

**Wellington College Board of Trustees
held in the Pavilion on
Monday 31st October 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 Mazz Scannell	
	Mr Peter Schuyt	
	James Shanly	
	Mr Richard Sidler	
		Mrs Penny Basile
In attendance:	Mr Robert Anderson	(Deputy Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Philip Bergin	(Assistant Principal)
	Mr Sean Hann	HOD Science (6.30pm)

1. Apologies

Apologies were received from Peter Schuyt for lateness.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 26th September 2011 were confirmed as a true and correct record apart from the following amendments: under Finance – “a big drop in student numbers” not “student enrolments” and under maintenance note that the toilets get painted every term but not at a cost of \$40,000.

Moved by the Chair. Approved.

3. Matters Arising

The action list from the previous meeting was noted.

- Tony Robinson to attend the November meeting with an update on the Foundation funds. This update will include further information on fundraising for the artificial turf, including sale of commercial signage around the turf.

4. Reports

4.1 Headmaster’s Report

The Headmaster’s report was received. It was noted that:

- It is proving difficult finding a suitable person for the Digital Technology position.
- Max Harris, Dux in 2005, is coming to the Senior Prize Giving ceremony.

4.2 Finance Report

The Finance report was received it was noted that:

- Year to date is running as expected, there will be a deficit at the end of the year – current forecast is still \$75,000.
- The teaching staff have been good about sticking to their revised budgets.
- Development lunches are coming up so there will be spending to come from this department and further spending from the Development Office as they have employed a data entry person.
- No accruals have been made for costs associated with the artificial turf project as these may all be capitalized into the cost of the project.
- There is a meeting scheduled with the auditor next week to discuss extraordinary income.
- Peter Schuyt noted that we need to get international student numbers right for next year and that the College needs to have a strategy of how we are going to get these 70 students for next year.
 - Board members agreed that there needs to be an international report in the next Board papers, with Peter Schuyt to provide the Headmaster with an outline of the information required.
- Payment to teachers taking scholarship classes is not currently budgeted. Source of funding for these payments to be given further consideration.

4.3 Property and Maintenance Reports

The Property Report was received it was noted that:

- The skylights for M4 were scheduled to be put in during the term 3 holidays but due to the rain this didn't happen. Now scheduled for December. Rob Anderson noted that this request for skylights came out of the self-review and it was good to see those words put into action.
- Memorial Hall. John Mills said the architects who presented their ideas had put in a lot of work and there was no shortage of intent and passion. The plans were all different, and it was good to see variation.

5. Liaison Reports

5.1 Arts Report

The Arts Report was received.

5.2 Sports Report

The Sports Report was received.

6. General Items

6.1 Correspondence and Publications

These were noted.

6.2 Science Department Report on the Self-Review

Sean Hann spoke to this report. It was noted that:

- It was a positive report. This department have very experienced and dedicated staff.
- Departmental goals and realignment of the new standards. The work that has gone into schemes gives a lot of flexibility to staff.
- Meeting student needs. Accelerate classes are provided, students love practical work and this is included as much as possible.
- Bob Hill asked if attracting Māori and Pacific Island students to science is a challenge? Sean Hann responded that a lot of these students haven't had a great exposure to science and therefore don't progress at senior school.
- Andy Marshall enquired how HOD Science, HOD Biology, HOD Physics and HOD Chemistry all interconnect. Sean responded that it is the responsibility of the HOD Science to look at the whole picture for staffing, but that the three sciences are taught separately in the senior school.
- Wellington College is well represented at the science fairs.
- The comments from student focus group were positive comments about practicality and facilities.
- At the top end the science boys were getting scholarships. They were consistently succeeding.

Concerns

Issues include:

- 4 teachers are separated from the rest of the teachers in the old library block. The department would work better if all the teachers were housed together.
- It is difficult for the Technician to move the gear about.
- Extractor/fume removal a concern in some rooms – Heather Benfield to consider this.
- L1 and L9 have no second door for emergency evacuation.
- Class sizes. Specific problems with group work as it is hard to get in among students to do things safely.

6.3 Proposed Board of Trustee meeting dates for 2012

Approved

6.4 Request for BOT approval to apply for funding

Stuart Slater, Guidance Counsellor, requires BOT approval for Tony Robinson to apply for funding for the printing costs of the Wellington College Parents and Caregivers Guide for Developing Responsible Teenagers.

Approved

Andy Marshall suggested he may be able to help with this.

6.5 Request for BOT approval to organise the French and History Study Tour to Europe in 2013

Guy Mance and Andrew Savage requested the Board of Trustee's permission to organise and run the next French and History Study Tour to Europe in 2013.

Approved

Other Business

- Neil Quigley asked if any Board members who are contemplating not continuing their term on the Board in 2012 to let him know.
- Charlotte Gendall had a meeting with Karen McGregor re revenue gathering for the advertisement page of the Collegian, starting with the first issue of 2012. Looking for a volunteer to co-ordinate this.
- Publicity on the artificial turf. Charlotte Gendall will get something into last issue of the Collegian so the incoming year 9 students and their parents will read about it.
- The hall development should be announced separately and it is important to get the Old Boys involved.

The meeting concluded at 8.05 pm.

The next meeting of the Board is on Monday 28th November at 6.00 pm in the Pavilion.

Signed: _____ Date _____
Chairperson