

**Wellington College Board of Trustees
held in the Pavilion on
Monday 13 June 2011 at 6.00 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr James Edgecombe	
	Mrs Charlotte Gendall	
	Mrs Tofa Gush	
	Mr Robert Hill	
	Mr Andy Marshall	
	Mr John Mills	
	Mr Roger Moses	(Headmaster)
	Mrs MazzScannell	
	Mr Peter Schuyt	
	Mr Richard Sidler	(arrived at 6.40pm)
	Michael Smol	
		Mrs Penny Basile
In attendance:	Mr Robert Anderson	(Deputy Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Gregor Fountain	(Deputy Principal)
	Mr Darrell Harvey	(Assistant Principal)
	Mr David Keat	(left at 7.20pm)
	Mr Tony Robinson	(left at 7.20pm)
	Mr Chris Wells	(left at 7.20pm)

1. Apologies

Sala Sidler for lateness.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 9th May 2011 were confirmed as a true and correct record apart from Item 4.1, under heading NCEA fourth bullet point page 2 supposed to be recorded as heads up not hands up.

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. It was noted in discussion that:

- Neville Paul is rebuilding cross country at Wellington College
- The Headmaster wished to thank Darrell Harvey for his work on a tracking device that shows students' NCEA achievements.
- The Headmaster acknowledged all the work put in by HOD's, Gil Roper, Rob Anderson and Gregor Fountain on the Departmental Reports.

The Departmental Reports were referred to the Curriculum and Property Committee to establish if there are any areas of concern that should be considered in detail by the Board. Curriculum subcommittee, James Edgecombe, Neil Quigley and Charlotte Gendall will organise a meeting.

4.1.1 School Charter 2011

The Headmaster asked the Board to approve this as the Annual Plan. Included in this is the Strategic Plan and the latest ERO review.

Moved by Bob Hill and seconded by Mazz Scannell: That the Strategic Plan and School Charter 2011 be approved. Carried.

4.2 Finance Report

The Finance report was received.

- Peter Schuyt noted we have spent more on consultants this year and there is less revenue from international students. We are looking at \$150-\$200,000 below budget due to international student numbers.
- 410 letters were signed by the Headmaster and posted out regarding unpaid school fees. Heather Benfield said some parents are paying off their fees in instalments so there will be catch up at end of the year.
- Heather Benfield reported that the College sends 4 reminder letters out per year. Roger Moses requested that the College sends out its first letter and then a letter at 2 month intervals.
- Mazz Scannell asked if the report on payments can be broken down into year groups? Heather stated that this was not possible, in part because of the discounts for those with more than one son at the College.

4.2.1 Matters Arising from Audit

Heather Benfield said that the issue of carrying cash has been discussed with the bursary. It was agreed that changing the timing of bank visits was a good idea but also check with a security firm to ascertain the cost of a professional pickup from the Bursary occasionally.

4.3 Property and Administration Reports

The Property and Administration reports were received.

- John Mills reported on the process that now needed to be put in place to think about the new version of the Hall project costing \$4 million. There was a handout distributed. John has had conversations with Fiona about how she views her role in the project. It was agreed that there was no conflict in Fiona being involved in the project and possibly also tendering for the work.
- It was agreed that the \$4 million should be for basic hall construction so that school funds would be required for audio visual equipment etc for the hall. Heather Benfield stated that on the 7 year plan the College receives \$260,000 next year. Next 5 year plan \$1.4 million. 10% is received on top of the \$1.4 million for furniture and fittings and some of this could be used for curtains and chairs for the hall.
- Roger Moses noted we need to refocus our fundraising in order to sell to the parents. For all of these things that we are celebrating we require a place where they can be celebrated. There is a need for everyone to feel as if they are consulted.
- Neil Quigley stated that there needed to be a subcommittee to work on it, and questioned whether this subcommittee should be bigger than the property committee. Peter Schuyt and Mazz Scannell expressed interest in joining this subcommittee. Neil suggested someone from music and drama should be involved as well. Bob Hill needed to be involved also in regards to Maori and a Marae, Pasifica must be addressed too. John Mills said the idea of including a Marae needs to be addressed at the beginning.
- There will be a significant disruption to the school whilst this renovation takes place.
- John Mills will set a date with Fiona and the facilitator and architects with representations. Board members to attend this meeting if possible.

4.4 Communications Report

The Communications Report was received.

Charlotte stated that the major focus was on the enrolment forms and that Lynda Woods did some solid work on this. Andy Marshall asked why a road map was not included and Rob Anderson responded that even with a road map there were real ambiguities with boundaries.

4.5 ICT Committee Report

This report was received.

Gregor stated that students were being encouraged to bring their own devices and laptops to school. Charlotte Gendall noted that Wellington College need to look at public relations on students who may be disadvantaged if they don't have their own laptop. Gregor noted that this practice is very common in New Zealand secondary schools, there needs to be a pedagogy that stands alongside it.

4.

5. Liaison Reports

5.1 Curriculum Report

The Curriculum report was received. It was noted that:

- 136 items moderated this year and 69 last year.
- Gil Roper has done a great deal of work on getting the moderations ready.
- It is time to have a review of streaming in junior school, various ideas have been discussed. There is a meeting being held on Monday to discuss this further.

5.1.1 Curriculum Implementation Report

Report received.

5.2 Arts Report

The Arts report was received.

5.3 Sports Report

The Sports report was received.

5.4 International Student Report

Neil Quigley spoke to his paper on International Student Fees increase.

**Moved by Peter Schuyt and seconded by Charlotte Gendall that
International Student Fees increase by 5% for 2012**

5.5 Student Representative Report

Michael Smol spoke to this report.

6. General Items

6.1 Correspondence and Publications

These were noted.

6.2 Annual Departmental Reports from 2010

To be discussed at the next meeting 11th July 2011.

6.3 1 June 2011 return – to be tabled at BOT meeting

Darrell Harvey presented this and noted that the numbers were 1474 in March 2011 and 1471 in June 2011. Numbers have remained fairly static. Next return is in two weeks' time. The numbers are helping with the school's finances.

6.4 Collegian Newsletter Review

- The Board recorded its thanks to Stephanie for her work on this review.
- It was suggested that a Communications subcommittee be formed to determine what and what not to have in the Collegian. Rob Anderson, Stephanie Kane, Tony Robinson and Charlotte Gendall to be on this subcommittee.

