

**Wellington College Board of Trustees  
held in the College Pavilion on  
Monday 3 August 2009 at 6.00 pm**

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<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 Robert Hill</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 Dave Ashby</b>	<b>(Associate Principal)</b>
	<b>Mr Mike Pallin</b>	<b>(Deputy Principal)</b>
	<b>Mr Graeme Steven</b>	<b>(Development Director)</b>

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The Chair warmly welcomed Bob Hill to the meeting as the newly co-opted member of the Board.

**1. APOLOGIES**

Apologies were received from Mark Unsworth and Heather Benfield.

**2. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Board held on Monday 22 June 2009 were confirmed as a true and correct record, subject to the following amendments:

- Page 5 Item 4.5, seventh dot point: Delete the word ‘computers’ after ‘... Art Department’.

(Moved Neil Quigley/ Seconded Richard Grant)

**3. MATTERS ARISING**

The action list from the previous meeting was noted.

- Item 4.2 Roger Moses said he had ascertained that a similar Decile 10 school in Auckland is currently below budget with their fees and donations. Richard Grant said Wellington College is currently approximately 8% below budget.
- Item 4.4.1 – Board members noted that the stakeholder engagement meeting on 22 July was poorly attended, possibly due to insufficient advertising. Neil Quigley asked for feedback on how to attract a larger number next time. Andy Marshall said it may be a sign there is no major disquiet in the College community. Neil Quigley said the meeting had been worthwhile as it provided the opportunity to give some groups an awareness of what the Board is doing.

## **4. REPORTS**

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

The Headmaster's report was received. Roger Moses said the new 6-day timetable meant staffing adjustments, particularly for part-time staff, and he had met with Senior Management to discuss this. They had also discussed issues surrounding Year 12 students taking six subjects.

Roger Moses said that 3 August was the deadline for Year 9 enrolments for 2010.

Roger Moses read out a letter of resignation from Mike Pallin who is retiring as Deputy Principal at the end of the year. Roger Moses and Neil Quigley said they both hoped he would continue in some part-time capacity at the College, and paid tribute to the outstanding help he had provided over nearly four decades. Board members said they greatly appreciated the collegiality and leadership shown by members of Senior Management, as did staff.

#### **4.1.1 Preparations for ERO Visit**

Roger Moses said that preliminary talks with ERO have been very positive, and their visit commencing on Monday 17 August will be focus of this term.

The Board noted Roger Moses' advice that Mr Mark Sheehan had agreed to be the 'Friend of the School' in respect of the ERO visit.

Board members noted the summary of progress since the last ERO visit in 2006. Roger Moses thanked Gregor Fountain and Robert Anderson for all their preparation work. Andy Marshall asked about the inclusion of other areas of achievement, and Roger Moses said this was not assessed by ERO. Neil Quigley said that levels of participation would be mentioned to ERO.

The Board will meet with ERO on Monday 17 August and on Thursday 27 August.

#### **4.1.2 Roll Return to the Ministry**

Mike Pallin reported that the mid-year Roll Return had been completed and the Board approved submission of these to the Ministry.

#### **4.1.3 Report on Maori and Pasifika Results**

Roger Moses said he had met with Mark Bradley (HoD Maori) and Arina Tulutua (Pasifika Liaison). He said there are twice as many Pasifika student at Wellington College than at an average Decile 8-10 school. In eight out of nine categories, the College's Pasifika students had performed better in NCEA Levels 1 and 2 than the national average. Maori students were well above national average in Level 1. However, he believed the main problem is at Level 3. The College has a very high retention rate at Year 13, and Maori and Pasifika students are returning to complete Levels 1 and 2. The College continues to work hard in this area.

Bob Hill said there had been a discussion about this matter at Te Piringa (the Whanau Support Group), and there was appreciation of the gains made as well as

ongoing concern. He undertook to talk to Tofa Gush about coordinated action to support the school's effort.

## **4.2 Finance Report**

The Finance Report for the six months to 30 June 2009 was received. Richard Grant said the operating surplus of \$204,000 for the six months to June is \$170,000 above the budgeted surplus of \$34,000, but it is expected that this surplus will be substantially reduced by projects planned for the period before the end of the year. There had been an improvement in the amount of donations received in June, and Richard Grant will continue to monitor this. He will bring the full year financial forecast to the September Board for consideration.

Andy Marshall agreed to talk to College Mothers about how they apportion their funding to the College.

### **4.2.1 Audit Fee Proposal**

Richard Grant will present a fee proposal from Deloitte to the September Board.

## **4.3 Development Report**

The Development Report was received. Board members noted the fundraising status report and the fundraising accounts report as at 27 July 2009. Graeme Steven said that Old Boy Steven Outtrim will be visiting the College later this month. He reported that all the monies requested have been transferred from the Foundation to the College.

Richard Grant asked about consolidating bequest funds to assist administration and generate more interest.

The Board approved the scope of the 2009 Annual Giving Campaign to cover archives, music, students in need and staff scholarships (Moved Andy Marshall/ Seconded Richard Grant). The appeal will go out to old boys and current parents.

## **4.4 Strategic Plan Progress**

The Board agreed to invite Mark Vincent from Insight Plus to facilitate the new Strategic Plan consultation at the beginning of Term 4, and asked Roger Moses to arrange this. Neil Quigley suggested a review of the existing Strategic Plan at the next Board meeting, when key issues can be identified for the new Strategic Plan. Shortly after the September Board meeting there would be a full-day session with the facilitator, staff representatives, and the wider College community.

Stephen Sawrey suggested the Squash courts be included in the next Strategic Plan. He asked whether a Sports Academy should also be included. Roger Moses said that moves have been made in that direction by creating classes in Years 12 and 13 in conjunction with the PE programme as a curriculum initiative. He thought it possible that an academy would start up next year for elite sports students.

## **4.5 Property and Administration Reports**

The Board received the Property Committee notes of meetings held on 9 June and 21 July. The Board also received the maintenance and hazard report for May-July.

Stephen Sawrey said he will provide an update on the Library to the September meeting, following by a full report to the October Board meeting.

Richard Grant said that a paper on the Squash facility has been prepared for the school's architect to consider.

#### **4.5.1 Property Issues Identified in the 2009 Departmental Reports**

Neil Quigley said he had met with Robert Anderson and Gregor Fountain, and they had identified most of the issues raised in the reports as property and IT issues. Board members noted that in the medium term one or two additional science labs may be needed. Mike Pallin said the new curriculum has a greater emphasis on the arts, and it was likely that the 2010 timetable would highlight how many more labs would be required. He said that the IT issues raised in the departmental reports are being addressed.

Andy Marshall said Brent Stephen from the Cricket Committee has been advised that the City Council has funds to lay 5-6 artificial wickets. The Cricket Club is keen to have artificial wickets and has asked whether there could be an agreement with the Council for an artificial wicket on the top field. It was noted that the field would have to be available for other sports in the winter, and fencing would be required. It was also noted that the cost would be considerable.

The Board agreed that in principle a partnership with the Council to create an artificial wicket should be investigated.

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

There was no report this month.

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

This was discussed 'in committee'.

#### **4.8 Communications Report**

There was no report this month.

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

The ICT report was received. Board members noted that a review is being undertaken of the the College's ICT support infrastructure. Richard Grant said considerable support has been provided by Red Vespa. Following Matthew Sutherland's departure, David Lynch had been appointed on a 3-month contract to maintain business as usual, and review and propose a model for IT infrastructure and support. The review working group, which includes David Lynch and Mark Callagher, is working through long term future resourcing and commitment issues and will provide a recommendation to Senior Management and the Board for consideration in the Strategic Plan and 2010 Budget.

Stephen Sawrey asked whether some of the IT requests repeated the same issues and Mike Pallin agreed. Richard Grant said these IT needs reflected the success of the ICT Cluster.

Stephen Sawrey said a suggestion had been made to upgrade the Atrium to become a more attractive area for the students to use their laptops. He asked about the school's policy on the use of computer games, and Ben Isaac said all students sign a contract at the start of the year concerning the use of computers and there is an expectation that students will not use games.

## **5. LIAISON REPORTS**

### **5.1 Curriculum Report**

Minutes of the Curriculum Leadership Group meetings held on 29 June, 20 July and 27 July were noted. Mike Pallin said potentially there will be additional funding costs to implement the new curriculum, and Roger Moses said additional staff may be required for 2010. Richard Grant emphasised the importance of having a financially sustainable approach to the new curriculum.

Roger Moses said extra staffing relied on funding that does not come from Government but from other sources such as International Students. If this was reduced, it would seriously affect the school and smaller subjects may have to be dropped.

#### **5.1.1 Recommendations Arising from Self Reviews**

Board members noted recommendations from self reviews of the History and Geography & Social Studies Departments in 2008, and follow-up by July 2009. The Board congratulated the Departments on progress made.

### **5.2 Arts Report**

The Arts Report was received.

### **5.3 Sports Report**

The Sports Report was received. Dave Keat will present a report on Community Trust funding before the end of this year.

### **5.4 Student Report**

The Student Report was received. Stephen Sawrey agreed that bus shelters for students were worth considering in conjunction with the Terraces project. Dave Ashby agreed to ensure that the Canteen adheres to the Board's food policy.

#### **5.4.1 Student Survey Results**

Board members expressed concern that there are some students who still feel there is bullying/harassment at the College. Other issues raised were that a proportion of students are not using eColl, the College intranet, and a significant number of students feel the bag room is not big enough. Richard Grant asked about trends compared to previous years, and Ben Isaacs agreed to bring comparative information to the next Board meeting.

Board members commended Ben Isaacs on his undertaking the 2009 Student Survey.

## 5.5 International Student Report

The International Student Report was received. The total number of students in 2009 is 99, a record number, and this was mainly due to the recovery of the Chinese market. Sourcing good homestays continued to be a challenge.

Board members agreed that it would be unwise for safety reasons for Wellington College students to go to Lombok, Indonesia.

The Board agreed that reasonable fees could be paid to agents to build good relationships.

## 6. REPORT ON CHEMISTRY DEPARTMENT SELF-REVIEW

The Board welcomed Liz Tanner, HOD Chemistry, to the meeting. Liz Tanner said the Chemistry Department is very strong with excellent staff in Phil Bergin, Phil Kendon and Matt Caughley who have a wealth of experience. Her role is to manage the team. Department staff share ideas and take every opportunity to upskill and attend relevant conferences. Phil Kendon also helps with weekly NZ Scholarship tutorials. Thirty students have indicated they will sit the Chemistry Scholarship this year. Last year's students gained seven NZ Chemistry Scholarships with one 'Outstanding'.

Liz Tanner believed the Chemistry Department gives its students the opportunity to push themselves. There are external opportunities such as quiz evenings, Scholarship days at Victoria University, and extended learning in a practical context. The environment is very positive, Chemistry staff are enthusiastic, and the students appear to enjoy the classes.

Neil Quigley asked whether the College is short of lab space in terms of planning for the future. Liz Tanner said some staff have to move around and do not have their own labs, which is not ideal. She agreed that one or two more labs would be welcome.

James Edgecombe asked about resources and Liz Tanner said some excellent resources were prepared some years ago by a previous staff member. Mike Pallin said he was impressed with the on-line resources being used in the Department.

Neil Quigley asked whether more students could be directed towards Chemistry from the junior school, and Liz Tanner said she is starting to see some positive changes.

Richard Grant asked about moderation and whether there is common ground for agreement. Liz Tanner said there appears to be a lack of coordination between the Ministry and NZQA with on-line resources, and this causes considerable frustration at the College and around the country.

Bob Hill asked whether Chemistry is a subject option chosen by Maori and Pasifika students, and Liz Tanner said it is not usually selected after Junior Science. However, there are exceptions especially where there is rapport with the teachers.

Neil Quigley thanked Liz Tanner for her self review report, her presentation and her enthusiasm.

