

**Wellington College Board of Trustees
held in the College Pavilion on
Monday 28 June 2010 at 6.00 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr Roger Moses	(Headmaster)
	Mr James Edgecombe	
	Mrs Charlotte Gendall	
	Mr David Gush	
	Mr Robert Hill	
	Mr Andy Marshall	
	Mrs Mazz Scannell	
	Mr Peter Schuyt	
	Mr Richard Sidler	
	Mrs Penny Basile	(Minute Secretary)
In attendance:	Mr David Ashby	(Associate Principal)
	Mr Robert Anderson	(Deputy Principal)
	Mr Gregor Fountain	(Deputy Principal)
	Mr Darrell Harvey	(Assistant Principal)
	Mr Philip Bergin	(Assistant Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Graeme Steven	(Development Director) (from 7pm)

1. APOLOGIES

Apologies were received from Mr John Mills and Mrs Tofa Gush.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Board held on Monday 26 April 2010 were confirmed as a true and correct record, subject to the following amendments:

- Include that we have received and approved the audited accounts.

Moved by Neil Quigley (Chair)/seconded by Bob Hill

The minutes of the previous meeting of the Board held on Monday 17 May 2010 were confirmed as a true and correct record

Moved by Neil Quigley (Chair)/seconded by Andy Marshall

3. MATTERS ARISING

The action list from the previous meeting was noted.

- Item 4.1, Draft a letter on behalf of Chair to thank the 3 main staff members involved with school production: Charlotte Gendall.
- Item 4.1, Find out about other schools International Students operation: Roger Moses.
- Item 4.2, Speak to the Headmaster at Auckland Grammar about how they resolved their Foundation issues: Roger Moses.
- Item 4.2, Try to find out from other schools what they have done re Foundation issues. If nothing comes of this seek legal advice: Peter Schuyt.
- Item 4.3, Write to foundation regarding how much funds are available for distribution: Neil Quigley.
- Item 4.4, Include a communication about the Strategic Plan into the next Collegian: Charlotte Gendall.
- Item 4.5, A list to be provided of possible uses for the squash courts: Heather Benfield.
- Item 4.6, Invite Mr Khan to the last Board meeting of the year (13 December 2010) to thank him: Roger Moses.

4. REPORTS

4.1 Headmaster's Report

The Headmaster's report was received.

Personnel

- Jude Carter has joined the front office team in the Absences role.
- Still looking for a replacement for Emma Drummond.
- Rob Anderson has distributed staff intention sheets. There has been an indication that four staff members will not be returning in 2011.

Students

- Roger Moses noted that Thomas Donaldson returned as a Year 14 student. He is out of zone. The Ministry suggested that this be noted in the Board minutes.
- The production of Jesus Christ Superstar was a resounding success.
- Charlotte Gendall asked if it was appropriate for the Board to write to the three main staff members involved with this production to thank them. Charlotte will draft a letter on behalf of Chair.
- Noted that the Head Boy, Marcus Playle is doing an excellent job in this role.
- Roger Moses hopes to get through personal interviews with all Year 13 students before going on sabbatical.
- Study advice forms have been handed out for year 11, 12 and 13 students. Year 11 students response to this has been disappointing. In Year 13 a large number are working very hard.
- 40-50 scholarship students were attending tutoring for calculus and economics at lunch times and 7.30am

Peter Schuyt asked if the College has ways of tracking academic progress and outcomes during the year, as we do for sport. Roger Moses said this is why we introduced the Scholar's Assembly. Gregor Fountain said that the College hoped to improve in this area: Next year, with new requirements, we will build a system where students can input their

own grades as they achieve them. Teachers will be able to print out and track a students' progress. At the moment the data is there but in lots of different places.

Miscellaneous

- Roger Moses said that his sabbatical starts at the beginning of term 3. He said that he was grateful to the Board for granting him the trip to the United States but he had decided he'd rather finish out the term here. He is hoping to visit 10-12 schools during this third term. Neil Quigley asked that when visiting other schools Roger Moses find out about their international student operations.
- Roger Moses said he had given a speech for the Ministry of Economic Development and handed out a copy of this speech.
- Roger Moses thanked Rob Anderson and Gil Roper for producing the Departmental Reports. He said the quality of the Reports is getting better and better and it gives a very good overview of what is happening at the College.

4.2 Finance Report

The Finance Report was received.

Peter Schuyt said he is comfortable with the financial position of the school.

Heather Benfield spoke to the Income and Expenditure Report. International student numbers will drop and this is important because they bring in a lot of money. Mike Pallin has just come back from a marketing trip and hopes to pick up some more students for the school from that.

Roger Moses said locally raised funds are down. He said that a review of the structure of the donation requested from parents is required, and also that the College and Board need to take every opportunity to explain to parents why the donation is so important for the operation of the School.

Neil Quigley said that it would be useful if at the end of the year when preparing the budget for 2011 we had information about the current proportion of parents who pay the donation up front vs those who pay over time.

Heather Benfield has asked the Bursar to produce a report on who hasn't paid fees and whether the student is in or out of the school zone. Neil Quigley said that in the past a higher proportion of those who did not pay the donation came from out of zone and this was a concern for the previous Board.

Peter Schuyt spoke about the schedule relating to uncommitted funds. Although there is a lot of money in the account some of it is in fact committed. There are surpluses of around \$300,000.00. Neil Quigley said it is important to think about what we can achieve over the summer, but we don't want to spend all our uncommitted funds. This will be a discussion for the third quarter.

Peter Schuyt spoke about the letter from the auditor. The first issue raised by the Auditor is a process issue and has been dealt with. The second issue raised in the letter is an ongoing matter of debate with the auditors, and does not require any immediate action from the Board. Regarding the third point Neil Quigley noted that Graeme Steven is the College Development Director and not the Foundation's employee. But the auditor has

raised a reasonable question in asking if the Board is satisfied the Development Director is paid from College funds, but the funds that he raises go to a separate entity. Andy Marshall said that Auckland Grammar may have had this issue also and perhaps Roger Moses could ask the Headmaster about this. It was agreed to find out from other schools with large fundraising campaigns what they have done and if nothing comes from this we may need to seek legal advice.

4.3 Development Report

The Development Report was received.

Graeme Steven spoke to his report. He wants to show donors how money donated is benefitting the school. Board approval is sought for a contribution to the school from the endowment fund. The alternative is to allow the funds to accumulate in the endowment fund until such time that we needed to call on the net income for some purpose.

It was agreed that Neil Quigley should write to the Foundation to request information on how much money is available for distribution from the endowment fund.

Neil Quigley suggested that the Finance Committee meet to work out a definite recommendation as to what we should be committing to in regards to the College Hall project.

4.4 Strategic Plan

Included for new Board members to note. Charlotte Gendall asked how the strategic plan is communicated to parents. She suggested that a note about the strategic plan should be put it into the Collegian and the Board agreed that she should do this.

Roger Moses will produce an annual plan which relates directly to the implementation of the strategic plan.

4.5 Property and Administration Reports

The Property and Administration Reports were received.

Decisions need to be made over the use of the squash courts. Tenancy on these courts expires on 31 December 2010.

Heather Benfield to provide a list of possible uses for the squash courts.

4.6 Personnel Sub-committee Report

Moved by Neil Quigley (Chair)/seconded by Andy Marshall that the Performance Management Report be approved by the Board.

The Training and Technology Transfer Travel Fellowship worth \$15,000 is sponsored and organised by old boy, Mr Khan. Mr Khan has tremendous links in India and wishes to bring top quality students over to NZ. Roger Moses asked that the Board invite him to a meeting to thank him. The Chair said this would be appropriate at the last meeting of the year.

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

The report was received. Gregor Fountain thanked James Edgecombe for attending the ICT meetings so they did have an elected committee. Gregor Fountain spoke about the Tech Hui.

Gregor Fountain is to look at College website, this is hard to update. It sits on an outdated platform and would like to phase this out. Charlotte Gendall suggested that once approved the Board minutes be posted on the College website. This was agreed by the Board.

5. LIAISON REPORTS

5.1 Curriculum Report

Gregor Fountain reported on the minutes of the May and June meetings. He said that this term he was focussing on new standards in subjects in the senior area of the school.

Gregor Fountain noted that the Managing National Assessment report was received last term and was very positive.

5.2 NZ Curriculum Implementation Report

The report was received.

Gregor Fountain requested that the Board to approve the late start on Friday for staff PD continuing until the end of the year.

Moved by Neil Quigley (Chair)/seconded by Andy Marshall

5.3 Arts Report

The Arts Report was received and noted.

5.4 Sports Report

The Sports Report was received and noted.

5.5 Student Report

The report was received. David Gush spoke to this and said that the Runathon was looking likely to raise \$55,000.00.

5.6 International Student Report

There was no report this month.

5.7 College Mothers

The report was received. Mazz Scannell spoke to this.

Neil Quigley asked Heather Benfield about the cost of repair to the terraces. Upgrade will be approximately \$160,000.

6. GENERAL Items

6.1 Correspondence and Publications.

Noted.

Neil Quigley said there were committee portfolios that needed to be staffed, Board members volunteered for the following:

Charlotte Gendall	Curriculum
Peter Schuyt	Finance
Richard Sidler	ICT
Robert Hill	Curriculum
James Edgecombe	Curriculum

The Personnel Committee will be made up of the following people:

Neil Quigley
 Roger Moses
 Mazz Scannell
 Andy Marshall
 Tofa Gush

The meeting concluded at 9.06 pm.

The next meeting of the Board is on Monday 9th August 2010 at 6.00pm in the Pavilion.

Signed: _____ Date _____
 Chairperson