

ST PATRICK'S COLLEGE, SILVERSTREAM
MINUTES OF MEETING OF
BOARD OF TRUSTEES
HELD ON TUESDAY 30 JULY 2019
AT 5.45PM IN THE BOARDROOM

PRESENT	Mrs Katrina Mannix (Chair), Kiedis Clark, Dr Clare Couch, Mr Grahame Duffy, Mr Mitchell Forbes, Mr Sean Mahony, Mr Wade Hall, Mrs Emma O'Sullivan, Mrs Louise Poland, Mr Hugh Steel, Senior Sergeant Patrick Thomas, Mr Ivan Wong Kee		
IN ATTENDANCE	Mr Daryl Stewart, Mrs Katie Rawles, Mrs Dawn Clark		
APOLOGIES	No apologies		
OPENING PRAYER	Opening Prayer from Ivan Wong Kee		
DECLARATIONS OF INTEREST	No declarations of interest		
	<p>Katrina welcomed Trustees and said we were very pleased that Sean Mahony has accepted the position as BOP Representative sitting on the BOT. Sean was invited to introduce himself, he said he has had a long association with St Patrick's, Silverstream having attended from 1981 to 1985 as a day student and currently has two sons attending the day school. In addition, his father and uncles were boarders at Stream in the 1950s. He said his father was also on the BOP in the 1980's. Sean is also on the St Patrick's College Old Boys' Association.</p> <p>Sean has had governance experience and is currently Chair of Sacred Heart Primary School, Petone and has had previous experience as Chair on the BOT of St Patrick's Primary School, Kilbirnie.</p> <p>The Board made introductions and welcomed Sean.</p>		
AGENDA	No changes to the current agenda		
		ACTION	DUE DATE
CORRESPONDENCE	The correspondence folder was circulated.		
MINUTES	<p>The In-Committee Minutes of the Meeting held on Tuesday June 2019 were circulated and confirmed as a true and correct record of the proceedings</p> <p><i>Moved by Grahame Duffy/seconded by Clare Couch</i></p> <p>The Minutes of the meeting held on Tuesday June 2019 were confirmed as a true and correct record of the proceedings</p> <p><i>Moved by Wade Hall/seconded by Emma O'Sullivan</i></p> <p>No matters arising</p>		

RECRUITMENT OF DEPUTY RECTOR TEACHING AND LEARNING	Grahame reported that applications closed on Friday 19 July. The interview panel will be Katrina Mannix, Clare Couch, Martin Burrows and Grahame Duffy. 15 applications have been received and four will be interviewed – two on Thursday night and two on Saturday morning.		
STUDENT REPRESENTATIVE ELECTIONS	<p>The Board moved that Dawn Clark be nominated at Returning Officer for the 2019/20 Board of Trustees Student Elections to take place in August 2019.</p> <p><i>Moved by Katrina Mannix</i> <i>Carried unanimously</i></p> <p>Dawn Clark accepted this position with thanks.</p>		
APPOINTMENT OF DEPUTY CHAIR BOT	Katrina Mannix opened this position to the Board to consider if they are interested in standing for the Deputy Chair position. She asked Trustees to email her privately if they were interested. Mitchell Forbes, Sean Mahony and Clare were asked to consider this position but Mitchell declined the opportunity at this stage due to his short time on the Board and wanting to get to know their positions first. Sean and Clare are considering it.		
CORRESPONDENCE	<p>The correspondence file was circulated.</p> <p>Heretaunga College has sent information regarding their Enrolment Scheme. Grahame Duffy said this is information for the Board but it does not affect us.</p>		
ACTION	<p>Community Consultation – feedback from the Board that it is a good compact document. The Board approved this and it is now available to email this to the parent community.</p> <p>It was decided that the Community Consultation sub-committee reform and they look at a group to review the community consultation results. SLT to put together a draft to incorporate information into the Annual Plan.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. All SLT members to review the Community Consultation paper. 2. Reform a Board sub-committee for renewing the Strategic Plan. <p>School Van The van has been purchased and delivery should be in September. \$33,000 was donated from Parents and Friends. It is a Toyota Hiace van is white, 12 seater with luggage. The cost was \$46,000 ex GST with an estimated \$8/9,000 saved.</p> <p>Parents and Friends Committee The Rector is to write to the community to look for interested parents to run the committee. Currently about four parents whose sons have left the College are on the committee but they are keen for others to take over.</p> <p>Foundation KM updated the Board – they are still looking for a suitable person. The ad has been changed slightly with changed</p>	KR	Now

	<p>hours, which is to run again in the Newsletter and on the Foundation page on the website. Katrina said the Foundation's priority is to find a suitable person to help to build the Foundation. Katrina said that Mike O'Leary is doing a great job but that strategic focus is needed with the new person who also needs to be actively fundraising and communicating with Old Boys.</p> <p>It was mentioned that it needs to be recognised that once a Foundation Manager is appointed that a significant amount of travel may need to be factored into this position to make the position successful in maintaining connections with old boys. It was noted that students would like to see something happening with the Foundation.</p> <p>Hugh said he would like to see a sub-committee set up with a group of old boys engaged in meetings and activities. Hugh showed an interest in joining the Committee.</p> <p>GD to look at an area to put the bricks sold by the last Foundation Manager.</p> <p>Property 10 Year property plan – Has been received by BOP and is being reviewed.</p> <p>Policy One money – The next stage of policy one spending is in the planning stage, possible options are finishing the upstairs renovation of Kennedy Block, Dowling Hallways and Renovation of D2 & D3.</p> <p>Currently looking at a 3 – 5 year plan. When the plan is developed it is to be bought back to the Board to view.</p> <p>Hugh Steel said he would like to have an idea on what's happening around the College and for staff to be kept updated of developments.</p> <p><i>Action</i> Communication and the development of a property plan. Establish a Joint Property Committee Great opportunity for the Maori whanau support group and Pasifika support group in developing a joint cultural space within the college. Ivan Wong Kee to report to whanau.</p>		
<p>RECTOR'S REPORT</p>	<p>Graham Duffy presented his report</p> <p>He pointed out that:</p> <ul style="list-style-type: none"> • A full time teacher was on leave • The College van has been ordered and due for delivery in September • Cameras have been installed in the laundry and gym areas • Three gap students have started two from Germany and one from South Africa • The 1st XV have appeared on Sky Sport and they are playing Rongotai tomorrow 		

	<ul style="list-style-type: none"> • Enrolments have been high for Year 9 2020 – 237 enrolments received and only 155 can be offered a place. No out of zone have been offered a place • IT Manager has been working over the term break. He has upgraded Dawn’s computer and completed other upgrades. GD said he needs to budget for another person as IT support due to the demand within the College. A future area for investment. • Catholic Character: Clare said the church is going through changes and that this may have an impact on catholic schools also. 		
FINANCE AND PROPERTY REPORT	<p>Daryl Stewart presented his report</p> <p>The Board discussed the Profit and Loss paper and asked the Business Manager many questions. Discussion was on the Attendance Dues and Terms Fees. There was a focus on the monthly statements, which the Board agreed needed changing so that they could be better understood. Feedback is that the current format is confusing to people.</p> <p>The discussion also about account statements from the Parents system. The Board agreed that statements are to go out to parents monthly instead of termly.</p> <p>There was also a conversation on the reporting of financials to the Board and the need for better reporting of this.</p> <p>The Audit Committee is Mark Ligtenberg, Katrina Mannix, Daryl Stewart and Greg Smith. They annually review financial statements that usually have two to three meetings throughout the year.</p> <p>The College website is required to be brought up to date.</p> <p>KR discussed a cheaper website another school is running which has technical support, online newsletter and approximately 15 users throughout the school.</p> <p>It was agreed that we need to improve our website and it was suggested that the college get at least three providers to supply details. The Rector, SLT and Daryl Stewart are to choose a suitable option for the College. It was also agreed that a 2020 delivery would be realistic with students giving input for this.</p> <p>Grant Applications</p> <p>The Board would like to see what applications we are looking at for the remainder of the year. They would like more detailed information provided when application requests are made.</p> <p>The current charitable grant applications did not supply enough information and DS was asked to send the details through email to the Board before they give authorisation.</p>		

	<p>Debtors Daryl was asked to make this information more comprehensive and clearer. The Board would like to see regular updates.</p>		
HEALTH AND SAFETY REPORT	<p>The Health and Safety Report was discussed</p> <p>No issues. The issues with the student fainting due to acute migraines is being managed.</p> <p>A staff member is still off work with a back injury.</p> <p>KM reported that her son fractured his neck on Saturday 12 June. She asked if this was recorded but this was a weekend injury so it will need to be added to the incidents register.</p> <p>GD following up.</p>		
COLLEGE PRIEST REPORT	<p>Report Received and Approved</p> <p>The Board were impressed with the number of students going through the sacrament programme.</p> <p>Fr Tim Duckworth SM is currently on sabbatical leave in Rome, who will on his return become the Provincial.</p>		
STAFF REPRESENTATIVE REPORT	<p>Verbal report received and approved</p> <p>Hugh advised the Board Chris Fouhy's mother passed away in Pahiatua. Condolences to Chris and his family were sent from the Board.</p>		
STUDENT REPRESENTATIVE REPORT	<p>Report Received and Approved</p> <p>KC was once again thanked for his comprehensive and outstanding report. The Board said they are impressed with the collective nature of the report and forward thinking shown in some of the student initiatives.</p>		
SENIOR LEADERSHIP REPORT	<p>Report Received and Approved</p> <p>Graduation Changes have been made to the Graduation criteria. If a student leaves through the year he will be invited back to graduate.</p> <p>Tracking Results are tracking positively with teachers assessing how well students are going and whether they will need additional support or not to succeed.</p> <p>Kapa Haka competition went really well with thanks to Katie for her support and leadership.</p>		

	<p>Farewell Katie Rawles leaves the College on Friday 16 August. This was the last meeting for Katie Rawles and she was thanked by the Board for her enormous contribution to the College. KM said we are going to miss her and noted what she has brought to our College. She has been a tremendous advocate for the students and staff and Wellington College are lucky to have.</p>		
FOUNDATION	Reported earlier in the meeting		
BOP UPDATE	<ul style="list-style-type: none"> • Saul Treadwell presented a Strategic Plan for the Boarding School • Joint Boards Retreat planned for Sunday 22 September • Attendance Dues still in discussion, nothing will happen for the next 12 months. ML has an appointment with the Society of Mary • Pat Hoult, Mark Ligtenberg and Daryl Stewart meeting to discuss financial reporting • Apologies for verbal report but BOP met last night and there was no time to provide a report. It was decided that a verbal report will continue 		
GENERAL	<p>Katrina Mannix congratulated Wade on his upcoming September wedding in Italy.</p> <p>Katrina Mannix also advised the Board that she will be away for the September BOT meeting due to an overseas family trip planned.</p>		
MEETING EVALUATION	<p>Good meeting Mention items in action points Questions to DC when you receive meeting papers</p>		
AGENDA ITEMS NEXT MEETING	-		
MEETING CLOSURE	<p>Closing Prayer from Louise Poland The meeting concluded at 8.30pm</p>		
NEXT MEETING	<p>BOT Meeting: Tuesday 27 August at 5.00pm in the Boardroom</p> <p>Joint Boards Meeting: Tuesday 27 August at 6.30pm in the Boardroom</p>		