnews from NZSTA with a copy of the Constitution 2019. 		
RECRUITMENT OF DEPUTY RECTOR TEACHING AND LEARNING	<p>Grahame Duffy reported he received 15 applicants for the position of Deputy Rector, Teaching and Learning. Four people were interviewed over two days and the position was offered to and accepted by Jane Hambidge who is currently employed as Deputy Principal by Chilton Saint James School. Jane starts with us at the beginning of Term 4. GD is meeting with her this week to discuss what welcome Jane would prefer, eg powhiri and other starting details.</p> <p>Katie Rawles was farewelled on Friday 16 August and the Rector, Assistant Rector, Board Chair and students attended the Powhiri at Wellington College on Monday 19 August.</p>		
STUDENT REPRESENTATIVE ELECTIONS	<p>The process for the student election has started and the dates have been set as below:</p> <p>Call for Nominations: Friday 23 August Nominations close: Friday 6 September Candidates videos by: Wednesday 11 September Voting Election Day: Wednesday 25 September Takes office: Friday 27 September</p>		
MINUTES	<p>The Minutes of the meeting held on Tuesday 30 July 2019 were confirmed as a true and correct record of the proceedings</p> <p><i>Moved by Wade Hall/seconded by Louise Poland</i></p>		

	No matters arising		
ACTION	<p>Community Consultation The Committee to progress is Clare Couch, Mitchell Forbes and Louise Poland. The Committee will organise a time to meet and discuss what approach to take with the community consultation data. Katrina Mannix offered to help if required. Emma O’Sullivan will be asked if she is interested in joining the Committee.</p> <p>Clare clarified that the audience is the School community and that the Ministry require a copy annually.</p> <p>School Van The delivery date is now confirmed for 31 October.</p> <p>Parents and Friends Committee The Committee are meeting tonight to discuss the future of the Committee. They will report back to the Rector on their decision.</p> <p>Foundation To be discussed in the Joint Boards meeting tonight.</p> <p>Finance DS confirmed that monthly statements are now being sent to parents.</p> <p>Website The College have one quote and intend seeking further options.</p>	<p>Now</p> <p>31/10/19</p> <p>Next meeting</p> <p>27/08/19</p> <p>On-going</p>	
RECTOR’S REPORT	<p>Graham Duffy presented his report</p> <ul style="list-style-type: none"> • The Rector attended the Catholic Principal’s meeting where two Principals’ were away due to deaths of staff members at their College. • Enrolments: GD acknowledged there has been a lot of extra work generated through the enrolment process this year. He said it has been particularly hard turning away so many families and Dawn has received a lot of emotional phone calls and visits from people relating to the declining of students. Dawn was thanked for her considerable work in managing this process directly with disappointed parents. GD reported that no late applications were accepted. • Learning Support Coordinator. GD explained as much as he knows about the new package being offered to schools. He said he is meeting with Bruce Hart tomorrow as he needs more clarification of unanswered questions. He is treating it as an information gathering exercise before making any decisions for the College. • The sound system in the Auditorium is up and running with screens installed for additional benefit. He reported it worked well in the Assumption Mass recently. 		

	<ul style="list-style-type: none"> ● SPANZ/PPTA have advised the industrial action for Secondary School Principals is off at present while an offer of settlement is considered. <p>Ivan Wong Kee joined the meeting at 5.34pm</p> <ul style="list-style-type: none"> ● Winter Tournament is next week. ● The Rector was asked about the meeting he had with Wayne Guppy, Mayor of Upper Hutt. He said he called the meeting to discuss the roading issue at the south gate. The Mayor said they have major issues with the road and the Council are currently working on this area. ● The College is fully staffed apart from a staff member on extended leave this term and the Deputy Rector, Teaching and Learning position starts in Term 4. 																		
FINANCE AND PROPERTY REPORT	<p>Daryl Stewart presented his report</p> <p>Cash Flow Forecast The cash flow forecast was presented to the Board showing that the College will end the year in an improved position than the start of 2019. DS pointed out that this is a forecast based on last year's activity so there may be unforeseen variances in 2019. KM advised DS to retain his rationale for future reference (auditors) in being comfortable with a projected figure for the end of the year.</p> <p>External Contractors The Board discussed the overall strategies on how we are funding external providers. The suggestion that the Rector should be in discussion with the Director of Sport as we need to think forward to implement best practices.</p> <p>Action Reviewing of contracts for the sports coaches that are external contractors. DS to report back to the Board.</p> <p>Grant Applications</p> <p>Pelorus Trust – September applications North Island Volleyball Junior Championships Tauranga, November 2019 Total: \$5,459.13</p> <table border="0"> <tr> <td>Entry Fee</td> <td>\$ 565.22</td> </tr> <tr> <td>Rental van</td> <td>\$ 876.52</td> </tr> <tr> <td>Accommodation</td> <td>\$4017.39</td> </tr> </table> <p>NZ Secondary Schools Touch Nationals Rotorua, December 2019 Total: \$7,995.02</p> <table border="0"> <tr> <td>Entry Fee:</td> <td>\$ 782.61</td> </tr> <tr> <td>Rental vans</td> <td>\$1686.96</td> </tr> <tr> <td>Accommodation</td> <td>\$2366.09</td> </tr> <tr> <td>Marquee/Equipment Hire</td> <td>\$ 548.36</td> </tr> <tr> <td>Uniforms</td> <td>\$2611.00</td> </tr> </table> <p>Four Winds Foundation – 30 August Application \$10,000 2nd half of 2019/2020 Director of Cricket Contract</p> <p>Hutt Mana Charitable Trust Total: \$10,000 for ground repairs</p> <p><i>The Board moved and approved the above Grant Applications Moved by Mitchell Forbes/seconded by Patrick Thomas</i></p>	Entry Fee	\$ 565.22	Rental van	\$ 876.52	Accommodation	\$4017.39	Entry Fee:	\$ 782.61	Rental vans	\$1686.96	Accommodation	\$2366.09	Marquee/Equipment Hire	\$ 548.36	Uniforms	\$2611.00	DS/GD	11/9/19
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HEALTH AND SAFETY REPORT	<p>The Health and Safety Report was discussed No incidences were reported this month.</p> <p>The staff member on ACC has now resigned.</p>		
COLLEGE PRIEST REPORT	<p>Report Received and Approved</p> <p>Assumption Mass was great, our students sang well and were well behaved.</p>		
STAFF REPRESENTATIVE REPORT	<p>Report Received and Approved</p> <p>The Board Chair asked how the Phoenix group was going. Hugh explained that they haven't met for a while more from a lack of need by teachers, but that meals have been placed in the freezer for staff who need them. The Phoenix group was set up as a safe avenue for staff to express issues and the group responded as required.</p> <p>The Rector said that the EAP service is confidential and is available to any staff member to use.</p>		
STUDENT REPRESENTATIVE REPORT	<p>Report Received and Approved</p> <p>Sean Mahony passed on the message via the Chair that he commends Keidis on his comprehensive reporting.</p> <p>The Board wished Keidis well for his campaign for student representative re-election.</p>		
SENIOR LEADERSHIP REPORT	<p>Report Received and Approved</p> <p>The Board discussed the well-being framework and the report card – they talked about the possibility of taking out the <i>well-being</i> as not required.</p> <p>The Rector said it has been a busy term. He is currently asking teaching staff for their intentions for 2020.</p>		
BOP UPDATE	<p>The Board of Proprietors have not met since the last meeting, and will hold any updates until the Joint Boards meeting that will follow the BOT meeting tonight.</p>		
GENERAL	<p>Appointment for Board of Trustees Deputy Chair Katrina thanked Mitchell for his honest feedback that he would like to be longer on the Board before committing to being the Deputy Chair. Clare considered this and felt with her heavy workload it would not be possible. Sean Mahony who was away from the meeting tonight said he would take on the role if Clare was unable to do it.</p> <p>Sean Mahony accepted the role of Deputy Chair with thanks and although absent from the meeting the Board showed their appreciation and congratulations.</p>		

	<p>Schooldocs Mitchell Forbes has been in contact with Schooldocs and Dawn was asked to share Mitchell's questions with their response. It appears Mitchell's IT knowledge and in particular of the Schooldocs website is greater than most and he was asked to be the key person for Schooldocs and to share with the Board the functionality and capabilities of the programme.</p> <p>Action MF to go back to Schooldocs. MF to get Guy Smith removed from the SchoolDocs external communication list. The password to be changed through Dawn.</p> <p>Maintaining College Property MF advised the Board that he had been approached by parents who had a range of queries regarding the College. These queries included: Cleaning up around the College Will the school be getting floodlights Future of tennis courts Future of the Old gym, will it be refurbished? Possibly have boys to clean picket fence</p> <p>Stream day boys used as working resource doing jobs around the school as a community service - similar to 2018 Hauora Week.</p> <p>Communication is the key and there was a suggestion given by WH that the Board have an article in the College newsletter where things like this could be discussed.</p> <p>Action Photos of Board Trustees in the newsletter/website to reintroduce the Board.</p> <p>KM to draft an article for the next newsletter</p>	DC	Now
		MF	Now
		KM	Sept/Oct
MEETING EVALUATION	Very interesting meeting Standard in need to cover the full agenda before the Joint Boards meeting		
AGENDA ITEMS NEXT MEETING	Update on the Learning Support Co-ordinator	GD	Sept 2019
MEETING CLOSURE	Closing Prayer from Clare Couch The meeting concluded at 6.37pm		
NEXT MEETING	The next Board of Trustees meeting is Tuesday, 17 September 2019 at 5.45pm in the Boardroom		