

**Wellington College Board of Trustees  
held in the College Pavilion on  
Monday 19 October 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 Robert Hill</b>	
	<b>Mr James Edgecombe</b>	
	<b>Mr Benjamin Isaacs</b>	
	<b>Mr David Gush</b>	
	<b>Mrs Heather Oldershaw</b>	<b>(Minute Secretary)</b>
<b>In attendance:</b>	<b>Mr David Ashby</b>	<b>(Associate Principal)</b>
	<b>Mr Michael 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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David Gush was welcomed to the meeting as the new student representative.

**1. APOLOGIES**

There were no apologies.

**2. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Board held on Monday 7 September 2009 were confirmed as a true and correct record, subject to the following amendments:

- Page 6, Item 5.5 International Student Report: After the word ‘policy’ add the words ‘in the case of a particular student.’
- Page 3, Item 4.3 Development Report: After the word ‘investment’ add the words ‘and distribution’.

(Moved Neil Quigley/ Seconded Richard Grant)

**3. MATTERS ARISING**

The action list from the previous meeting was noted.

- Item 3 – Andy Marshall said he has provided a list of funding suggestions to College Mothers and he is waiting to hear back.

- Item 5.5 – Neil Quigley said the person he had hoped would do the review of the international student programme is now unavailable, and it was likely this would be referred to senior management to undertake.
- Item 6.2 – Neil Quigley reported that the breakfast on 25 September with staff was very successful, and staff seemed to enjoy the opportunity to speak to Board members.

#### **4. REPORTS**

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

The Headmaster's report was received. Roger Moses said he was very pleased with the new staff appointed for 2010. The library is now open for students in the evenings until the end of the Scholarship examinations. Roger Moses said he has been granted 10 weeks of sabbatical leave, which he hoped to take in Term 3, 2010. He thanked the Board and Heather Benfield for the work that had been done on the Headmaster's residence.

###### **4.1.1 Unconfirmed ERO Review Report**

Board members agreed that this was an excellent report. Roger Moses thanked Gregor Fountain and Rob Anderson for their work preparing for this review. He expected the next review would be in five years' time. The ERO letter to parents will be included in the next *Collegian* and on the website.

###### **4.1.2 Recommendation on a New Structure for Senior Management**

This was discussed 'in committee'.

##### **4.2 Finance Report**

The Finance Report for the 9 months to 30 September was received. Richard Grant said the operating deficit of \$13,000 for the month of September was \$16,000 lower than the budgeted deficit of \$29,000. The operating surplus of \$213,000 for the 9 months to September was \$172,000 above the budgeted surplus of \$41,000. However, he anticipated there would still be a deficit by the year end.

Neil Quigley asked about relief teacher costs. Heather Benfield said these appeared lower because the full amount had not yet been included in the financial report. Next year's financial reports will note this cost as accruing.

Mark Unsworth asked about donations from parents, and Richard Grant said we are 4-5% behind last year and this was better than expected. Approximately 190 letters will be sent out next week to parents who have not yet paid any fees and donations. Roger Moses said that the attitude of the Minister did not give a true indication of the poor state of government funding for state schools. Richard Grant said there is a high proportion of out-of-zone parents who are not paying fees and donations. Roger Moses said the College should be able to explain to parents that the quality of their children's education will reduce if donations are not received.

###### **4.2.1 Review of Major Budget Requests**

The Board received and noted the major items for the 2010 budget identified at this stage. Richard Grant said there will be more information in the budget which will be presented to the next Board meeting.

### **4.3 Development Report**

Graeme Steven said it was a busy time of year acknowledging donors and following up pledges. Last week an old boy had died leaving \$50,000 to the Foundation. He had invited a number of potential major donors to the Sport and Cultural Dinner on 2 November. He circulated the Annual Appeal brochure for 2009. He said that the ratio of costs to money pledged was approximately 23%, not including Violet Dunn's gift. Next year he hoped that, with a couple of major gifts, this ratio would be 10%. This compared favourably with other organisations which usually had a ratio of 40%. He believed a more substantial gift would be forthcoming soon and that significant progress was in sight.

### **4.4 Strategic Plan Progress**

The strategic planning consultation facilitated by Mark Vincent with the College community will be held on Friday 20 November 4.00-8.00pm (including dinner) and Saturday 21 November 9.30am-4.30pm, in the video conferencing room of the Languages Block. Representatives from key stakeholders would be invited, and Roger Moses will liaise with Mark Vincent concerning the number of representatives from each group. Those included would be representatives from the large sports clubs as well as the arts, old boys and current students. Roger Moses said he will compile a draft list. Mark Vincent is creating a questionnaire for parents.

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

Board members received the Property Committee notes of the meeting held on 13 October 2009.

The Board resolved that Wellington College, having its own uses for its squash court building, should give appropriate notice to the current tenant by 31 December for vacation 12 months thereafter (Moved Stephen Sawrey/ Seconded Richard Grant). Stephen Sawrey said the squash court building could be used for the College's sporting needs. Roger Moses said Senior Management supported this move but was aware there could be fallout in the media. Neil Quigley said that a media release should be prepared in advance, and he also suggested discussing this issue with those parents or old boys who may be affected, before the notice is sent.

The Board approved the upgrade of the Art room (\$45,000) and Drama room (\$25,000) to accommodate the new curriculum (Moved Andy Marshall/ Seconded Richard Grant).

Board members noted a paper from Bob Hill outlining feedback from Te Piringa Matua on the Property Committee's report to the previous Board meeting concerning a proposed Marae or Māori cultural space for Māori studies at the College. Bob Hill highlighted that the whanau was made aware that expectations should not be unduly raised in the current economic climate. They would like to see the College liaising with the wider Māori community, in particular the Māori Education Trust. Bob Hill said Te Piringa Matua was concerned about the cost of any changes to create a marae. He suggested a private/public arrangement could be explored, perhaps with the Māori Education Trust. Neil Quigley thanked him for this comprehensive paper.

Bob Hill suggested setting up a relationship with two farms in the Wairarapa for the Gateway programme. Roger Moses agreed it would be good to have links of this nature and he was happy to follow through. Neil Quigley said this was an excellent initiative.

#### **4.5.1 Action Plan and Budget for the Library Project**

Stephen Sawrey said that the Library Plans had been amended slightly to keep within budget. Board members noted Richard Grant's paper outlining uncommitted funds. As the Library costs had come in higher than expected, Neil Quigley asked Senior Management for their view on the benefits of the library project before the Board made the commitment. Mike Pallin said the Library would become a much more relevant facility, and this project reflected a great improvement in the IT facility of the College. The Board resolved to add the Library Alterations to its 7 Year Property Plan with the Ministry of Education and seek \$100,000 of Ministry funding for these projects (Moved Stephen Sawrey/ Seconded Richard Grant).

It was agreed that Roger Moses, the Chair of the Property subcommittee and the Chair of the Finance Subcommittee be given delegated authority to approve and sign contracts with contractors to complete the Library alterations and other 5 (and 7) Year Property Plan projects (Moved Stephen Sawrey/ Seconded Richard Grant).

#### **4.5.2 Review of 7-Year Property Plan**

Stephen Sawrey said that the Library Project would be the last big project in the current 7-Year Property Plan. However, future planning should be included in strategic planning.

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

There was no report this month.

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

There was no report this month.

##### **4.7.1 Annual Report on Discipline Issues**

Dave Ashby agreed to provide the Board with an overview of discipline issues for this past year, including statistics, at one of the meetings before the end of the year. He believed Disciplinary Subcommittee is an effective intermediary step before students are referred to the full Board. There had been no significant increase in suspensions or stand downs, just the usual day to day stand downs for students misbehaving in class. James Edgecombe felt there was a high level of compliance amongst the students which was heartening.

#### **4.8 Communications Report**

There was no report this month.

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

This report was received. Mike Pallin said that Helen Jones has been appointed as the new IT Services Manager and starts on 9 November. There will be an overlap of four weeks with the contract IT Manager. This area is going smoothly at present.

## 5. LIAISON REPORTS

### 5.1 Curriculum Report

Minutes from the HOD Meeting on 13 October were noted. James Edgecombe said there was an educational shift required in the implementation of the new curriculum.

### 5.2 Arts Report

The Arts Report was received.

### 5.3 Sports Report

The Sports Report was received.

### 5.4 Student Report

The Student Report from David Gush was received.

Neil Quigley said that the Board had appreciated Ben Isaacs' input as it was important for the Board to hear a direct voice from the students. He appreciated Ben Isaacs raising issues such as student trustee membership of the Property Subcommittee and attendance at the 'In Committee' meeting of the Board, and these had now become custom and practice. He wished Ben all the very best for next year.

Ben Isaacs said it had been a challenging year, and he thanked Board members for making it an interesting time. It had been a great learning experience, and he thanked Stephen Sawrey and Richard Grant for including him in property committee deliberations. He wished David Gush all the best in the role. David Gush said he was looking forward to his time on the Board.

### 5.5 International Student Report

Mike Pallin said there are currently 95 international students, and it had been a very good year. However, the value of the NZ dollar has increased, the fees have increased, and he had cautiously suggested 80 international students be included in the budget for 2010. However, he hoped there would continue to be good numbers coming to the College.

## 6. REPORT FROM THE PRIVACY OFFICER

This report was received.

## 7. GENERAL

**7.1 Correspondence and Publications.** Noted.

**7.2 NZSTA Memo re End of Term 3 Update.** Noted.

**7.3 NZSTA Memo re Legislative and Legal Changes.** Tofa Gush asked whether the College's policies would need to be updated to reflect changes to the police vetting requirements. Heather Oldershaw was asked to check this policy to ensure it is consistent with legislative changes.

**7.4 Appointment of Returning Officer for 2010 Elections.** The Board agreed that Gary Girvan be approached with a view to appointing him as Returning Officer for the 2010 Parent Representative elections.

