

**Wellington College Board of Trustees  
held in the College Pavilion on  
Monday 6 April 2009 at 6.00 pm**

---

<b>Present:</b>	<b>Dr Neil Quigley</b>	<b>(Chair)</b>
	<b>Mr Roger Moses</b>	<b>(Headmaster)</b>
	<b>Mr Andy Marshall</b>	
	<b>Mrs Tofa Gush</b>	
	<b>Mr Stephen Sawrey</b>	
	<b>Mr Richard Grant</b>	
	<b>Mr Mark Unsworth</b>	
	<b>Mr James Edgecombe</b>	
	<b>Mr Benjamin Isaacs</b>	
	<b>Mrs Heather Oldershaw</b>	<b>(Minute Secretary)</b>
<b>In attendance:</b>	<b>Mr Robert Anderson</b>	<b>(Deputy Principal)</b>
	<b>Mr Graeme Steven</b>	<b>(Development Director)</b>

---

Board members welcomed James Edgecombe to the Board as the newly elected staff representative.

### **1. APOLOGIES**

Apologies were received from Gregor Fountain and Heather Benfield.

### **2. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Board held on Monday 9 March 2009 were confirmed as a true and correct record, subject to the following amendments:

- Item 4.3.1 on page 3 - Draft Letters to Donors to Endowment Fund. Second paragraph, second line, after ‘..no elections’ add the words: ‘but there is a selection process’.
- Item 4.7 on page 4 – Student Discipline Report. Fourth line, delete the words ‘..and would likely be excluded/expelled.’

### **3. MATTERS ARISING**

The action list from the previous meeting was noted.

- Item 4.2: Apportioning funding for the Development Office. Richard Grant said he will discuss this with the Foundation and Development Committee, as it is important to know how much longer they can provide funding. He will report back to the May Board meeting.
- Item 4.9: Meeting of Curriculum and ICT Subcommittees. Richard Grant felt there was sufficient crossover of personnel that a special meeting was not necessary. Neil Quigley recommended that the original concerns raised by Mark Callagher in November be revisited.
- Item 4.9: Outsourcing IT activities: Richard Grant said there were still issues that needed to be considered.

- Item 5.5: International Student Programme Review. Neil Quigley said he has spoken to the reviewer and should have a firm date by the next meeting.

The amended Board member portfolios were noted.

## **4. REPORTS**

### **4.1 Headmaster's Report**

The Headmaster's report was received. Roger Moses said he would be making a long-term relieving appointment in Commerce, and another part-time appointment in Science.

The College is undertaking a consultative process concerning the new policy on rest breaks, and he will report back to the next Board meeting.

Last week's sports tournaments had seen considerable success for the College teams who were among the top four in Waterpolo and Tennis, and second in the Softball nationals. The Rowing team won seven A finals at the Maadi Cup. He was pleased to announce that Rayhan Langdana has won the Race Unity Award.

Roger Moses said it had been a good term, and Rob Anderson believed the school would finish on a high following Thursday's Anzac Service. The reunion of the class of '59 was very successful. Neil Quigley said he had joined senior management at the meeting with ERO on 23 March.

### **4.2 Finance Report**

The Finance Report for the month of February and the year-to-date results for the two months to 28 February 2009 were received. Richard Grant said the operating deficit of \$51,000 for the month is \$39,000 higher than the budgeted deficit of \$12,000, mostly due to property costs being above budget. The operating surplus of \$10,000 for the two months to February is \$92,000 above the budgeted deficit of \$82,000.

Richard Grant circulated a suggested list for College Mothers to consider specific projects in 2009. Board members noted that College Mothers have allocated \$30,000 for a landscape designer to beautify the area under the pohutukawa trees at the top of the drive without any consultation with senior management. The Board agreed it was important that it has input into priority setting, since this project may not be the highest priority for the use of these funds.

Roger Moses said the previous budget for in-service training was underspent because a number of ICT courses were held in-house. However, it was important the professional development budget for staff be extended. Richard Grant suggested that money from the annual appeal be allocated to professional development.

Richard Grant said that major items of capital expenditure such as the laser cutter for Technology should come to the Board first for approval.

#### **4.2.1 Annual Financial Statements**

Richard Grant said the total surplus was \$294,000 for the 2008 year.

The Board approved the 2008 Annual Financial Statements, subject to external audit clearance. The Board agreed to:

- (a) The annual financial statements and the Statement of Responsibility (which is a government requirement)
- (b) The statements be signed by the Chair and Headmaster
- (c) The Letter of Representation to the External Auditors, Deloitte, be signed by the Chair and Headmaster
- (d) Appoint a sub-committee of the Board comprising Neil Quigley, Roger Moses and Richard Grant to complete any final adjustments to the financial statements.

(Moved Richard Grant/ Seconded Andy Marshall)

The Board thanked Richard Grant, Heather Benfield and the Bursary team for their great work putting these financial statements together.

### **4.3 Development Report**

The Development Report was received. A paper explaining the selection and role of Foundation trustees was noted. The Board agreed to advise the Foundation on the importance of communicating with College Mothers and the Parents' Association about their representation on the Foundation.

Richard Grant asked that in future, reports include figures from the previous report so that progress could be followed, and Graeme Steven agreed to do this. Richard Grant also asked that a report on the market value of major funds invested be provided quarterly 'in committee', and Graeme Steven agreed to liaise with Alan Langford to provide this.

#### **4.3.1 Apportioning Funding for the Development Office**

This was deferred to the next meeting.

### **4.4 Strategic Plan Progress**

There was no report this month.

### **4.5 Property and Administration Reports**

Notes from the Property Committee meeting held on 25 March were received. The Board recorded its appreciation to all concerned for the timely completion of the Technology Block upgrade. Stephen Sawrey said there would be a guided tour of the refurbished Technology Block prior to the next Board meeting.

The Property Committee was concerned about expenditure on vandalism, and the Headmaster said expenditure of \$18,000 was mostly to deal with graffiti in the toilets. James Edgecombe said a culture of 'telling' would be appropriate if students felt it was in the best interests of the College community. Neil Quigley recommended that the Headmaster advise students of the cost of vandalism, and Heather Benfield was asked to provide some figures. Stephen Sawrey said he will find out about graffiti-proof wall coverings.

Stephen Sawrey said there are now a large number of people on the Property Subcommittee. Neil Quigley said this committee was effectively an advisory group, and Richard Grant felt it enhanced the consultative process. Stephen Sawrey said he will continue with the current format before reviewing the situation.

The maintenance and hazard report for February and March was noted.

Neil Quigley said Victoria University has embarked on consideration of the creation of an all-weather field, and it might be an opportunity for Wellington College to make use of this.

#### **4.5.1 Proposed 2009/2010 Capital Works and Maintenance**

This was deferred to the next meeting.

#### **4.5.2 Feedback on Questionnaire**

The Board noted Senior Management's recommendation on property priority setting, which is:

- (a) Library Upgrade
- (b) Field Drainage
- (c) Relocate Uniform Shop
- (d) Maori studies facility/Marae
- (e) Performing Arts facility
- (f) Upgrade admin facilities

The Headmaster's House expenditure was not ranked.

It was noted that a decision on prefabs 4 and 5 needed to be made. Robert Anderson said the questionnaire had not yet gone to HoDs.

The Board agreed to reactivate the Library Upgrade project. Stephen Sawrey said a preliminary design would be sought and then costed and brought back to the Board. Neil Quigley will be involved in the initial planning group. Neil Quigley said it would be good to let everyone know of this progress at the community consultation meeting in July. Ben suggested the senior study area be moved to a prefab.

#### **4.6 Personnel Sub-committee**

Board members noted a paper from Robert Anderson concerning recruiting and retaining College staff. He said staff valued support and appreciation. Birthday morning teas with the headmaster, scones at morning tea, the offer of flu injections, special letters of thanks, and payment of teacher registrations were all tangible ways of showing appreciation. Staff were also encouraged to upskill and attend conferences. He said that a number of student teachers were taken in at Wellington College, and although this involved a lot of work by the coordinator, Hamish Bell, the rewards were that the College was well-placed to appoint excellent young teachers.

Neil Quigley said he would like to increase the Board's interaction with staff to show its appreciation, and suggested an evening function. Richard Grant asked about the best ways to show appreciation. Roger Moses said the Board was seen as hugely supportive, and staff appreciated the Board morning teas. Robert Anderson suggested an evening function

could recognise annual appeal scholarship recipients. It was agreed to provide recommendations to the next meeting. Richard Grant asked how much money was available from funds raised and held by the Foundation which could be available for staff development.

Robert Anderson said that a large number of staff were away each day, and it was important that there was a good pool of high calibre relief teachers.

The Board considered a request for a support person for five hours per week for the extra-curricular component of the Music Department. Robert Anderson said the HoD Music was spending more and more time on administration as the numbers taking music had grown. James Edgecombe said that extra-curricular music groups were gaining considerable success and there were demands and challenges for the Music Department that did not exist for other departments.

Richard Grant said it was important to look at the issue of administrative support for extra-curricular activities as a whole, and whether funding could be sustained in the future. Neil Quigley asked for a review of extra-curricular administrative support by Senior Management.

The Board agreed to employ someone fixed term to the end of this year to provide five hours a week of administrative support to the Music Department. (Moved Andy Marshall/Seconded Neil Quigley)

#### **4.7 Student Discipline Report**

There was no Student Discipline Report this month.

#### **4.8 Communications Report**

There was no report this month.

#### **4.9 ICT Committee Report**

There was no report this month.

### **5. LIAISON REPORTS**

#### **5.1 Curriculum Report**

The proposed schedule for Departmental Self-Reviews for 2008-2011 was noted. Self-reviews scheduled for 2009 are Chemistry (Term 2), Music and Commerce (Term 3) and Physics (Term 4). Robert Anderson said the ERO review team would be invited to review the completed self-reviews.

The Curriculum Report was received, together with minutes from the Curriculum Leadership Group (CLG) meetings held on 9 and 23 March.

Robert Anderson said the Years 9 and 10 Curriculum programmes were being revised and recommendations will be provided to the June Board meeting. Gregor Fountain is visiting a variety of schools in the UK and will be able to provide feedback on his return.

James Edgecombe said he appreciated the Friday morning staff development opportunities, and there had been considerable discussion amongst staff about the New Curriculum. Stephen Sawrey asked whether students are adjusting to the delayed start on Friday mornings, and Robert Anderson said he believed the students were adjusting well. Andy Marshall said he had received some parent feedback to the effect that they would prefer staff development to be held later in the day. Neil Quigley said that Senior Management have recommended that Friday morning staff development sessions continue for Term 2, and suggested parents and caregivers be advised of this in the *Collegian* and offered the opportunity for feedback about the timing. He also suggested Senior Management provide a note to parents to this effect.

### **5.1.1 Report on Learner Profile Consultation**

It was noted that community consultation over the development of the College 'Learner Profile' is going well.

## **5.2 Arts Report**

The Arts Report was received.

A recommendation from the Arts Director to increase the Arts Coordinator's hours from two to four per day was considered. The Board referred this to Senior Management for a specific recommendation in the context of a more general review of extra-curricular administration funding.

James Edgecombe said that cultural activities within the school have huge merit and greatly promote school spirit, as well as being of particular benefit to socially deprived students. Richard Grant suggested that further emphasis be placed on the extra-curricular component of the fees and donations. Roger Moses said the number of sports and cultural activities had increased hugely over the last few years, and Neil Quigley said that administrative support was generally very cost effective.

## **5.3 Sports Report**

The Sports Report was received.

### **5.3.1 Report on Sports Assistant Position**

This report was received. Katrina Cowie was appointed 12 months ago on a part-time basis, and is now employed full-time as the Sports Coordinator and Strength & Conditioning Coach.

## **5.4 Student Report**

The Student Report was received. Mark Unsworth asked whether more feedback from students and the Student Council could be included in the report.

## **5.5 International Student Report**

There was no report this month.

# **6. 2009 REVIEW OF ENROLMENT SCHEME**

