

**Wellington College Board of Trustees
held in the Pavilion on
Monday 26th September 2011 at 6.00 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr James Edgecombe	
	Mrs Tofa Gush	
	Mr Robert Hill	
	Mr Andy Marshall	
	Mr John Mills	
	Mr Roger Moses	(Headmaster)
	Mrs Mazz Scannell	
	Mr Richard Sidler	
	Michael Smol	
	Mrs Penny Basile	(Minute Secretary)
In attendance:	Mr Dave Ashby	(Deputy Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Darrell Harvey	(Assistant Principal)
	Mr Tony Robinson	Development Office
	Mr Karl White	HOD Technology
	Mr Matt Jarry	Gifted and Talented Programme
	Mr Martyn Reynolds	Gifted and Talented Programme
	Ben Ayto	Student currently in Gifted and Talented Programme
	James Shanly	Newly elected student representative

- 1. Apologies**
Apologies were received from Charlotte Gendall and Peter Schuyt.
- 2. Minutes of the Previous Meeting**
The minutes of the previous Board meeting held on 11th July 2011 were confirmed as a true and correct record apart from the following amendment under 4.6 ICT Committee Report, room L5 should be LC5.

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 that:

- Winter sport had been successful locally with some really good results.
- The debaters did extraordinarily well.
- The Benchmark indicators were tabled. These are compiled by the Ministry of Education.
- Nic Gorman has tendered his resignation.

4.2 Development Report

Oral report given by Tony Robinson on the Hall Appeal and Annual Giving Appeal money from 2010.

Assembly Hall Refurbishment

- At present we have 1.75 million in the Building fund, although this figure keeps changing on a daily basis.
- Following the successful year 9/10 Cocktail party on June, follow up letters were sent to those who both did and did not attend to drive home the lessons of the evening.
- All the 297 donors who gave to the original Hall Appeal were written to explaining the rationale for the modified Hall project and invited to write to the Development Office with any comments they had. Of the 20 letters received, 90% were very positive so the College need not have any concerns about disaffection concerning the new direction taken.
On the 26th August, a further letter was sent out to all Year 9 and 10 parents, this time requesting that they contribute to the project and stressing the need for their financial support to ensure the success of this vital project. Subsequently over the last 3 weeks a steady trickle of cheques has been received; no huge sums but 10.5K overall.
- Over the last 2 months Tony Robinson has been setting up some small leadership groups through the Parents, Old Boys and the Business Sector who will work with me on this project. The idea is to use the expertise and experience of key people in the wider Wellington College family to ensure we are networking robustly and consequently the right people are approached.

Tony also believes that when we get underway next year the students should be fully aware of the Hall project and that we should encourage a leadership group to become involved and promote some fun fund raising occasions.

Tony has been in touch with Alan Gibbs who has said that he will be giving to our new project and he asks to be informed of developments as we progress. He is sending him a monthly update of all the key details.

Recommendation to the BOT concerning last year's Annual Giving MONEY

While the target in 2010 was 40K, the figure eventually raised was \$29,318.61.

Tony recommended that excluding the tagged figure raised for teacher Scholarships of \$1262, the College request that the remainder, namely \$28,056.61 be provided to support the general operations of the College. He noted that this money has already been budgeted for and it is important the College has this money.

The BOT request that the Foundation move the balance of approximately \$29,318.61 into the College account. Moved by Bob Hill seconded by Andy Marshall. Carried.

Neil Quigley requested that Tony Robinson with with Alan Langford to provide an update on funds held by the Foundation in each account to be included in the papers for the November meeting.

4.3 Finance Report

The Finance report was received it was noted that:

- Figures to 31st August were tracking well, there is going to be a deficit caused primarily by the reduction in international students. Neil Quigley stated that considering the fall in income from international students we are doing very well, and noted that he had talked with Peter Schuyt who agreed that the current forecast was achievable and probably conservative.
- Sending out invoices for the school fees every month. There are quite a number of full payments coming in. Extra-curricular payments are behind, but should make budget.
- Heather has given the HOD's a new budget for the rest of the year. Revised budgets for teachers have been accepted in good spirit.
- Andy Marshall queried why revenue from International students was down but expenditure was up. Heather Benfield explained it was fees which still needed to be paid to agents and Mike Pallin's trips away with late invoices coming in. Heather said there were three trips budgeted for but Mike was only doing two trips now.
- Bob Hill asked whether, following the end of the winter sporting period, some students had moved on? Darrell Harvey replied that we have not had a big drop in student numbers which means our income from the Government has remained relatively high.
- Noted that the budget for next year is 70 international students. Income is reduced with the annual giving going elsewhere. Fees income should increase, generating another \$50,000.

4.4 Property and Maintenance Reports

The Property Report was received.

Squash Courts/Sports Academy - the following points were noted:

- This building is to be strengthened so it can be used as two classrooms.
- The upstairs room will have a view towards the turf, this can be let out as another way to raise funds.
- Work on the turf will cease during NCEA exam period.

Hall - the site planning and ideas workshop has been held and the brief has been sent out. There has also been a question and answer session with the

architects. John Mills stated that we are asking for quite a lot of work from the architects for a small amount of money. The quantity surveyor will charge up to \$5,000. John is looking for a payment of \$2,000 for each of the architect firms. The total of \$15,000 can legitimately be charged to the Building Fund held by the Foundation. Neil Quigley thanked John for all his hard work.

The Maintenance report was received.

- The vandalism around the school each month was discussed. Andy Marshall suggested putting something into a contract so if a student is found to have vandalised College property then the parents will cover the cost.
- It was suggested that this may be something the student rep could help with, to co-ordinate a student push to reduce vandalism. Dave Ashby said he was happy to try it with James Shanly. Heather Benfield said the toilets get painted every term. If the students could keep this cost down, take control and have a target to work towards, then perhaps the school could invest in the boys money that would have otherwise been spent on repainting.
- Roger Moses raised the issue of whether the College should pay for damage to staff cars. Neil Quigley said this is not something that could be done easily nor can the College afford to pay for it. It was agreed that payment for damage to staff cars could not be offered by the College at present.

4.5 Communications Report

The Communications Report was received.

4.6 ICT Committee Report

Darrell Harvey had taken over this portfolio in Gregor Fountain's absence.

Acceptable Use of Computer document this has been given to academic and support staff. If the BOT are happy to agree to it then all staff need to sign it.

Moved by Andy Marshall seconded by Mazz Scannell, that the Acceptable Use of Computers policy be approved. Carried

5. Liaison Reports

5.1 Curriculum Report

The Curriculum Report was received.

5.2 Arts Report

The Arts Report was received.

5.3 Sports Report

The Sports Report was received.

6. General Items

6.1 Correspondence and Publications

These were noted.

6.2 Technology Department Report on Self-Review

Karl White spoke to this report and distributed a handout.

Technology has three major learning areas at Wellington College

- Materials Technology
- Design and Visual Communication (previously called Graphics)
- Digital Technologies: (previously called Computing)
 - Information Management
 - Electronics and Control
 - Digital Media
 - Computer Science

The following issues for the future were noted:

- Health and safety issues arising from the number of junior students in classes.
- Budget tensions - materials - cost of infrastructure - student numbers.
- What do we offer senior students with limited abilities in the Technological area?
- Stage 1 and 2 of the Technology Block - The very high value for money obtained from our investment in the laser cutter.
- Stage 3 of the building works – What would the facilities look like in ten years?

6.3 Report from Gifted and Talented Programme

Matt Jarry, Martyn Reynolds and student Ben Ayto spoke to this report. The following points were noted:

- Ben Ayto, a Year 11 student has been in the programme since last year. He talked about how the programme came about and where it is going, also how it has helped him.
- Gregor Fountain and Martyn Reynolds kicked the programme off. Before that there was the Pickering programme.
- Martyn Reynolds stated that the College has an obligation to provide for gifted and talented students. The 2010 pilot programme was launched to identify students who would be candidates for the programme. The programme is set up as a mentoring system. Teachers are paired up with students to set long and short term goals.
- Matt Jarry noted that it is not just a one size fits all programme; a diverse curriculum area covered.
- Some students that are nominated are hard workers but are they gifted?
- BOT have helped continue the programme by making PD funding available to teachers within programme.
- Martyn Reynolds noted that if teachers want to go on PD for this it comes off their personal budget and that recognition was required for teachers in the programme who have committed their time. Neil Quigley suggested

that these issues should be addressed through the budget process. Heather Benfield is collecting up budget bids, so this needs to be on table if it is going to be considered.

6.4 Pasifika Parents Support Group

Oral update on Together as Brothers (TAB), Academic Achievement Evenings, forthcoming Fiafia Night and plans for 2012

6.5 1st September 2011 roll return – to be tabled at BOT meeting

Darrell Harvey tabled this.

Other Business

- James Edgecombe asked the Board if they would be willing to participate in a survey conducted by an associate of his from a small Rotorua school. He will email out the link. Having a point of comparison from a high decile school such as Wellington College would be good for her research.
- St Marks' usage of our grounds. They presently pay us \$1,000 per year for grounds use. Neil Quigley will write to the BOT Chair and the Principal of St Marks regarding this issue.

The meeting concluded at 9.01 pm.

The next meeting of the Board is on Monday 31st October 2011 at 6.00 pm in the Pavilion.

Signed: _____ Date _____
Chairperson