

**Wellington College Board of Trustees
held in the College Pavilion on
Monday 9 March 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 Benjamin Isaacs	
	Mrs Heather Oldershaw	(Minute Secretary)
In attendance:	Mr Dave Ashby	(Associate Principal)
	Mr Mike Pallin	(Deputy Principal)
	Mrs Heather Benfield	(Administration Manager)
	Mr Graeme Steven	(Development Director)
	Mr Martyn Reynolds	(Specialist Classroom Teacher)

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 9 February 2009 were confirmed as a true and correct record (Moved Andy Marshall/ Seconded Richard Grant).

3. MATTERS ARISING

The action list from the previous meeting was noted.

- Item 4.2 - Roger Moses said he will contact John Morris.
- Item 5.5 – Neil Quigley said he is making progress with a review of the international student programme and waiting for the reviewer to suggest dates.
- Item 6 – Richard Grant said the ICT Subcommittee is considering the computer needs of the Art Department, and there is some funding available in capital expenditure. However there is an on-going question of where computers would be kept.

3.1 Board Member Portfolios

Portfolios for the coming year were discussed and adjusted. Ben Isaacs is to be added to the ICT and Property Committees.

Stephen Sawrey circulated a paper outlining how he sees the strategic position of the Property Committee. While all Board subcommittees report back to the Board, the Property Committee is driven by the Curriculum and so a representative from the

Curriculum Committee should be on the Property Committee. In addition, The Development, ICT and Finance Committees may need direction from the Curriculum Committee.

Neil Quigley agreed there need to be further opportunities to engage senior management, and suggested they coordinate their particular subcommittees. In particular, senior management needed to be represented on the Curriculum, Property, ICT and Finance Subcommittees. Roger Moses agreed there was a danger of the subcommittees being pragmatically rather than philosophically driven. He will assign members of senior management to the various subcommittees and provide an updated list of portfolios to the next Board meeting.

4. REPORTS

4.1 Headmaster's Report

The Headmaster's report was received. Roger Moses said he has received three further resignations and these staff will need to be replaced for the remainder of 2009. The part-time Science position has now been filled by Anna O'Brien.

Roger Moses said he was delighted with the College's extraordinary provisional NZ Scholarship results – a total of 114, with 19 at Outstanding level. Fifty-seven different students had won Scholarships in 19 different subjects. Mark Unsworth suggested he approach the media with these remarkable results.

The Board recorded its appreciation for an outstanding result in the Scholarship examinations, and thanked the staff for their efforts in this regard.

Roger Moses was pleased to report that Wellington College had won back the McEvedy Shield, and the Board congratulated the Athletics team and the coaches.

4.1.1 Roll Return

Mike Pallin said this was the first year the Ministry has required schools to table and note Roll Returns at the first Board meeting following submission of the Roll Return to the Ministry. He reported that March 2 was the Roll Return date and it had been done electronically. The College was required to do an audit roll over five days which produced a series of tables showing funded students, international students, students by year group, Maori students, Year 9 students by contributing school, leaver information and leaver qualifications.

The Roll Return to the Ministry was then tabled and noted by the Board. Mike Pallin assured the Board that it was an accurate record.

Mike Pallin circulated graphs showing enrolment statistics for the last 10 years. Other graphs showed contributing primary schools, and ethnicity percentages over the years. The Board received this additional information.

4.1.2 ERO Pre-Review Meeting

The Board noted the ERO pre-review information meeting on 23 March.

4.2 Finance Report

The Finance Report for the year ending 31 December 2008 was received. Richard Grant said the statutory financial statements are currently being prepared and the external auditors are due to commence their audit on 10 March. A draft will be provided to the next Board meeting.

Richard Grant expressed concern that the amounts due to the College from the Old Boys' Association and the Foundation to support the Development Office are still outstanding. Neil Quigley noted that the staff professional development budget is underspent.

Board members noted differences to the full year forecast presented in September 2008, with an anticipated draft surplus of \$180,000. Estimated uncommitted funds for 2009 are approximately \$510,000, subject to changes in capital expenditure purchases compared to budget, income from donations and international students, and all operating costs. This amount also includes funds currently held by the Parents' Association and College Mothers. Richard Grant recommended this money be spent for the benefit of the College.

Neil Quigley said that a recent Development Committee meeting had requested a statement of the total funding required for the Development Office in 2009, and the proportion being funded directly from the College operating budget. He will discuss this matter with Richard Grant.

Heather Benfield said the fees and donations letter to parents is going out this week.

4.3 Development Report

The Development Report was received. Graeme Steven said that \$34,300 has been received from the 2008 Annual Giving Appeal.

4.3.1 Draft Letters to Donors to Endowment Fund

Board members considered Graeme Steven's draft letter. Graeme said that he was awaiting comments from the Victoria University Foundation. It was noted that the minimum amount of \$5,000 could be donated over a period of time. The Board approved the letter in principle.

Richard Grant asked about the appointment of Foundation Trustees, and Graeme Steven said there were no elections but there is a selection process. Neil Quigley said he and the Headmaster are trustees, and representatives of the College community are included. Richard Grant said that systems and processes need to be in place to ensure appropriate future administration of the funds. Neil Quigley asked Graeme Steven to provide the Board with information on the Foundation's composition.

4.4 Strategic Plan Progress

There was nothing to report this month.

4.5 Property and Administration Reports

The Board received the Property Committee notes from its meeting on 25 February, and the questionnaire to Senior Management and HODs concerning priority setting on

property capital expenditure. Neil Quigley said the questionnaire was about transparency, and Stephen Sawrey saw it as an opportunity for staff to make suggestions. Mike Pallin agreed to provide feedback to the next Board meeting.

Stephen Sawrey said maintenance is continuing, and he has written to the City Council about the disused diesel tank. Heather Benfield said that Wellington East Girls' College is now addressing the problem with the overflow pipe.

4.6 Personnel Sub-committee

There was no report this month.

4.7 Student Discipline Report

Andy Marshall said that between Board meetings he has attended two Disciplinary Subcommittee meetings. He asked the Board when it was appropriate to refer cases to the Board. The Board agreed that if a student is caught selling drugs at the school he should be referred to the Board.

4.8 Communications Report

There was no report this month.

4.9 ICT Committee Report

This report was received, and the eLearning Director's report to the ICT Committee was noted. Richard Grant said that Sarah Gibson and David Fitzgerald have now been coopted to the ICT Committee and would be a real asset.

Andy Marshall asked about the concerns raised in the eLearning Director's report, and Mike Pallin said these are being worked through. Richard Grant said the IT support framework at present is not ideal and asked about out-sourcing some IT activities, as the College needed to be realistic about what it can deliver. Neil Quigley suggested HODs be invited to advise the Committee of any issues, and that consideration be given to outsourcing the work associated with addressing these concerns if the College staff could not address them promptly. The ICT Committee will consider these suggestions and report back to the Board.

Richard Grant said Wellington College is 'streets ahead' of other colleges in terms of what is being achieved in IT. Roger Moses said he was concerned that good IT support staff should not feel they are being criticised.

5. LIAISON REPORTS

5.1 Curriculum Report

Minutes from the Curriculum Subcommittee meeting on 27 February were noted. A paper outlining proposed Years 9 and 10 structures and the proposed Wellington College Learner Profile will be presented to the May Board meeting for approval. Minutes from recent CLG and HOD meetings were noted.

The Headmaster said he will again seek nominations for the vacant Staff Representative position, and Heather Oldershaw will arrange the election.

Martyn Reynolds was welcomed to the meeting as the College's Specialist Classroom teacher. He said this position was created in 2006 following a year's pilot scheme because the Ministry felt the way the curriculum was being delivered was missing what was going on in the classroom. Each school in the country was given 0.2 release time for a Specialist Classroom teacher, and in 2007 it was decided if a school had more than 1200 students it could double that allowance. So Wellington College has 0.4, i.e. 8 hours a week, to focus on the way teaching delivers the curriculum and the way students are learning. His role is to assist the school to raise the quality of teaching and learning at the "chalkface".

Martyn Reynolds said he works with both experienced and less experienced teachers, and sees himself as a support person for teachers. Conditions of the role are that he teach for 12 hours a week, he respects confidentiality, and has credibility with colleagues. He observes classes and then meets with the teacher afterwards, and sends reports to those with whom he has been working. He meets with teachers to discuss class planning and assessment, and he spends time each fortnight on the Maori and Pasifika goals of the College. He helps some of the younger managers on staff. In addition, he is part of the local cluster group which allows him to have input into other specialist classroom teachers. Last year, he worked with 26 staff, and this year so far he has worked with eight staff and completed six observations.

Martyn Reynolds said his role supports three strands of the college's goals: literacy, extension of able students, and Maori and Pasifika students. Beginning teachers need reassurance and assistance, and experienced teachers need help with non-achieving or high achieving students. He then gave some examples from Art and PE. He is currently working with Mark Bradley, HOD Maori, where he is assisting with written Maori.

He said his role is very busy and continually expanding as the importance of pedagogy grows. When there are a number of newly qualified teachers it takes longer to get around them all.

Andy Marshall asked about his hours, and Martyn Reynolds said his hours are full as he is also required to teach 12 hours in addition to his role. He reports to the Headmaster twice a year. He assesses teachers where they are, but the appraisal process is not his responsibility. Mark Unsworth asked about student input and whether he had any input into the curriculum review. Martyn Reynolds said student input depended on what he was looking at, and he was involved in key competencies and pedagogy as a member of the Curriculum Leadership Group.

Neil Quigley thanked Martyn Reynolds for his informative outline of his role, and said his work on the new curriculum was very valuable.

5.1.1 Report on Student Attendance

Dave Ashby circulated information on attendance trends in 2008 and Board members noted attendance, absence and truancy rates, and statistics for ethnic groups. Dave Ashby said the appointment of Penny Basile had made a big difference to managing absences as she is able to contact the parents concerned.

Dave Ashby said that, compared to other schools, Wellington College historically has less absences but there was always room for improvement. Liz Pa'u was doing a great job with the Pacific Island students. Currently he is looking at lateness which is a problem because the College is very reliant on buses which are often

late. Mike Pallin said the College is now using new software which is more sophisticated, and attendance figures are consequently much more accurate.

Neil Quigley thanked Dave Ashby and Mike Pallin for providing the statistics, which gave the Board a good understanding of the attendance issues.

5.2 Arts Report

The Arts Report was received.

5.3 Sports Report

The Sports Report was received. Andy Marshall said he had been approached by the Basketball Committee as there has been pressure on the facilities. It was noted that students have priority over private use.

5.4 Student Report

The Student Report was received. Ben Isaacs circulated feedback he had received from 20 students on the new Friday morning programme to accommodate the staff professional development. He believed it was not working well for students and recommended moving it completely, changing it to an early release, or making the late start the rule rather than the exception. Roger Moses said he was surprised as he and Gregor Fountain had spoken to a number of classes and students, and without exception students had felt it was working well. Neil Quigley said he had not had any calls on this issue from parents, and noted the boys who walked to school found it easy to adapt to the late start. Andy Marshall felt most students were adapting. Stephen Sawrey asked about study and other opportunities to fill the time.

The Board agreed that a further survey was not necessary. Roger Moses said that many schools have this programme for staff and it worked well in the morning when staff are fresher. There had been a universal positive response from staff.

Dave Ashby said the boys could go to the canteen, hall, gym or library, and possibly the computer room. The Board agreed to discuss this issue at the end of Term 1. Stephen Sawrey asked that Gregor Fountain bring to the next meeting a list of benefits to staff and opportunities for students during that time.

5.5 International Student Report

The International Student Report was noted. Mike Pallin said there are currently 80 international students and this number is due to increase with more students coming from Japan and China. The current low New Zealand dollar is the main contributing factor to this growth in numbers. He noted that many more international students go to Auckland and Christchurch rather than Wellington because those cities have international airports.

