

**Wellington College Board of Trustees
held in the College Pavilion on
Monday 23 November 2009 at 6.00 pm**

Present:	Dr Neil Quigley	(Chair)
	Mr Roger Moses	(Headmaster)
	Mr Andy Marshall	
	Mrs Tofa Gush	
	Mr Stephen Sawrey	
	Mr Richard Grant	
	Mr Mark Unsworth	
	Mr Robert Hill	
	Mr James Edgecombe	
	Mr David Gush	
	Mrs Heather Oldershaw	(Minute Secretary)
In attendance:	Mr Robert Anderson	(Deputy Principal)
	Mr Gregor Fountain	(Deputy Principal)
	Mrs Heather Benfield	(Administration Manager)

1. APOLOGIES

There were no apologies.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Board held on Monday 19 October 2009 were confirmed as a true and correct record.

(Moved Neil Quigley/Seconded Richard Grant)

3. MATTERS ARISING

The action list from the previous meeting was noted.

- Item 3: Matters Arising. Andy Marshall reported that College Mothers are happy with the suggested changes to their funding initiative. Heather Benfield said College Mothers also plan to fundraise for needs in the school that are not covered by salaries.
- Item 4.5: Property. Stephen Sawrey said he did not intend to write a report about the Squash Club facility at this stage. Notice is due by 31 December 2009 or 28 February 2010. He agreed to send a formal letter of notification that the premises are required for school use.
- Item 4.5: Property. Bob Hill said he will meet with Ernie Rosenthal concerning farms in the Wairarapa and the Gateway Programme.
- Item 7.3: Heather Oldershaw confirmed that the College's policies comply with legislative changes concerning police vetting.

4. REPORTS

4.1 Headmaster's Report

The Headmaster's report was received. Roger Moses expects to appoint the two new Assistant Principals shortly. Neil Quigley congratulated the Headmaster and Senior Management Team on all the excellent end-of-year functions which had showcased the College at its best.

4.2 Finance Report

The Finance Report for the month of October and the year to date was received. Richard Grant said the operating surplus of \$25,000 for October is \$31,000 higher than the budgeted deficit of \$6,000. The operating surplus of \$246,000 for the 10 months to October is \$206,000 above the budgeted surplus of \$40,000.

4.2.1 Full Year Forecast Update

Richard Grant said the previous full year forecast for the 2009 financial year was a deficit of \$73,000, but it now looked as though the College would break even. However, he cautioned that the running costs of the College were steadily rising. He noted that Library furniture and fittings would come out of capital expenditure.

4.2.2 Draft Budget for 2010

Richard Grant highlighted key points from the draft budget which projected a deficit of \$98,000 for 2010. He asked whether a deficit budget was sustainable and appropriate for approval by the Board. He had already trimmed the budget as much as he could. He planned to use more uncommitted funds, and had not put money aside for the Headmaster's house.

Richard Grant suggested the fees and donations for 2011 could be increased by 15% to cover increased IT costs, as very little funding comes from government for this important area. This is due to be considered in May 2010. Neil Quigley said the current environment is not a good one in which to raise fees substantially, and many College families had modest incomes. Andy Marshall agreed but suggested a letter go out with the fees and donations letter seeking a specific extra amount towards IT. There had been a good response this year to the appeal for donations over and above the fees and donations. Roger Moses said that about 20% gave a lesser amount or nothing, and a greater percentage of these were from out of zone. Mark Unsworth suggested a letter go out now to those successful in the ballot. Roger Moses said the College has a higher percentage of Maori and Polynesian students than most Decile 10 schools.

Richard Grant suggested costs could be cut back in areas such as the *Collegian* and *Lampstand*. Roger Moses said the *Lampstand* is important to reconnect old boys with the College, and we are beginning to see the fruit of our work with them. Richard Grant said the problem was that the Old Boys' Association may not be able to pay the cost and the College would have to pick this up. He said the Board and Senior Management need to consider how to be more cost-effective.

Richard Grant suggested that the amount St Mark's School pays for the use of the College grounds could be increased, and Neil Quigley will raise this with their Board.

Richard Grant said there had been a lot of capital expenditure over the last two years. If this was reduced, it would fund the deficit and assure the cash flow as well as ensuring that more uncommitted funds were not used.

The Board discussed whether it should approve a budget deficit. Neil Quigley recommended caution and said that, if the cash set aside as depreciation is spent, when it comes time to do maintenance work there might be no cash available. In past years there had been surpluses, and he was concerned that in two years' time there would be no uncommitted funds available to do discretionary or larger projects around the College. Richard Grant said he was concerned about the reduction in uncommitted funds, particularly as the College's costs are expanding as a result of the new curriculum. Roger Moses asked if these costs are one offs, and Heather Benfield agreed but said there are always ongoing costs. Stephen Sawrey was concerned about on-going costs associated with the Headmaster's house and Squash Club, as well as other possible future needs.

Neil Quigley said there would be an opportunity to sign off on the budget at the December meeting if necessary. Due to future uncertainty, he asked for further efforts to bring the forecast to a 'break even' position. Richard Grant agreed to provide further information to the next meeting, identifying areas where there could be future cut backs in spending. Heather Benfield suggested cutting departmental budgets by 10%, and Gregor Fountain suggested targeting departments with high per student expenditure.

The Board agreed to adopt the draft budget for the financial year to 31 December 2010 (Moved Richard Grant/ Seconded Andy Marshall).

4.3 Development Report

The Development Report was received. Richard Grant asked whether there was more money to be gleaned from parents through the meal programme, and Andy Marshall said there could be new parents each year who are excellent givers. He mentioned that Board members had offered to contact potential donors but this offer had not been taken up.

4.4 Strategic Planning

The Strategic Planning Workshop held on 20 and 21 November was attended by approximately 30 representatives from the College community including Board members and senior management. Mark Vincent had facilitated the workshop and subsequently met with Senior Management. The draft Strategic Plan is now awaited. Roger Moses said that helpful feedback had been provided from the parent and staff questionnaires.

4.5 Property and Administration Reports

The maintenance and hazard report for September to November was noted. Heather Benfield said that prefab P4 is being prepared as a classroom for next year. Kelwyn D'Souza was again acknowledged for his tremendous work around the College.

Stephen Sawrey said the Library contract tender closes on Wednesday 25th. The successful tenderer will then be selected, and this information provided to the Ministry. He was keen to find out the difference between the tendered price and the amount the Ministry is prepared to fund, and acceptance of the tender will be predicated on that balance being acceptable to expectations.

Stephen Sawrey said he had met with Mazz Scannell from College Mothers who believes the uniform room would be more profitable if items were added such as sports towels and sports uniforms. Board members noted that the uniform room should not take fundraising or savings away from sports codes. Roger Moses said there should be coordination between sports clubs and the uniform room, and Neil Quigley recommended that sports clubs and College Mothers discuss this issue. It was also suggested that the uniform room look into providing an Internet order service. Neil Quigley and Andy Marshall will meet with Mazz Scannell.

Stephen Sawrey said that Mazz Scannell has asked about moving the uniform room to a more suitable area such as prefab P5. He was aware of budgetary constraints, and was therefore hesitant to make any commitment. He was concerned that they would put money towards this project rather than giving it to the Board which has a priority list for capital works. He asked whether this list should be revisited. Neil Quigley said it may not be wise to put money into a prefab which does not belong to the College. Heather Benfield said the current uniform room is inadequate and the working area is very cramped. The Board agreed there was a case to consider, and Stephen Sawrey will advise Mazz Scannell of the Board's processes.

4.6 Personnel Sub-committee

There was no report this month.

4.6.1 Proposed Extra-curricular Administration Support Structure

This was discussed in committee.

4.7 Student Discipline Report

The Student Discipline report was received. During the year the Ministry had been notified of 18 stand downs and 29 suspensions, and there were also 29 internal stand downs. These figures were similar to previous years. Four students had transferred to another school, approximately 20 had left school, and one had been referred to the Wellington Activity Centre. Concerns identified were an increase in thefts, an increase in the abuse of ICT technologies, and continuing problems with lateness.

The Board agreed that this was an interesting and useful report.

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 Curriculum Report was received. Gregor Fountain said he would like to continue the staff Friday morning professional development sessions in 2010. James Edgecombe and Rob Anderson said the cross-departmental contact was a great way to pass on ideas and innovations, as teachers are quite isolated. Neil Quigley said it was important for the Board to continue to receive feedback about its effectiveness. Tofa Gush asked whether students were still late on Friday mornings, and Rob Anderson said they are. Tofa Gush asked whether parents are aware of the new six-day timetable, and it was felt this had been sufficiently communicated. The Board approved the on-going use of Fridays mornings for professional development, with a review after six months (Moved Neil Quigley/ Seconded Richard Grant).

5.2 Arts Report

The Arts Report was received. It was noted that there will be a musical next year rather than Stage Challenge.

5.3 Sports Report

The Sports Report was received.

5.3.1 Report on Community Trust Funding

A report on the results of grant applications was received. This year, \$120,000 had been applied for and only \$27,000 was received. This meant that all sports and cultural codes at the College have to undertake major fundraising initiatives to offset their costs.

Board members queried whether the Board had responsibility for the trust set up by the Rugby Club. Andy Marshall said this club was not incorporated and therefore was part of the school, and so the Board was responsible. He suggested that each of the clubs who do not run their accounts through the school should provide their audited accounts to the Board, in order to reduce the Board's risk. He believed a policy was needed and asked that Dave Keat attend the next meeting to discuss this.

Neil Quigley was concerned about the clash between extra-curricular fundraising and official College fundraising activities.

5.4 Student Report

The Student Report was received. David Gush said the Student Council has decided to put the money raised from the Year 9 dance towards the Samoan Tsunami Appeal, and this will go to a high school in the affected area.

5.5 International Student Report

There was no report this month.

6. SELF REVIEW REPORT FROM COMMERCE DEPARTMENT

Hamish Bell, HOD Commerce, was welcomed to the meeting. Neil Quigley commended the Commerce Department on their excellent self review in July. Hamish Bell said he was appointed HOD a year ago, and he had an excellent team of teachers. Goal-setting within the department was strong and they were continually looking at new ideas and ways to improve. He thanked the Board for the computers provided to the department this year.

One of the department's strengths was the flexibility of its courses to cater for its large number of students and their different needs. There were a number of International students studying economics. He believed the department is well prepared for the new curriculum. It also offered a Lincoln University course which helped Scholarship students. Last year, students in his department gained 15 Scholarships in Accounting and Economics.

Students continued to provide positive feedback about their commerce subjects, and there had been a number of innovations which had proved successful. The recommendations arising from the self review were all being implemented. He is currently investigating new programmes and business contacts for Business Studies.

Richard Grant asked about the Lincoln University course, and Hamish Bell said this had been run for the last two years through STAR funding and was available for Scholarship students. It meant some students were able to move directly to Level 2 when they started university. Richard Grant asked about the department's approach to misdemeanours, and whether it could be used more widely across the College. Hamish Bell said this had been very successful and he will do it again next year. Richard Grant asked about the department's contacts with the business community, and Hamish Bell said there had to be a careful balance between work experience and class work.

James Edgecombe asked about the use of alternative unit standards, and Hamish Bell said there is a homework club where staff can assist students, and this is tracked throughout the year.

Bob Hill asked about students with literacy needs, and Hamish said resources are available to assist students.

The Board thanked Hamish Bell for his positive self-review report and the great work he is doing. Roger Moses said there had been great results in Commerce and it was a 'stand out' department.

7. REVIEW OF TIMETABLING POLICY

Policy 3.4 "Timetabling" was reviewed, as required in guideline 9. The Board agreed that it be updated to reflect the new six-day timetable, in consultation with the PPTA representative.

8. GENERAL

- 8.1 **Correspondence and Publications.** Noted.
- 8.2 **Ministry Annual Reporting Circular.** Noted.
- 8.3 **WWSTA Membership.** The Board agreed not to renew this subscription.
- 8.4 **NZSTA Memo: New Professional Standards for Secondary Principals.** Noted.
- 8.5 **Date for 2010 Elections.** The Board agreed to the date of Friday 7 May 2010 (Moved Neil Quigley/ Seconded Richard Grant).
- 8.6 **Letter from Secretary for Education re *Education Counts*.** Noted.
- 8.7 **Information from GAME! Consultancy.** Noted.
- 8.8 **2009 Woolf Fisher Report from Gregor Fountain.** Noted.

