

PATRICK'S COLLEGE, SILVERSTREAM
MINUTES OF MEETING OF
BOARD OF TRUSTEES
HELD ON TUESDAY 27 FEBRUARY 2018
AT 5.45 PM IN THE MEETING ROOM

PRESENT	Mrs Katrina Mannix (Chair), Mrs Heather Clegg, Ms Clare Couch, Mr Grahame Duffy, Brendan English, Mr Guy Smith, Senior Sergeant Patrick Thomas, Mr Stephen Wilson		
IN ATTENDANCE	Mrs Leigh Cooke, Mrs Dawn Clark, Mrs Katie Rawles		
APOLOGIES			
OPENING PRAYER WELCOME	<p>The meeting opened with prayer from Katrina Mannix</p> <p>Members were welcomed to the meeting. Welcome to Grahame Duffy, Rector.</p> <p>A letter of resignation has been received from Staff Representative, Andrew Stopps and this was tabled as correspondence. Katrina said the By-Election is currently underway and nominations close on 9 March 2018.</p>		
DECLARATIONS OF INTEREST	No declarations of interest		
		ACTION	DUE DATE
IN-COMMITTEE	<p>The Board went into In Committee at 5.50pm</p> <p>Katie Rawles and Leigh Cooke left the meeting</p> <p>Moved: Katrina Mannix/Heather Clegg</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 & M Act 1987 and the special requirements when moving to exclude the public. {pg 49 in NZSTA Handbook}. Carried Unanimously</p> <p>The Board moved out of In-Committee at 5.54pm</p> <p>Moved: Katrina Mannix/Heather Clegg</p>		
MINUTES	<p>The Minutes of the meeting held on Tuesday 27 November 2017 were confirmed as a true and correct record of the proceedings of the meeting with the correction that Guy Smith was present at the meeting.</p> <p>Moved that the Minutes be accepted Moved by Katrina Mannix/ Heather Clegg</p> <p>Carried Unanimously</p>		

ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON	<p>Katrina Mannix stood down in Chairing this meeting and called for nominations for BOT Chairperson for 2018. Guy Smith nominated Katrina Mannix. With no other nominations received Katrina Mannix accepted the position as Chairperson and she was congratulated.</p> <p><i>Moved by Guy Smith/Stephen Wilson</i></p> <p>Deputy Chairperson Katrina Mannix nominated Heather Clegg as Deputy Chair. With no other nominations Heather Clegg accepted the position of Deputy Chairperson and she was congratulated.</p> <p><i>Moved by Katrina Mannix/Clare Couch</i></p>		
ACTION SHEET	<ol style="list-style-type: none"> 1. Community Consultation Preparation to begin for the end of Term 2/start of Term 3 to review. Katie Rawles expressed an interest to join the Sub-committee for this. Action: Previous years' documentation/ information to be forwarded to Guy Smith who will review and circulate to Board members with a deadline to get back to him. Clare Couch will feedback to Board of Proprietors. 2. Finance cash flow and financial forecasts updated monthly – on going This action point will be removed as the content is included in the report provided by the Director of Finance and Property Report. 3. Board Working Plan Action: Work plan will be completed by 20 March and circulated to the Board. 4. Budget accepted after discussion Leigh Cooke explained that there was limited opportunity to gain benefit from continuing cutbacks to reduce expenditure. The College could look at additional contributions from Parents and Friends, Old Boys Association and third party sponsorship. Leigh is working with the Director of Sport re this. Controls to manage leave provisions will be strengthened to prevent large pay-outs to staff and reduce the College's liability. The Board expects that staff leave will be strictly managed going forward. 	<p>KM/GS</p> <p>CC</p> <p>Removed</p> <p>KM</p>	

	<p>Contact has been made with Brendan Foote, an old boy, to look at options to replace the College van through direct sponsorship.</p> <p>The Board reiterated the importance for the College to balance the books and that this requires collective financial management from everyone to succeed.</p> <p>Motion for the Budget is in the Director of Finance and Property report.</p> <p>5. Sports Trips: Contact is to be made with Mitchell Forbes about the sports trip to provide a report for the next Board meeting.</p> <p>Action: Obtain the report to the Board from Mitchell.</p> <p>6. Grounds investigation: Quotes have been received regarding the maintenance of the grounds – Leigh is satisfied that the quotes are comparative with other Colleges of similar size. Leigh confirmed that an exercise conducted with BOP had confirmed continued service from the current grounds maintenance contractor.</p> <p>7. Disaster Plan: A Quantity Surveyor has been asked to assess the college buildings and estimate replacement costs if destroyed. The BOP will be managing this work. If a massive crisis event were to destroy any of the buildings, in particular Dowling Block, we probably would not be in a position to replace it (like for like) but we would look at something more modern. Total replacement would be extremely high and we would need to look at the functional replacement. Leigh has talked to St Bede's College who are currently going through a similar exercise for functional replacement of their buildings.</p>	DC	
RECTOR'S REPORT	<p>Report discussed and accepted</p> <p>Grahame Duffy presented his reported under NAG headings.</p> <p>The Board approved the Rector reporting under NAG headings and expressed their appreciation for the easy reading.</p> <p><i>Carried Unanimously</i></p> <p>Mr Duffy said the year has started well and that there are a lot of things happening around the College. He advised we are almost fully staffed but that the Commerce position needed to be filled. Unfortunately, there have been no suitable applicants for this position. A lot of keen and eager new staff have started, and all staff appeared to be focused and engaged.</p>		

	<p>Charter The Analysis of Variance is still being updated and this should be finalised next week. Grahame has made contact with the College representative at the Ministry to ask for an extension – she is happy for us to work through this.</p> <p>Treaty of Waitangi Mr Duffy confirmed that there is appropriate reference to the Treaty in the Annual Plan for 2018.</p> <p>Data Report 2018 Pastoral Care/Teaching and Learning Mr Duffy tabled copies of the report to the Board for discussion. He said Katle Rawles has done a great deal of work on this. The booklet contains key data from pastoral surveys, NCEA and Junior achievements and short staff self-audits.</p> <p>As statistics come in they will be shared with the Board.</p> <p>Renovations The Science block renovations are now completed and students and staff are enjoying their new environment.</p> <p>The Dining Room has been slow to complete after a hiccup with the flooring order. However, it is now complete and looks great.</p> <p>Evacuation An evacuation was conducted in the boarding house for a non-emergency (smoke alarm triggered) call. The fire brigade attended on site, with no further issue.</p> <p>Delegated Responsibility The Board moved to grant that Mr Duffy, be able to delegate responsibility to Deputy Rector and/or Assistant Rectors to have daily operational decision making ability in his absence from the College.</p> <p><i>Moved by Guy Smith/Patrick Thomas</i></p> <p>Outdoor Pursuits Moved that the Board approves OE trip to Outdoor Pursuits Centre on 29 July 2018 to 3 August 2018.</p> <p><i>Moved by Heather Clegg/Patrick Thomas</i></p> <p>Staff Flu Vaccinations are going ahead</p>		
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Ten Points in creating a successful school – presented to staff

Grahame outlined ten points to creating a successful school with all staff at the start of the Term, this also included Special Character. He said it has been a smooth start to the year with staff and students very welcoming:

1. Accept yourself and your worth
2. Develop and maintain a positive attitude
3. Be creative
4. Don't fear failure
5. Clarify your values – ACT rather than react
6. Set goals
7. Visualise
8. Enjoy
9. Do it Now
10. Always maintain a sense of humour

Staff Leave application

The Board approved the application in the correspondence file from a teacher, for leave without pay, to be away from the College in Term 3 2019 subject to finding a suitable reliever.

Moved by Grahame Duffy/Katrina Mannix

Carried Unanimously

Assistant Rectors to attend Board meetings

The Board has invited the Assistant Rectors to attend the next meetings on the following dates. The reason for this is so that the Board can meet both Assistant Rectors in person.

Assistant Rector Pastoral, Tuesday 22 May

Assistant Rector Curriculum, Tuesday 24 July

New Pou Blessing

The Board were invited to the blessing of the new Pou, Wednesday 28 February. If members are available they are to meet at 8.00am in the Ranks Quad.

Start of Term

The students have started the Term with good behavior – good feedback was received from the Old Boys traditional. Boys have been polite and presenting themselves well. Little things like good morning is important.

Grahame and his family are attending the Boarders family night in the Dining Room on Wednesday evening. He said it is great to be back.

Financial Responsibility

The Board moved that financial responsibility is to be given to the Rector. The Director of Finance and Property intends to update all bank details with Grahame Duffy's name attached and will remove Gerard Tully from all authorisations.

Moved by Guy Smith/Heather Clegg

Carried Unanimously

	<p>Schooldocs Grahame has spent a few hours working through the Schooldocs this afternoon.</p> <p>Action Guy Smith to look at the Schooldocs system and report back to the Board.</p>																		
DIRECTOR FNANCE AND PROPERTY	<p>Report discussed and presented by Leigh Cooke</p> <p>BUDGET</p> <p>Motion that the Board accept the Budget as presented. <i>Moved by Katrina Mannix/Guy Smith</i></p> <p style="text-align: right;"><i>Carried Unanimously</i></p> <p>Charitable Grants</p> <p>The Board has approved the following applications:</p> <p>Pelorus Trust</p> <table><tr><td>Senior Waterpolo Championships</td><td>\$1,412</td></tr><tr><td>Waka Ama Nationals</td><td>\$5,000</td></tr><tr><td>Volleyball Nationals</td><td>\$4,000</td></tr></table> <p>Youth Town</p> <table><tr><td>Cross Country Championships</td><td>\$5,000</td></tr></table> <p>NZCT</p> <table><tr><td>Uniforms for Futsal, Vollyball, Basketball, Hockey, Football, Cricket, Dragon Boating for</td><td>\$16,297</td></tr></table> <p>UH Cossie Club</p> <table><tr><td>Cricket</td><td>\$3,154.50</td></tr></table> <p>Also tabled at the meeting was for U16 Rugby trip for team uniforms</p> <table><tr><td></td><td>\$8,060</td></tr></table> <p>Four Winds</p> <table><tr><td>Cricket</td><td>\$10,000</td></tr></table> <p>Motion that the Board approve charitable applications <i>Moved by Heather Clegg/Patrick Thomas</i></p>	Senior Waterpolo Championships	\$1,412	Waka Ama Nationals	\$5,000	Volleyball Nationals	\$4,000	Cross Country Championships	\$5,000	Uniforms for Futsal, Vollyball, Basketball, Hockey, Football, Cricket, Dragon Boating for	\$16,297	Cricket	\$3,154.50		\$8,060	Cricket	\$10,000		
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HEALTH AND SAFETY REPORT	Report discussed and accepted																		
COLLEGE PRIEST REPORT	<p>Report discussed and accepted</p> <p>Katie outlined the new teacher induction saying it has been redesigned. Grahame said part of his role is to identify leadership potential in staff.</p> <p>Leigh Cooke left the meeting at 7.38pm</p>																		

CURRICULUM REPORT	<p>Report discussed and accepted</p> <p>SLT working well together</p>		
TEACHING AND LEARNING REPORT	<p>Report discussed and accepted</p> <p>Staff session tomorrow to be framed around the five values for staff and students.</p> <p>The Board thanked Katie for her work with the Data Report 2018 Pastoral Care/Teaching and Learning Booklet. The Board said it is a great document.</p> <p>Katie announced that the College received three scholarships.</p>		
PASTORAL CARE REPORT	<p>Report discussed and accepted</p> <p>Katie talked about the importance of name pronunciation and explained steps they are taking to make sure staff and students get the opportunity to learn the correct pronunciation of names.</p> <p>Action The Board would like a staff list outlining department structure and which teachers fell in to each department.</p>	DC	
STAFF REPRESENTATIVE REPORT	<p>With the resignation of the staff representative - no report was presented.</p> <p>A file is to be set up in the Staff room with the approved Board minutes for staff to view.</p> <p>Motion that the Minutes will be completed within five (5) working days. After the Board Chair has approved the Minutes they will be sent to the Board, if there has been no feedback from the Board after 48 hours then the Minutes will be sent to staff.</p> <p>Moved by Guy Smith/Patrick Thomas Carried Unanimously</p> <p>Katie reported that the year has started well and staff have accepted the change of leadership and keen to move ahead with the professional development offered.</p> <p>The Staff Representative by-election is underway and nominations close on 9 March. The Board said they value the staff perspective and that their voice is very important to the Board.</p>		

STUDENT REPRESENTATIVE REPORT	<p>Due to the Student Representative being aboard the Spirit of Adventure for his Student Representative Board training he was unable to provide a written report however did provide a verbal report.</p> <p>Brendan reported it has been a slow start to the year but the biggest change for students this year so far has been the change of Rector. He has noticed the boys are showing a lot more respect, acknowledging each other and staff members with a simple “Hi” and “How is your day going”. It has been noticeable throughout the school. There has been a good change to Ranks each morning.</p> <p>Brendan has started to talk to each student which in time will hopefully provide the Board with feedback on issues important to the students.</p> <p>Brendan reported he thoroughly enjoyed his time on the Spirit of Adventure and that stepping outside his comfort zone was a great opportunity for him. He said it was awesome mixing the role of the Student Representative with the sea, he had a lot of fun and it was a great experience. He expressed a desire to share his experience at Assembly with the other students.</p> <p>Mr Duffy confirmed that he would provide an opportunity for Brendan to speak to the College at an upcoming assembly.</p>	GD	
BOP REPORT	<p>Clare Couch provided a verbal report on:</p> <ul style="list-style-type: none"> • The next BOP meeting is Monday 5 March. The first for 2018. • Marist training day is on 10 March for Proprietors’ Reps on the Board of Trustees. • A suggestion for a Joint Boards Reflection Day following with the Boarder’s meal and Mass was welcomed by the Board. Clare suggested that this could be facilitated by Fr John Walls SM and Fr Mark Walls SM. Clare will coordinate this for the Joint Boards in Term 2 • Fr Paul Martin SM is being ordained Bishop of Christchurch. It is a tremendous honour as Fr Paul has had a long history with St Patrick’s Silverstream, Town, Hato Paora and St Bede’s Colleges through extensive pastoral experience and he comes to the role with a wealth of knowledge and expertise. The Boards wish him well in his new position as Bishop of Christchurch. 		
FOUNDATION REPORT	<p>Foundation Dinner on 17 March has had a low number of tickets sold so far, which is disappointing.</p> <p>The Foundation Board, Mark Ligtenberg, Katrina Mannix and Grahame Duffy intend to have discussions regarding the Foundation.</p>		

GENERAL	<ul style="list-style-type: none"> Guy Smith mentioned an article in Stuff that reported that the College may receive a complaint regarding a person who was abused in the 1950s which is reported about it a media article this morning. The Board expressed they would like to be advised of any complaint received. Apologies from Guy Smith for the next meeting. He is getting married on Holy Thursday. The Board gave Guy their best wishes to him and Lindsey. 		
MEETING EVALUATION	<p>Good informative meeting however a bit long.</p> <p>Katrina said it is good to see the Board back and we hope to have a successful year. Well done and good work Grahame.</p>		
CLOSURE	This meeting concluded at 8.23pm with a prayer from Heather Clegg		
NEXT MEETING	Tuesday 27 March 2018 at 5.00pm followed by the Joint Boards meeting at 6.00pm		