

**ST PATRICK'S COLLEGE, SILVERSTREAM**  
**MINUTES OF MEETING OF**  
**BOARD OF TRUSTEES**  
**HELD ON TUESDAY 24 JULY 2018**  
**AT 5.45PM IN THE MEETING ROOM**

<b>PRESENT</b>	Mrs Katrina Mannix (Chair), Mrs Heather Clegg, Ms Clare Couch, Mr Grahame Duffy, Brendan English, Mrs Emma O'Sullivan, Mrs Louise Poland, Mr Guy Smith, Mr Hugh Steel, Mr Stephen Wilson		
<b>IN ATTENDANCE</b>	Mrs Katie Rawles, Mr Martin Burrows, Mrs Dawn Clark		
<b>APOLOGIES</b>	Senior Sergeant Patrick Thomas, Mrs Leigh Cooke (Leave of absence)		
<b>OPENING PRAYER</b>	Opening Prayer: Emma O'Sullivan		
<b>WELCOME</b>	Board were welcomed to the meeting. Welcome to Martin Burrows, Assistant Rector Curriculum		
<b>DECLARATIONS OF INTEREST</b>	Hugh Steel has submitted a funding application for the Athletic Championships travelling to Dunedin in December 2018.		
<b>AGENDA</b>	The Board was asked by the Chair to raise any other points for discussion under general business due to only one key point of discussion covering the U16 Rugby Trip Update included on the Agenda.		
		<b>ACTION</b>	<b>DUE DATE</b>
<b>U16 RUGBY TRIP UPDATE</b>	The Rector met with Mitchell Forbes prior to the trip giving him the letter from the Board outlining approval for the trip and his responsibilities. All documents were signed off (includes RAMs) and the Rector also met with parents and boys. Mitchell made contact with the Rector each day while away. The trip was successful and Silverstream won the tournament for U16 grade. A tour evaluation will be available to the Board at the next meeting.		
<b>CORRESPONDENCE</b>	<p>The correspondence was circulated.</p> <p>The Rector discussed:</p> <ol style="list-style-type: none"> <li>1. Proposed Kapa Haka trip to Hawaii on Tuesday 2 July 2019 to 13 July 2019. Ten students and two adults from Silverstream and students from Sacred Heart College and St Bernard's College will combined together to make up the Kapa Haka group.</li> </ol> <p><b>The Board</b> approved in principle for the Kapa Haka trip to Hawaii to in July 2019 to progress planning with the necessary paperwork and actions below:</p> <ol style="list-style-type: none"> <li>1. The Board to be emailed the request from Matthew White</li> <li>2. Ensure Matthew White has sufficient support in his representation of the College</li> <li>3. The Board require an updated report on progress each term.</li> <li>4. Ratio of students and adults travelling for other schools is appropriate.</li> <li>5. The tour is to be organized and managed in line with SPC, Silverstream policy guidelines, notwithstanding the</li> </ol>		

	<p>partnership nature of this tour with St Bernard's College and Sacred Heart College, Lower Hutt.</p> <p>6. The necessary reports completed</p> <p>2. Funding Application for NZSSAA Athletics Championships December 2018. Twenty seven athletes will be attending, with supporting staff and adult supervision. The funding is for accommodation and travel totalling \$14,730.00</p> <p><b>Action</b> The Board requires the funding information to be emailed to them before approval can be provided.</p> <p>3. The Board require details of the re-application to Pelorous</p>		
<b>MINUTES</b>	<p>The Minutes of the meeting held on Tuesday 24 July 2018 were confirmed as a true and correct record of the proceedings of the meeting with the following amendments:</p> <ol style="list-style-type: none"> <li>1. Louise Poland and Stephen Wilson to be added to the Special Character Committee</li> <li>2. Ball Committee thanks to Josh Clegg, Alex Sirton and Sivarn Owen-Agnew</li> </ol> <p><i>Moved by Katrina Mannix/Heather Clegg</i></p>		
<b>ACTION SHEET</b>	<ol style="list-style-type: none"> <li>1. Community Consultation Meeting to create a working plan: Grahame Duffy, Katie Rawles and Clare Couch</li> <li>2. Schooldocs – completed, remove</li> <li>3. Under 16 Rugby Trip – completed, remove</li> <li>4. Congratulations letters to staff – completed, remove</li> <li>5. Foundation – Trustees to set up meeting</li> </ol>		
<b>RECTOR'S REPORT</b>	<p>Grahame Duffy presented his report:</p> <p><b>Staffing</b></p> <p>Staffing is in place for Term 3. IT Manager, John Meli, starts 6 August. The three new Gap students have arrived and have been through an induction process with the Rector. They start working this Thursday, 25 July 2018. Two students from Germany and one student from Canada.</p> <p><b>Buildings</b></p> <p>Work is beginning on the new Boardroom which will be located directly over the reception area.</p> <p>A new IT office is also being set up.</p> <p>Repair work during the holidays was undertaken on a bathroom of the Boarding School.</p>		

	<p>The Chapel has had new LED lights fitted.</p> <p>The Rector noted that there is a lot of property maintenance to be done around the College.</p> <p><b>Hosting</b> Silverstream is hosting the Assistant Principals Catholic meeting.</p> <p><b>Enrolments for 2019</b> Approximately 169 enrolments have been received. Confirmation letters will be posted out to parents offering a place at the college in 2019 on 4 August 2018.</p> <p><b>Action</b> DC to provide the Preference / Non-Preference breakdown to the Board.</p> <p><b>Grounds</b> The Rector has met with the Upper Hutt City Council and contractor re filling in the potholes at the main gate at the southern end of the College.</p> <p>In summary the atmosphere is great and the school is running well. Property maintenance is a focus with a lot to be done.</p> <p>Grahame Duffy was thanked for his report.</p>	DC	
<b>HEALTH AND SAFETY REPORT</b>	No report		
<b>CURRICULUM REPORT</b>	<p>Martin Burrows presented his report.</p> <p>Looking forward to being able to implement the new IT software package when our new technician starts. Efficiency will be gained tracking information.</p>		
<b>TEACHING AND LEARNING REPORT</b>	<p>Katie Rawles presented her report.</p> <p>Katie has been invited to speak at a Netsafe Conference in October 2018.</p> <p>We are now a Netsafe school and are able to use the Netsafe logo in the College's communication channels, eg. to appear on the website, newsletters etc.</p> <p><b>Action</b> Katie to send the Board a copy of the case study.</p> <p>Katie tabled a booklet giving the feedback from the recent student survey as outlined in her report. She reported that there was a lot of positive feedback. There will be a full staff session on Wednesday next week to cover these results and it will also be discussed at the HOD meeting.</p>	KR	

	<p>After lengthy discussion the Board decided to carry forward to the August meeting, the opportunity to discuss the Ministry funded PLG application to review prices and to investigate further the intellectual Property Rights for the school logo and name.</p> <p><b>Chromebooks</b></p> <p>The Rector said the College has a supply of Chromebooks which are available to students who do not have their own. He said provision is made for any student who does not have Wifi at home – in allowing the student to stay at College, eat a meal in the dining room and participate in night study sessions with Boarders in the library where they will have access to Wifi.</p> <p>Katie was thanked for the extensive amount of work done on reporting and the quality of the reports provided to the Board.</p>		
<b>PASTORAL</b>	<p>Report discussed and accepted.</p> <p>The amount of fire alarms were discussed.</p> <p>The Rector reported that office staff hold First Aid certification.</p> <p>The Kapa Haka group who performed at the Hutt Fest performed in front of the School at the College Assembly at the end of Term 2.</p> <p>The Board thanked Mike Savali for the flow chart provided with his report.</p>		
<b>STAFF REPRESENTATIVE REPORT</b>	<p>Hugh Steel gave a verbal report.</p> <p>Hugh raised concerns about the high use of the school van and its availability to teams and the College in general. Hugh said that the need to use local van hires was not always ideal as the standard of vehicles could not always be relied upon for travelling longer distances.</p> <p>The Rector said he has approached Parents and Friends to see if they could help purchase a new van.</p> <p><b>Action</b></p> <p>The Rector will talk to Leigh Cooke when she returns to discuss how the college could address the issue of one van for all extra-curriculum demands of the college. The Rector also offered to talk to other principals about how they manage the provision of their school vans.</p>	<b>GD</b>	
<b>STUDENT REPRESENTATIVE REPORT</b>	<p>Brendan English gave a verbal report</p> <p>Year 13 Ball was a success.</p> <p>Term Three has started smoothly. Assembly change to Tuesday.</p> <p>Brendan said it was a reality shock to a lot of boys when the Rector spoke to them saying it was their final term at the College. He said the year has gone quickly.</p>		

	Brendan was thanked for his report.		
<b>BOP REPORT</b>	Clare Couch reported: No BOP meeting until Monday 28 July 2018.		
<b>FOUNDATION REPORT</b>	No report - a meeting to be scheduled		
<b>GENERAL</b>	Cluster Meeting on Financial Training is on this Thursday at 6.30pm at St Joseph's School, Upper Hutt.		
<b>MEETING EVALUATION</b>	Good discussion. High quality (fabulous!) reports. Thanks to Martin Burrows for attending the meeting.		
<b>CLOSING PRAYER</b>	Closing prayer: Grahame Duffy. The meeting concluded at 8.22 pm.		
<b>NEXT MEETING</b>	<b>Tuesday 28 August 2018</b> 5.00pm BOT meeting 6.00pm Joint Boards Meeting		