

**Wellington College Board of Trustees
held in the Pavilion on
Monday 9 May 2011 at 6.00 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr James Edgecombe	
	Mrs Charlotte Gendall	
	Mrs Tofa Gush	
	Mr Andy Marshall	
	Mr John Mills	
	Mr Roger Moses	(Headmaster)
	Mrs Mazz Scannell	
	Mr Peter Schuyt	
	Mr Richard Sidler	
	Michael Smol	
	Mrs Penny Basile	(Minute Secretary)
In attendance:	Mr David Ashby	(Associate Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Gregor Fountain	(Deputy Principal)

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- 1. Apologies**
Apologies were received from Bob Hill.
 - 2. Minutes of the Previous Meeting**
The minutes of the previous Board meeting held on 11th April 2011 were confirmed as a true and correct record.

Moved from the Chair that the minutes be accepted. Carried.
 - 3. Matters Arising**
The action list from the previous meeting was noted.
 - 4. Reports**
 - 4.1 Headmaster's Report**
The Headmaster's report was received.
 - Joseph Koshy from Scots College is to replace Kristin Savage. There is an 8 week interim period before he can start.

2.

- NCEA
 - At Level 1 and 2 Wellington College has had the best results ever. Level 3 results are acceptable but provide room for improvement.
 - Endorsement 22% received excellence at Level 1, 42.5% merit, 35% had no endorsement.
 - A significant proportion of our students are doing well and Wellington College is significantly above the national average.
 - Gregor Fountain said that whenever a Level 3 student doesn't turn up to an internal assessment there is a phone call made to the parents as a heads up, so it doesn't become a habit. We need to focus on the internal assessments.
 - The Headmaster stated that our students do better in external than internal assessments.
 - The Headmaster stated that regarding scholarships, there is a tremendous spread across subjects which shows the depth of teaching and how hard the boys work.
 - Wellington College picked up 3% of all scholarships which is very significant. There is a top scholars' function being held at Government House where Daniel Snell receiving award for coming top in Latin – a very good effort for a year 12 student.
- 180 leadership awards were given out last week.
- Roger Moses noted the receipt of a letter from Mark Evans of the Education Review Office. After discussion it was agreed that Senior Management would respond to the letter.

4.2 Finance Report

The Finance report was received. It was noted in discussion that:

- Curriculum spending is down. Heather Benfield thanked the teachers for this.
- There is a problem with revenue from international students this year, unless we can get students in for the last 6 months of the year. The full year revenue shortfall could be in the order of \$100,000 - \$150,000 if the current trend continues.
- The response to the request for fees and donations has been positive. Neil Quigley asked Charlotte Gendall to include a "thank you" to parents in the Collegian.
- An updated view on capital expenditure will be provided at a subsequent Board meeting.

4.3 Annual Accounts 2010

Noted by Heather Benfield:

- The Auditors requested only a few changes to the accounts, but this included recognition of income held by the Parents Association. This resulted in the College having a surplus for 2010.
- Our uncommitted funds are quite low.

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- Peter Schuyt said that there will be an operating deficit for 2011, if only because the original budget had planned for recognition of Parents' Association funds in 2011 rather 2010 as required by the Auditor.

Moved by Peter Schuyt seconded by Tofa Gush that the Board note the draft opinion from the Auditor, and approve the Annual Financial Statements for 2010. Carried.

4.4 Property and Administration Reports

The Property and Administration reports were received.

- John Mills noted that older minutes had been sent through for the Board papers and not the minutes from the latest meeting.
- The catering kitchen's electricity bill came through and was queried by Elaine Harris. \$520 was the monthly metered charge when previously it had been charged at a fixed price of \$20 per month.

5. Liaison Reports

5.1 Curriculum Report

The Curriculum report was received.

- Gregor Fountain stated that he will update the report for BOT for next month.
- Gregor Fountain noted that the Technology Departmental Review is being written up now.

5.2 Arts Report

The Arts report was received.

5.3 International Student Report

The International Student report was received.

- The Chair requested that Mike Pallin attend the next Board meeting and that the papers be included in the next Board report.
- Noted: the request for refunds of International Students Fees and the recommendation from Mike Pallin that the requests be declined consistent with existing College policy.

Moved by Chair that Mr Pallin's recommendations not to refund the fees paid by the international students set out in his memorandum be approved. Carried.

Student Report

Michael Smol stated there was nothing to report. The Chair asked him to provide a report for the next BOT meeting.

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6. General Items

6.1 Correspondence and Publications

These were noted.

6.2 Proposal to the Board regarding new software for the Development Office

- Roger Moses stated that if Tony Robinson is to work effectively we need to do something to help him with his proposal.
- Andy Marshall questioned whether this is something that the ICT subcommittee should look at, and it was agreed that a decision should be made based on the input of Gregor Fountain and Helen Jones.
- Peter Schuyt said he had no issues with the proposal, but questioned how it would be funded? It was agreed to ask the Old Boys Association and the Foundation to each fund half of the cost.

Moved from the Chair, that subject to review by Gregor Fountain and Helen Jones, the purchase of the software be approved.

In respect of the other requests in Tony Robinson's memorandum, it was agreed that John Barnett could continue for an interim period because this was within budget, but that the College is not in a position to pay ongoing data entry costs. It was agreed the Tony Robinson should approach College Mothers for volunteers for this job.

6.3 Updated enrolment forms (in zone and out of zone for Year 9)

Following from earlier discussions about enforcement of the College zone, a number of changes were made to the Enrolment Questionnaire and also the Out of Zone Enrolment Application. Dave Ashby noted down these amendments and will hand on to Lynda Woods, Enrolment Officer to make the necessary changes.

Other Business

Fundraising Meeting held on Saturday 7 May

Neil Quigley reported on the stakeholder fundraising meeting held on 7 May, and asked the Board to support a number of the recommendations provided by that meeting.

Neil Quigley said that the meeting was important because Tony Robinson is looking for a clear steer on what the fundraising priorities are, and a mandate to proceed with fundraising for these.

The Fundraising Meeting had agreed that with the opportunity to obtain a substantial contribution from Wellington City Council, the artificial turf project should proceed with high priority. It was noted that when all outstanding issues of detail are resolved with Council then a memorandum of agreement between the College and Council will be drafted. In the meantime, in order for Heather Benfield to get permission from the Ministry to put the

artificial turf on Ministry grounds the Board needs to approve a resolution in regard to third party occupancy.

5.

Moved by John Mills seconded by Mazz Scannell: That the BOT approve in principle an agreement to accept a contribution of \$660,000 for an artificial pitch from the Wellington City Council, and that in return, community use of the pitch for up to 35 hours per week be approved. Carried.

There was a discussion about the naming of the artificial turf pitch, and the contribution of Sir Ron Brierley. It was agreed that since Sir Ron is an old boy, and to encourage other old boys to make contributions the field be named the Old Boys Field.

Moved by John Mills and Seconded by Charlotte Gendall that the new pitch be named The Old Boys Field. Carried.

Neil Quigley noted that net of funds required for the artificial turn pitch there is \$2.2 million left in the building fund. The Fundraising Meeting had agreed that extension of the hall was still a high priority, and that it was considered good practice to go to the market with a campaign at the point when 50 percent or more of the funds had been raised. Tony Robinson noted that to raise enthusiasm for the hall project again the BOT would need to endorse a revised campaign for a \$4 million hall renovation.

Moved by Andy Marshall and seconded by Mazz Scannell: that the BOT approve the recasting of the hall project as \$4 million hall renovation, and the Property Committee be asked to investigate the feasibility of this.

Neil Quigley stated that the issue of the cost of functions was discussed at the Fundraising Meeting. Many functions at the College were priced at bare breakeven, with no funding to cover staff time. The Old Boys agreed that all functions should have some element of fundraising for the College. To determine an appropriate range it was noted that there is a 40% contribution from sales at the uniform shop, and it was therefore suggested that the BOT endorse a resolution that functions run at College have a 20% fundraising component for the College built into the fees. Those organising events would still be able to waive fees in cases of hardship so all could attend.

Moved by Mazz Scannell seconded by Sala Sidler: That all College functions include a minimum 20% fundraising component in the pricing, but College staff continue to have full discretion to waive the fees in cases of hardship. Carried.

The meeting concluded at 8.50 pm.

The next meeting of the Board is on Monday 13th June 2011 at 6.00pm in the Pavilion.

Signed: _____ Date _____
Chairperson