

**Wellington College Board of Trustees
held in the College Pavilion on
Monday 22 June 2009 at 6.00 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr Roger Moses	(Headmaster)
	Mr Andy Marshall	
	Mr Stephen Sawrey	
	Mr Richard Grant	
	Mr Mark Unsworth	
	Mr James Edgecombe	
	Mr Benjamin Isaacs	
	Mrs Heather Oldershaw	(Minute Secretary)
In attendance:	Mr Grant Robertson	(Wellington Central MP)
	Mr Robert Anderson	(Deputy Principal)
	Mr Gregor Fountain	(Deputy Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Graeme Steven	(Development Director)

The Chair welcomed Mr Grant Robertson, the MP for Wellington Central, to the meeting. Neil Quigley said he believed Wellington College was an example of what a state school can be. The school prided itself in catering for boys across all sorts of backgrounds and abilities. The College set its heights very high, and was constantly looking for opportunities to do even better. It was currently in the middle of a major fundraising effort.

Grant Robertson thanked the Board for the opportunity to attend. He said Wellington College has a deserved reputation, and he was aware that the school set its sights high. As an MP, he offered to assist in whatever way he could in addressing barriers to achieving the best. He is in the process of meeting with every primary and secondary school board in Wellington during his first year as an MP. He was happy to listen to any issues and concerns the Board may have. He was pleased he could assist with the immigration of a new teacher to the College earlier this year.

Neil Quigley asked about donations from parents, as in reality a school could not survive without these. Grant Robertson acknowledged this was a difficult issue. Roger Moses said he had no problem with funding being linked to decile rating, but he felt there should be a reality check as Wellington College has had to raise about 57% of its operating costs through donations, and the idea of free education was a myth. In the current economic climate and with the exponential growth in ICT, there ought to be a realistic bipartisan response. Grant Robertson agreed that funding for ICT had probably not been fully considered. Schools had always had to fundraise, but the whole issue of education funding should be reconsidered by government. He planned to investigate whether government funding currently reflects the needs of schools.

Neil Quigley said it would be helpful if the Government could assist with funding for such things as our proposed new school hall where the Government offered to match a certain proportion of funds raised by the School. Grant Robertson said there will be pressures on the current government in the education area. Roger Moses believed that principals, teachers and boards

would have to start thinking outside the square. Grant Robertson knew some schools are using distance learning, and believed technology was changing the face of education; in 5-10 years' time, learning in schools would be quite different. Richard Grant said the cost of computer technology is huge and is not being catered for by the Ministry.

Grant Robertson said he is working with the Wellington City Council to put into law the deed that governs the Town Belt to give it more clarity and certainty, and to address management issues. The Port Nicholson claim has been settled and the local iwi had not claimed any Town Belt land. As far as the College is concerned, it should be aware of what is happening because of its location. He will forward any draft Bill to the College.

He thanked the Board again for the opportunity to attend, and said he would be happy to assist the Board in any way he could. He particularly commended the College on its mentoring of the Mt Cook School Year 8 boys.

1. APOLOGIES

An apology was received from Tofa Gush.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Board held on Monday 18 May 2009 were confirmed as a true and correct record.

3. MATTERS ARISING

The action list from the previous meeting was noted.

- Item 4.2. Roger Moses said McLeans College have received 90% of their requested fees and contributions, and he is in the process of contacting other schools.
- Item 4.3. Neil Quigley said that progress is being made concerning Parents' Association and College Mothers' representation on the Foundation Board.
- Item 4.6. Neil Quigley said the Board has been able to show its appreciation to staff through morning teas. He had met with Gregor Fountain, Rob Anderson and Roger Moses, and it was proposed to have a breakfast with staff on the last Friday of each term from 8.00-9.20am instead of the professional development session, with the next one on Friday 3 July.
- The Board was advised that legal claims against the College by Mr John Nelson had been finally dismissed by the Court.

4. REPORTS

4.1 Headmaster's Report

The Headmaster's report was received. Following Matthew Sutherland's resignation, David Lynch has been appointed as a contractor for three months to maintain the IT network and ascertain what is required for the new position. A part-time Science teacher is being sought to replace Bevan Jones who is travelling overseas. Rob Anderson said that a Year 9 Dean would be required later this year while the current Year 9 Dean, Guy Mance, is on 12 months' leave.

Roger Moses reported that it has been confirmed that Wellington College gained the most NZ Scholarships in the country, and had the highest percentage of Year 13 students gaining NZ Scholarships of any state school nationwide.

Roger Moses circulated the Wellington College Maori and Pasifika NCEA pass rates compared to national results. In 2005, 2006 and 2007 the College was ahead on Pasifika results, but in 2008 the results were not as good. He was interested in finding out why the College was not so successful in 2008 with Pasifika students. Neil Quigley asked whether unit standards had affected the figures, or whether students had passed exams the following year. Roger Moses said the College has 6% Pasifika students compared to about 1% in decile 8-10 schools nationwide. He said a lot of effort is going into helping the Pasifika students, and many were staying on to repeat Year 13.

For Maori students, the 2005 results were very good, but 2006, 2007 and 2008 showed mixed results. Roger Moses said that both Pasifika and Maori students were not doing so well at Level 3 and tended to drop out. Neil Quigley asked for a report to the next Board meeting providing a more detailed analysis of the figures and the reasons for the trends.

Richard Grant asked whether students' progress after school was being followed, and Rob Anderson said he only received information on students who gain university degrees. Roger Moses acknowledged that the Gateway Programme may affect NCEA pass rates, but it was very successful in preparing students for trades and tertiary courses. He felt it was important to build bridges to Pasifika students and their parents. Gregor Fountain said work is being done with refugee students.

4.2 Finance Report

The Finance Report for the five months to 31 May was received. The operating surplus for the month of May of \$8,000 was \$15,000 above the budgeted deficit of \$7,000. The operating surplus of \$175,000 for the five months to 31 May was \$94,000 above the budgeted surplus of \$81,000.

Board members noted donations received are lower than budget and the previous year. Richard Grant said that a second reminder letter has gone out to parents.

4.3 Development Report

The Development Report was received. Richard Grant asked whether Foundation accounts should be presented to the Board, and Graeme Steven agreed to provide their annual audited accounts.

4.3.1 Apportioning Funding for the Development Fund

This was deferred to the November meeting.

4.3.2 Half Yearly Report on Fundraising Progress

Graeme Steven presented a summary of fundraising achievements and milestones, a report on fundraising and development issues, and information on the Memorial Hall and Building Fund projects. He believed that the current recession had had an effect on giving, and felt that donor confidence and momentum were critical.

Neil Quigley said the longstanding philosophy of the Foundation was that 'The assets of the Foundation will be invested on a conservative basis in a portfolio of securities structured to generate investment income to support the objectives of the Foundation.' However, this policy was being reviewed. He hoped that the income

from the Endowment Fund would eventually be used to purchase something tangible for the College.

Graeme Steven said the Endowment Fund could provide dividends by the end of this financial year. Andy Marshall recommended that the Endowment Fund be set up as a Trust as it was good practice to formulate rules.

Funding for the Development Office is now the responsibility of the Foundation and the Board, as the Old Boys' Association has ceased its contribution.

Graeme Steven asked about starting preparations for the Memorial Hall and Building Fund projects, and Neil Quigley said this would depend on the level of major gifts. It was hoped this would be known before the end of the year.

4.4 Strategic Plan Progress

There was nothing to report this month.

4.4.1 Preparations for Stakeholder Engagement Meeting 22 July

It was proposed to invite all the various individual College community groups to the 22 July stakeholder meeting, and to put an article in the *Collegian*. Gregor Fountain said he will report to the meeting on progress with the Learner Profile. He will also present the proposed new timetable structure for 2010.

Neil Quigley said the meeting will commence at 7.00pm. He asked for all the Powerpoint presentations by Monday 20 July so that he can collate these prior to the meeting.

4.4.2 Planning for the next Five-Year Strategic Plan

This was deferred.

4.5 Property and Administration Reports

Board members considered Senior Management's recommended priorities for major property projects:

1. Maori Studies/Marae
2. Library Upgrade
3. Improve Field Drainage
4. Headmaster's House Upgrade
5. Technology IT
6. Music Sound Proofing
7. Prefab P4/P5 Maintenance

Neil Quigley said it would be good to have the Tenth Trust supporting the Maori Studies/Marae project as the cost would be considerable. Two items to be added for consideration were computers for the Art Department, and paving and bollards at the entrance to which College Mothers will contribute. Heather Benfield also tabled a request from the Technology Department for the purchase of a laser cutter at a cost of approx \$56,000 and said that Senior Management supports this proposal. \$10,000 had already been approved for this through last year's budget.

Richard Grant circulated information showing the Board's uncommitted funds, including Parents' Association and College Mothers funds. He believed that a total of \$784,000 was available to use on major projects.

The Board agreed to the following funding allocations:

- \$70,000 for Maori Studies/Marae
- \$125,000 towards the Library Upgrade
- \$100,000 for Field Drainage
- \$100,000 towards the Headmaster's house
- \$50,000 for Music Soundproofing
- \$20,000 for maintenance of P4/P5
- \$50,000 for Art Department
- \$8,000 for Entrance Paving and Bollards
- \$50,000 for Technology Department Laser Cutter

The Board agreed to hold funding for the Technology Department IT, and limit the funding for Prefabs P4 and P5 to roof repairs only. It was agreed to approach College Mothers and the Parents' Association asking them to each share 25% of the cost of the Library upgrade, ie. \$62,500 each. (Moved Andy Marshall/ Seconded Stephen Sawrey)

It was noted that the provision of \$100,000 for the Headmaster's house was to set aside sufficient funds to undertake the required structural upgrade in the future. For this year approximately \$60,000 of this amount will be needed for interior refurbishment. The amount of inflation adjustment anticipated at the end of this year will be put towards projects such as the Library and the above allocations adjusted accordingly.

Stephen Sawrey said that the future use and ownership of the prefabs will be discussed with the Ministry of Education.

4.5.1 Request for Laser Cutter

See above.

4.5.2 Action Plan and Budget for the Library Project

Planning and design for the Library upgrade is underway.

4.6 Personnel Sub-committee

There was no report this month.

4.7 Student Discipline Report

There was no 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

Gregor Fountain said the 'Learner Profile' has continued to provide an excellent focus for discussion about teaching and learning with different groups within the College community, and more than 340 people have completed the on-line survey.

Martyn Reynolds had presented a new plan for Gifted and Talented Education to the Curriculum Leadership Group and to HODs, and a group of teachers will work alongside him to implement the plan over the next two or three years. This may result in a revision of the Board's policy on gifted and talented students.

Gregor Fountain said he appreciated the opportunity to visit schools in the UK, and will provide a full report to the Board at a later date.

The Friday morning professional development sessions had gone well, and he hoped to re-launch 'wine and pedagogy' after-school voluntary sessions as an additional forum for staff to discuss ideas about teaching and learning.

An Old Boy in Melbourne, Steve Outtrim, has proposed a collaborative cross-curricular project to make Wellington College a smart, energy-efficient school. Mr Outtrim will visit the College on 20 August to discuss this proposal with groups of staff and students.

Board members noted moderation results from 2009 which showed that the College continues to fall short of best practice in the area of pre-assessment moderation. In response, it has now been made mandatory that all assessment tasks be critiqued by a colleague either inside or outside the College before they are used. Gregor Fountain said the College was very fortunate to have Gil Roper assisting in this process.

The minutes from the Curriculum Leadership Group meeting held on 3 June and the HOD meeting held on 8 June were noted. The Curriculum Implementation Report was also noted.

5.1.1 Proposed Change to Timetable Structure for 2010

Gregor Fountain said that the implementation of the revised New Zealand Curriculum from 2010 has provided the College with an opportunity to review the way in which its timetable is structured to include the eight learning areas all students should be studying till the end of Year 10. After consideration and consultation, the Curriculum Leadership Group and Senior Management have recommended a new model with a 30 period structure, ie. a six day cycle. The structure of each school day would remain the same, and each full-time teacher would have a minimum of six periods of non-contact time within each 30 period cycle.

Neil Quigley asked whether parents should be consulted on this proposed timetable. Gregor Fountain said that this model clearly reflected the intent of the revised curriculum which had been signed off by Cabinet, and the College was

required to deliver it. Neil Quigley said it was important to present this proposal in a positive manner at the Stakeholder Engagement Meeting. An article will be included in the July *Collegian*.

Ben Isaacs asked whether he should include a question about the proposed timetable in this year's Student Survey, and Neil Quigley agreed that students should be consulted about implementation. James Edgecombe said most staff felt this option was the most conservative and cohesive.

After discussion, the Board ratified the recommendation for a six day, 30 period timetable structure in 2010, subject to a review taking place during Term 2, 2010. (Moved Richard Grant/ Seconded Stephen Sawrey).

5.1.2 Chemistry Department Self Review

The Board noted the report on the self-review of the Chemistry Department held in May and conducted by external reviewer, Dr Suzanne Boniface. The Board commended the Chemistry Department on this excellent review. Rob Anderson said that Liz Tanner the HOD Chemistry will attend the August Board meeting. The next self-review will be the Commerce Department.

5.2 Arts Report

There was no Arts Report this month.

5.3 Sports Report

The Sports Report was received.

5.4 Student Report

The Student Report was received. Ben Isaacs said that the first recommendation from the Student Council about an afternoon break has been dropped as it is not feasible.

5.5 International Student Report

There was no report this month.

5.5.1 International Student Programme and Fees Review

This item was deferred.

6. NCEA REPORT

Rob Anderson said this report will be provided to the August meeting.

7. DEPARTMENTAL REPORTS

The Departmental Reports were received. Neil Quigley said there should be a process to address the issues raised in various reports. He asked the Property and ICT Committees to consider the various recommendations and report back to the Board.

The Board thanked the HODs and teaching staff involved for these excellent reports.

8. GENERAL

- 8.1 **Correspondence and Publications.** Noted.
- 8.2 **Minutes of Parents' Assn Meeting, 12 May 2009.** Noted.
- 8.3 **Letter from the Ministry re Enrolment Scheme Review 2009.** Noted.
- 8.4 **Education Gazette 'Board View' 15 June 2009.** Noted.
- 8.5 **NZSTA: Current Legislative Changes.** Noted.
- 8.6 **NZSTA: Concurrence for Principals' Remuneration.** Noted.
- 8.7 **NZSTA: AGM Remits.** The Board agreed to appoint Grant Reese to be the Board's delegate to the NZSTA AGM in Auckland and vote on the Board's behalf.
- 8.8 **Proposed Schedule for Departmental Self Reviews.** Noted.

ERO Visit

The Board noted that it is required to conduct a self review in preparation for the ERO visit in August. Roger Moses said he had received from Mark Evans, the ERO Reviewer, a model for review and the Board agreed to delegate authority to Roger Moses.

Defibrillator

Heather Benfield said that Kerry Lloyd, the previous HOD Maths, has donated a defibrillator to the College and a number of staff received training last week.

Uniform Changes

Neil Quigley said that Mazz Scannell from College Mothers has advised him that the Board is required to sign off all changes to the school uniform. The Board resolved to delegate decisions on the introduction of any new uniform items to Senior Management, who will then advise the Board. (Moved Andy Marshall/ Seconded Stephen Sawrey)

Queen's Birthday Honour

The Board congratulated Roger Moses on his award of an ONZM in the recent Queen's Birthday Honours.

Annual Giving Plan Scholarships

Roger Moses said there was sufficient funding for twelve scholarships for teaching staff, and the Board agreed to twelve scholarships being made available.

The meeting concluded at 10.27 pm.

The next meeting of the Board is on Monday 3 August 2009 at 6.00pm in the Pavilion.

Signed: _____ Date _____
 Chairperson