

ST PATRICK'S COLLEGE, SILVERSTREAM
MINUTES OF MEETING OF
BOARD OF TRUSTEES
HELD ON TUESDAY 29 MAY 2018
AT 5.45PM IN THE MEETING ROOM

PRESENT	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, Senior Sergeant Patrick Thomas		
IN ATTENDANCE	Mrs Leigh Cooke, Mrs Katie Rawles, Mr Mike Savali, Mrs Dawn Clark		
APOLOGIES	Mr Stephen Wilson		
OPENING PRAYER	Opening Prayer: Hugh Steel		
WELCOME	<p>The Board Chair offered additional prayers to the family, staff and students of Hutt International Boys School who tragically lost Year 13 student Nathan Watts last week. She said so many of our community are affected by this tragedy that it is important for them to know that the Board are thinking of them at this time.</p> <p>Welcome to the two new BOP Representatives to the Board, Emma O'Sullivan and Louise Poland. Introductions were made.</p>		
DECLARATIONS OF INTEREST	Katrina and Emma declared they were whanau, as Emma is a cousin to Katrina's husband Tim.		
		ACTION	DUE DATE
Key issues for discussion			
2017 ANNUAL FINANCIAL STATEMENTS AND ANNUAL REPORT	<p>The 2017 Annual Financial Statements and Annual Report, including auditors report for Board approval for submission to the Ministry of Education (MoE) were presented by Leigh Cooke. These documents are required to be sent to the MoE by 31 May. Heather advised the Board that the Audit Committee have met and endorse the financial statements for approval by the Board.</p> <p>An amended version of the Financial Statements reflected a wording change in this report that the BOP will give support if required.</p> <p>The Board endorsed 2017 Annual Financial Statements and Annual Report</p> <p>Moved by: Heather Clegg/Pat Thomas</p>		
NZSTA OIA REQUEST	<p>The Board agreed to answer the request and the Rector is to provide as much information as he can and report back to the Board.</p> <p>The Rector will refer to past Board Minutes on prior actions taken by the Board for similar requests to provide a response.</p> <p>Carried Unanimously</p>	GD	
MINUTES	<p>The Minutes of the meeting held on Tuesday 27 March 2018 were confirmed as a true and correct record of the proceedings of the meeting</p> <p>The Board approved the Minutes previously via email</p> <p>Carried Unanimously</p>		

	<p>The In-Committee Minutes were tabled and approved with the following change:</p> <p><i>The Board endorsed</i> the action for the Rector to maintain the status quo.</p> <p><i>Moved by: Pat Thomas/Grahame Duffy</i></p> <p>It is noted that Guy Smith abstained against this motion. During this time Mike Savali left the room and returned after discussion of the In-Committee Minutes</p>		
ACTION SHEET	<ol style="list-style-type: none"> Action change for the Community Consultation: <i>The Board agreed</i> that the process for Community Consultation should be developed in partnership with the Senior Leadership Team and members of the Board, Katrina Mannix, Clare Couch and Guy Smith. A working plan to be presented at the next Board meeting. Board Working Plan Once Schooldocs have been fully implemented the Board Review Plan can be updated. The working plan can be presented in the July Meeting. U16 Rugby Trip to Gold Coast, Australia Fundraising is on track but there are three families of concern, as to whether they can afford to go or not. The Board have stated that it is their preference that a staff member be required to go on this trip. 		
RECTOR'S REPORT	<p>Grahame Duffy answered questions from his report that was taken as read .</p> <p>Congratulations to Brendan English for his involvement in the Battalion production and O'Shea Shield.</p> <p>Norrcom Discussion on major IT issues have been raised with Norrcom. Grahame is managing the service provider performance directly.</p> <p>Overseas Trip approval The application for the proposed Social Science Department trip to Vietnam in April 2019 was discussed. Before final approval the Board agreed to the following:</p> <ul style="list-style-type: none"> Two vendor quotes for the cost of the trip Ratio of staff/students confirmed at the appropriate ratio for supervisory requirements while travelling overseas Monthly progress reports to be provided to the Board once the trip has been approved to proceed by the Board. <p><i>Moved by Katrina Mannix/Heather Clegg</i></p>		

DIRECTOR FNANCE AND PROPERTY	<p>Leigh Cooke answered questions from her report that was taken as read</p> <p>Grants Leigh stated that Board approval is required with each individual application and she would need to contact the Board for this as grant applications are being processed.</p> <p>Schooldocs Close to going live. The Board will look through the Policies before sending Schooldocs live. It was suggested that at each Board meeting, the Board would review a policy and discuss changes. Prior review was required to avoid this discussion being too exhaustive in the Board meeting.</p> <p>Emma O'Sullivan pointed out that wider community feedback on policies was also available. This was noted as an advantage of Schooldocs.</p> <p>Action: Katrina Mannix, Guy Smith to review documents.</p> <p>Sponsorship The Board agreed that they are comfortable with the Sponsorship Policy around sponsorship for the College.</p> <p>Leigh Cooke tabled the Profit and Loss and Statement of Cash Flows Reports. These reports were discussed.</p>	<p>KM/GS</p>	
HEALTH AND SAFETY	<p>No committee meeting has been held yet this term.</p> <p><i>Two recent incidences this month:</i> At the Gym during the evening last week a student fractured his forearm during a basketball game in the social division. Another student fractured his wrist during lunchtime.</p> <p>Supervision was available during the evening incident but Leigh Cooke was unsure if the duty teacher was onsite during the lunchtime incident. Incident reports have been completed and filed for both incidents.</p> <p>Discussion on whether the College should be a water only drinks school was discussed. Katie reported there was a Healthy Food sheet in the 2019 enrolment packs.</p> <p>The Board agreed to prioritize the reviewing of the Health and Foods Policy</p> <p>Leigh was thanked for her report and she left the meeting at 7.30pm</p>		
CURRICULUM REPORT	<p>Taken as read and accepted</p>		

TEACHING AND LEARNING REPORT	<p>Katie Rawles answered questions from her report that was taken as read:</p> <p>After discussion the Board agreed with the suggestion to have two administrators on the College website and App.</p> <p>This Friday is a Teacher Only Day and a lot of teaching staff are visiting local Primary Schools. Katie explained the format to the Board and said it was a great initiative from Nicola Potts.</p> <p>Action: Katie Rawles will share the questions document with whanau, Pasifika community and the Board.</p> <p>Clare to share this with BOP members.</p>	<p>KR</p> <p>CC</p>	
COLLEGE PRIEST REPORT	The report was accepted		
PASTORAL CARE REPORT	<p>Mike Savali was welcomed to the meeting.</p> <p>Mike Savali advised the Board that the Pastoral Care system is working well and provides good support for students. Mike Savali's role is extremely busy with meetings starting at 7.30am. Mike Savali said that follow up with students is important.</p> <p>The Board thanked Mike for his report and ongoing work in the pastoral area of the college.</p>		
STAFF REPRESENTATIVE REPORT	<p>Hugh Steele advised the Board of a couple of Fire Emergency incidents, noting that there was no call out fee from the fire brigade.</p> <p>Hugh Steele spoke about the Phoenix Group and the proactive nature of the group. This group is open for all staff and provides a mechanism to liaise directly with the SLT on any issues it feels need to be discussed and resolved. Both teaching and support staff have representatives on this committee.</p> <p>It was noted that this group adds another level of communication for staff to relate to the SLT but does not interfere with the SLT's responsibility to manage staff issues directly.</p>		
STUDENT REPRESENTATIVE REPORT	<p>Brendan English asked for questions.</p> <p>Market Day was discussed and an action for Leigh Cooke to provide a report to the Board they are interested to see how the day went. The Board expressed their appreciation to Leigh Cooke for her efforts in achieving what was perceived as a successful Market Day by the Board.</p>	LC	
BOP REPORT	Clare Couch reported that the BOP met on Monday 28 May. The BoPare continuing their discussions regarding the insurance of Dowling and what would happen if a major event were to strike in Wellington.		

	<p>Thanks to Louise Poland and Emma O’Sullivan who have kindly offered to act as BOP Representatives on the BOT. Both Boards value their presence and experience they can offer.</p> <p>The Joint Boards Retreat was promoted for all Board members. This event is on Sunday 24 June from 1.00pm to 7.00pm that includes attending the Community Mass.</p>		
FOUNDATION REPORT	<p>There has been no update since March 2018. The Foundation Manager’s contract ended in March 2018. Mike O’Leary continues as the photographer, website co-ordinate and liaison for Old Boys.</p> <p>Employment of the Foundation Manager is currently on hold. Katrina Mannix said the Foundation would not be reappointing until we have more capacity to do so.</p> <p>Hugh Steele asked if there could be a communication to the Foundation community (members) that provided an update on the current position of the Foundation as there has not been any update on the administration of the Foundation to members yet.</p> <p>Katrina Mannix confirmed that the Foundation Trustees need to meet to confirm what communication should be shared with members, to provide an update on current status with the administration of the Foundation.</p> <p>An Old Boy has bequeath \$15,000 to the College.</p>	KM	
GENERAL	<p><i>The Board moved</i> to adopt an extra Board of Trustees meeting on Tuesday 18 September.</p> <p>Moved by: Katrina Mannix/Heather Clegg</p> <p>The Board have responded to the Ministry to maintain the Enrolment Scheme.</p> <p>The Joint Boards Retreat on Sunday 24 June was promoted. It is good time for both Boards to get together to talk about the history, values and future of the College.</p>		
MEETING EVALUATION	<p>Good discussion with the long agenda.</p> <p>Quality of reports to the Board exceptional.</p>		
CLOSING PRAYER	Closing prayer: Clare Couch		
NEXT MEETING	<p>Sunday 24 June Joint Boards Retreat from 1.00pm in the Staff Room this will conclude after dinner in the Dining Room with Boarders and the 7.00pm Community Mass in the College Chapel.</p> <p>Tuesday 26 June BOT Meeting at 5.45pm in the office near Reception</p>		