

**Wellington College Board of Trustees  
held in the College Pavilion on  
Monday 18 May 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 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 Dave Ashby</b>         | <b>(Associate Principal)</b>    |
|                       | <b>Mr Mike Pallin</b>        | <b>(Deputy Principal)</b>       |
|                       | <b>Mrs Heather Benfield</b>  | <b>(Administration Manager)</b> |
|                       | <b>Mr Graeme Steven</b>      | <b>(Development Director)</b>   |

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Prior to the meeting Board members were taken on a guided tour of the newly refurbished Technology Block.

### **1. APOLOGIES**

There were no apologies.

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

The minutes of the previous meeting of the Board held on Monday 6 April 2009 were confirmed as a true and correct record, subject to the following amendments:

- Page 2, Item 4.1 Headmaster's Report, third paragraph line 3: Delete the words 'The Rowing team won seven medals at the Maadi Cup', and replace with 'The Rowing team won seven A finals at the Maadi Cup'.
- Page 5, Item 4.6 Personnel Sub-committee, second paragraph last line: Delete the words 'which could be utilised to show appreciation to staff', and replace with 'which could be available for staff development'.

(Moved Neil Quigley/ Seconded Roger Moses)

### **3. MATTERS ARISING**

The action list from the previous meeting was noted.

- Item 5.5 – Neil Quigley said the person he had hoped would assist with the International Student Strategy may not be able to do this. He will give the matter further consideration and report back to the Board.

- Item 4.5 – the Headmaster said he had recently spoken to the students about vandalism. Heather Benfield tabled a paper showing that the total spent on vandalism since 2005 was \$67,000. She said the Ministry provides around \$25,000-\$30,000 a year to cover vandalism and property damage. Roger Moses said it should be borne in mind that a number of items of damage were typical wear and tear in a boys' school, such as broken windows.
- Item 4.5 – Stephen Sawrey said white enamel paint was easier to apply and covered graffiti better than graffiti proof paint. He believed further investigation was not warranted.
- Andy Marshall asked about staff professional development on Friday mornings, and whether parents had been consulted as to whether this was an issue. Roger Moses said he will include this in his next *Collegian* editorial.

## 4. REPORTS

### 4.1 Headmaster's Report

The Headmaster's report was received. He said the College had received an excellent report from the Ministry following the recent roll audit. It was noted that the attendance recording procedure required to satisfy the Ministry's requirements was very complicated.

Roger Moses said the School Charter closely followed the Strategic Plan. The School Charter for 2009 was approved by the Board and will now be forwarded to the Ministry. (Moved Andy Marshall /Seconded Richard Grant).

### 4.2 Finance Report

The Finance Report for the four months to 30 April was received. Richard Grant said the operating surplus of \$34,000 for the month is \$45,000 below the budgeted surplus of \$79,000. This was due mainly to lower donations being received, and curriculum net costs being above budget. However, the operating surplus of \$168,000 for the four months to April was \$79,000 above the budgeted surplus of \$88,000. He asked the Board to be mindful of trends in the receipt and use of funds as the year progresses, particularly in the extra-curricular area.

Richard Grant said that payments of fees and donations were consistently down across the board and this was a worrying trend. Roger Moses agreed to phone round other schools to ascertain their trends, and said he believed the government should be open about the fact that they are only subsidising schools rather than fully funding them. Andy Marshall and Richard Grant will prepare an article for the June *Collegian* focusing on the need for donations, and informing parents of the figures involved.

#### 4.2.1 Fees and Contributions for 2010

The Board ratified their emailed agreement to the proposed fees and contributions for 2010, ie. an increase of \$18 per pupil for extra-curricular activities. This equated to a total increase of 3% in the fees and contributions for 2010. The 2010 fees and contributions will be \$615 for one student, \$825 for two students, and \$1030 for three students. (Moved Richard Grant /Seconded Neil Quigley)

### 4.3 Development Report

The Development Report was received. Graeme Steven said that it is proving hard in the current economic climate to get people to commit to contributions. He said there had been a mixed response from the Australian visit. The 60+ Year On Reunion held last Friday

had been attended by 200 Old Boys, and they will be followed up in terms of donations and bequests.

The Board agreed to the recommendation to allocate the \$38,000 received from the 2008 Annual Giving Appeal as follows:

|                      |          |
|----------------------|----------|
| Archives             | \$10,000 |
| Technology           | \$10,000 |
| Student Support      | \$ 8,000 |
| Teacher Scholarships | \$10,000 |

(Moved Andy Marshall /Seconded Richard Grant)

Graeme said another Annual Giving Appeal is planned for 2009.

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

The Board agreed to defer a report on apportioning funding for the Development Office to the November Board meeting.

#### **4.4 Strategic Plan Progress**

The Board agreed to hold a stakeholder engagement meeting on Wednesday 22 July. Roger Moses said the Board should start the strategic planning process soon for the next five years as the current Strategic Plan expires in 2009. It was noted that this process would involve all the stakeholders, but it was agreed it is important to keep stakeholders up to date before the process starts. As Heather Oldershaw will be on leave at that time, IT support could help with any overhead presentations.

Information about this stakeholder engagement meeting will be included in the Board column of the July *Collegian*.

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

The Property Committee interim report and notes from the Property Committee held on 5 May were received. The Board noted progress on projects identified and prioritised at the last meeting. The committee is continuing to prepare recommendations for additional capital expenditure for the Board to consider. Stephen Sawrey asked for follow through to gain input from Heads of Department so they had the opportunity to identify major needs.

The Board agreed that a paper be prepared by the Property Subcommittee on the Collegian Squash Club facility, and that a strategy be researched and prepared concerning alternative uses.

The maintenance and hazard report for April was noted. The main work undertaken had been the completion of the Technology Block.

Stephen Sawrey said that College Mothers planned to build a paved area at the top of the driveway.

Senior Management was asked to bring the request to purchase a laser cutter to the next meeting.

Stephen Sawrey said there would be another cut at the Library Plan, and he hoped to have input from the Student Council through Ben Isaacs.

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

There was nothing to report this month.

#### **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**

The Board received the ICT Report, and Mike Pallin said funding for the Wellington Loop was required between June and December, at an estimated cost of \$11,000 to the College.

Richard Grant said clarity is being sought on the specific role of the ICT Subcommittee. It was noted that Sarah Gibson has provided valuable support to strategic ICT planning.

The report from the IT Manager was received, and Mike Pallin said IT requirements would be included in the next budget round. The Board noted the report from the e-Learning Director who is looking after staff IT professional development.

### **5. LIAISON REPORTS**

#### **5.1 Curriculum Report**

There was no Curriculum Report this month.

#### **5.2 Arts Report**

The Arts Report was received.

#### **5.3 Sports Report**

The Sports Report was received.

The Board approved a request to take the Year 9-10 Hockey team to Melbourne in December, subject to Senior Management approval.

#### **5.4 Student Report**

The Student report was received. Heather Benfield said that if 'Go Wellington' provide a reader then a feeder station could be provided at the Bursary for the Snapper Cards. She said that a drinking fountain will be provided at the Old Boys Gym. Ben Isaacs said the study area for Year 13 may be removed in the Library upgrade, and suggested that Year 13 students would like a common room to replace it.

Ben Isaacs asked that the College again consider having a pool. Roger Moses said it was becoming increasingly difficult to compete in various aquatic sports as pool time at Council pools has greatly diminished. However, it was noted that the maintenance costs would likely be prohibitive.

### **5.5 International Student Report**

The International Student report was received, and there are currently 88 International students at the College with possibly 100 in Term 3. Mike Pallin said this placed extra demands on the Homestay Manager. Neil Quigley asked Mike Pallin to consider the ramifications of having more students, and whether there could be some filtering of applicants or an increase in fees.

## **6. NCEA REPORT**

This was deferred to the next meeting.

## **7. GENERAL**

- 7.1 Correspondence and Publications.** Noted.
- 7.2 NZSTA: Professional Development Schedule.** Noted.
- 7.3 NZSTA: Changes to Trustee Training from 1 July 2009.** Noted.
- 7.4 NZSTA: Term 2 Reminders.** Noted.
- 7.5 NZSTA: Variations to STCA.** Noted.
- 7.6 NZSTA: Education Amendment Bill 2009.** Noted.
- 7.7 NZSTA: 2009 AGM Remits.** Noted.
- 7.8 NZSTA: Support Staff Negotiations.** Noted.
- 7.9 Report from D Ashby: Compliance with Breaks Requirements.** Noted.
- 7.10 Request for Refreshment Leave: L Rawles.** Approved.
- 7.11 Request for Refreshment Leave: K Macfarlane.** Approved.
- 7.12 NZSTA: National Standards and Plain Language Reporting.** Noted.

Neil Quigley said that Grant Robertson the local MP would like to meet with the Board. It was agreed that he be invited to the June meeting or the one following.

Dave Ashby said the swine flu scare proved to be a helpful exercise as it had shown that New Zealand authorities are well prepared for such an event.

Neil Quigley said the professional development on Friday mornings seems to be going well, and the students are making good use of the time.

The meeting concluded at 9.00 pm.

The next meeting of the Board is on Monday 22<sup>nd</sup> June 2009 at 6.00pm in the Pavilion.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson