

**Wellington College Board of Trustees
held in the College Pavilion on
Monday 15 March 2010 at 6.15 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr Roger Moses	(Headmaster)
	Mr Andy Marshall	
	Mrs Tofa Gush	
	Mr Stephen Sawrey	
	Mr Richard Grant	
	Mr Mark Unsworth	
	Mr James Edgecombe	
	Mr David Gush	
	Mrs Heather Oldershaw	(Minute Secretary)
In attendance:	Mr David Ashby	(Associate Principal)
	Mr Gregor Fountain	(Assistant Principal)
	Mr Darrell Harvey	(Assistant Principal)
	Mrs Heather Benfield	(Administration Manager)
	Dr Hamid Abu-Shanab	(HOD Physics)
	Ms Julie Lacroix	(Visitor)
	Ms Rachel Wilkinson	(Visitor)

Neil Quigley thanked Heather Benfield and Kelwyn D'Souza for the tour of the property prior to the Board meeting, and said the upgraded Library and classrooms will provide excellent facilities for students and staff.

1. APOLOGIES

Apologies were received from Bob Hill and Graeme Steven.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Board held on Monday 8 February 2010 were confirmed as a true and correct record. (Moved Neil Quigley/ seconded Stephen Sawrey)

3. MATTERS ARISING

The action list from the previous meeting was noted.

- Item 3, It was decided to wait until after the elections before co-opting anyone to the Board.
- Item 4.1, Roger Moses said he has made initial contact with John Bednall to ask him to research what the College is doing for its international students.
- Item 4.2.2, Neil Quigley said he will meet with the Chair of St Marks' School tomorrow. Heather Benfield said \$1,000 has been received for the use of the grounds last year.
- Item 4.2.2, Andy Marshall will follow up with Dave Keat to approach the Charities Commission to find out whether sports clubs have charitable status.

- Item 4.5, Roger Moses said the boardroom is to be used for tutoring and he recommended it be kept for the Board's use for discipline meetings and interviews. It is also being used as a 'get away' room. Heather Benfield will look into replacing the boardroom table with a more user friendly one.
- The Board agreed to invite Mark Callagher, e-Learning Director, to the next Board meeting.

4. REPORTS

4.1 Headmaster's Report

The Headmaster's report was received. Roger Moses said he was delighted with the 2009 NZ Scholarship results, and efforts are being made to promote Scholarship again this year. The recent Runathon had generated considerable school spirit. Dave Ashby said behaviour around McEvedy was better this year.

Board members thanked staff who had taught Scholarship classes and Neil Quigley will write letters of thanks to them. Roger Moses said the RRR units gave recognition to those staff and he would like to see this continued. The Board agreed to have a breakfast with staff and new Board members on Friday 2 July at 8.15am.

Roger Moses asked whether parents should receive notices through email or via school bags. Richard Grant recommended a communication strategy, particularly for the *Collegian* and when advising parents of interview appointments. Senior management was asked to investigate sending information to parents by email, and to identify parents who still require written notification.

4.1.1 Roll Return to the Ministry

This was tabled. Darrell Harvey said the Ministry funded roll as at 1 March 2010 was 1459 plus 80 international students, a total of 1539.

4.2 Finance Report

The Finance Report for the 12 months to 31 December 2009 was received. Board members noted that the operating deficit of approximately \$31,000 for the 12 months to December was \$42,000 less than the forecast deficit of \$73,000. Richard Grant said this was due to additional painting maintenance of the College, and the Board noted other variances. Richard Grant highlighted that property priorities need to be revisited. There are also upgrade requirements in ICT. Gregor Fountain confirmed that the wireless network capacity is insufficient and this has led to considerable staff frustration. Roger Moses asked whether the Parents' Association process of allocating funding for ICT needs should be reconsidered, and Richard Grant agreed to follow this up.

Richard Grant said the statutory annual financial statements will be presented at the April meeting. Heather Benfield said the auditors are currently in the school.

Richard Grant expressed concern that the fees and donations are not covering the cost of running the school, and he planned to bring a proposal to the next meeting to increase these by approximately 25%. Darrell Harvey said there was also an issue with the textbook deposit as thousands of dollars worth of books had not been returned by students last year, and he suggested that the current deposit of \$30 be raised. Neil Quigley said this could be considered when setting the fees and donations at the next meeting. Richard

Grant agreed to provide scenarios based on keeping the status quo or raising fees and donations by 25%.

4.3 Development Report

The Development Report and Fundraising Report were received. The Board asked that future reports be kept to one page.

4.4 Strategic Plan

The latest draft was noted. Neil Quigley said he and Gregor Fountain had refined the previous draft to achieve more balance in the issues raised. He expected that senior management would provide advice on the measures as well as progress and targets. Further feedback from Mark Vincent and Graeme Steven will be incorporated.

The Board then considered each section. Roger Moses and Gregor Fountain agreed to consider the draft KPIs, outcomes and milestones in liaison with Neil Quigley and to bring a recommendation to the next meeting. Roger Moses said outcomes needed to be identified as these will be the basis of the 2010 Annual Plan/School Charter. It was noted that senior management will allocate responsibilities against projects.

The Board agreed to place the draft Strategic Plan on the website as soon as possible for feedback from the wider College community.

4.5 Property and Administration Reports

The Board agreed to write a letter of thanks to Wellington East Girls' College on their completion of drainage control work. Stephen Sawrey said the driveway from Firth Hall past No.3 field needs to be resurfaced, and Heather Benfield noted that the road has become a hazard. The Board approved expenditure of \$30,000 from Health and Safety allocations to resurface this driveway. (Moved Stephen Sawrey/ seconded Neil Quigley)

The Board agreed that the upgrade of the Uniform Room be held for future review.

The Maintenance and Hazard Report for December to February was noted. Heather Benfield said Kelwyn D'Souza had been very busy over the summer, and encouraged teachers to advise him if there are any safety issues.

Roger Moses felt that vandalism was down this year, and the Board confirmed that the property as a whole looks very smart.

4.6 Personnel Sub-committee

There was no report this month.

4.7 Student Discipline Report

There was no report this month.

4.8 Communications Report

There was no report this month.

4.9 ICT Committee Report

Minutes from the ICT Steering Group meeting held on 10 February were noted, and Richard Grant said he will bring some recommendations back to the Board. He thought the new ICT Manager, Helen Jones, was superb and very customer-focused. James Edgecombe said a number of staff are feeling frustrated that changes have been brought in too quickly, and Richard Grant said the committee recognises this.

5. LIAISON REPORTS

5.1 Curriculum Report

Minutes from the Curriculum Leadership Group meetings held on 8 and 22 February and the HOD Meeting held on 8 March were noted. Gregor Fountain said specific PD inquiry groups had been created within the Friday morning sessions, and these were proving very successful. The process is now under way for departmental reports to come to the June meeting. Gregor Fountain said he and Roger Moses are currently meeting with HODs concerning NCEA results. Roger Moses said he is becoming increasingly aware of the difference individual teachers can make. Gregor Fountain said that on 31 March, NZQA relationship managers will visit the school to undertake an audit of College procedures.

Richard Grant asked about the introduction of the new curriculum, and Gregor Fountain felt good progress was being made, and staff are becoming used to the changes involved in the new six-day timetable.

5.2 Arts Report

The Arts Report was received.

5.3 Sports Report

The Sports Report was received. The Board agreed to invite Dave Keat and Tim Brown to the April meeting to discuss an all-weather surface.

5.4 Student Report

The Student Report was received. David Gush said the Runathon held this past weekend had been a great success despite the weather, and they are now waiting for the money to come in.

5.5 International Student Report

This report was received. Eighty international students started in Term One of whom 28 are new this year. More are expected to start this term and in Terms Two and Three. The majority are from China, South Korea and Viet Nam, and Neil Quigley noted that these are mostly senior students. There are also seven exchange students at the College.

Andy Marshall asked about the Japanese rugby students, and Darrell Harvey said this was a pilot programme to promote rugby and a profit was not anticipated.

6. BOARD ELECTIONS 2010

The Returning Officer's report was received. Andy Marshall and Neil Quigley agreed to participate in the 'Meet the Candidates' evening on Monday 3 May at 7.00pm in the Brierley. Neil Quigley said that the Board will be seeking people with building and financial expertise.

7. PHYSICS DEPARTMENT SELF REVIEW REPORT

Dr Hamid Abu-Shanab, HOD Physics, was welcomed to the meeting and Neil Quigley congratulated him on an excellent report. Hamid Abu-Shanab said he has a strong, committed and competent team and new teachers in the department receive the support they need. Both teachers and students are issued with course guides covering each level. The department's focus had been the poor results for the previous year in NCEA Level 1. This goal had been achieved with an 85% pass rate in 2009, up from 70% in 2008. Students with special needs and talented students are catered for, although students attracted to Physics tend to have higher ability. There are a good number of Maori and Pasifika students.

Assessments are carried out efficiently and fairly and material is checked annually and delivered according to the guidelines. Hamid Abu-Shanab was happy with internal moderation and the current processes, and everything is in place for the external moderation. The department achieved eight NZ Scholarships in 2009 of which one was outstanding. NCEA Level 2 results were better than the national average, and the Level 3 pass rate increased from 79% in 2008 to 84% in 2009.

He advised the Board that all recommendations in the report had been addressed in terms of (1) administration procedures and documentation and (2) teaching, learning, laboratories, equipment, finance and safety. To create competition, he publishes a ranking list of the top 50 students which works well for the students. He noted that he needs a technician to assist with senior Physics as he is currently spending considerable time sorting equipment, and Neil Quigley referred this to senior management.

Hamid Abu-Shanab said that the labs are not ideal for Physics or for optical work. He would also appreciate having parts of the classroom floors covered. Darrell Harvey said the classrooms are not designated for Physics only. It was suggested these needs be fed into the departmental reports process.

Hamid Abu-Shanab said he was proud of the department and its teachers work particularly hard. It is the largest in the Science Department and very popular.

Richard Grant asked about video conferencing, and Hamid Abu-Shanab said Scholarship students had used this on two occasions. Richard Grant asked whether other departments rank students, and Hamid Abu-Shanab said it was unique to the Physics Department and he had taken over this system from his predecessor. Roger Moses said it was an anomaly in a standards-based system but worked well. Hamid Abu-Shanab said he used ICT in every lesson and some experiments required virtual labs. Andy Marshall asked whether Physics students should be charged extra for equipment and Roger Moses said this was not possible.

The Board thanked Hamid Abu-Shanab for meeting with the Board. Roger Moses said he was thrilled to have him as HOD Physics.

