

**Wellington College Board of Trustees
held in the College Pavilion on
Monday 7 September 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 Benjamin Isaacs	
	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 3 August 2009 were confirmed as a true and correct record, subject to the following amendment:

- Item 4.1.2, Roll Return to the Ministry: The wording to be amended to read as follows: “Mike Pallin reported that the mid-year Roll Return had been completed and the Board approved submission of these to the Ministry.”

(Moved Richard Grant/Seconded Tofa Gush)

3. MATTERS ARISING

The action list from the previous meeting was noted.

- Item 4.2: Andy Marshall said he contacted Mazz Scannell from College Mothers about their funding allocations to the College. College Mothers has approved the support areas identified, and funding will be provided by 22 October. Some funding has already been given for necessitous cases and the *Collegian*. College Mothers wish to provide some funding towards the Library upgrade. Richard Grant said there were currently sufficient funds for necessitous cases, and suggested that College Mothers’ funds earmarked for necessitous cases be directed elsewhere. The Board agreed to write to College Mothers.

- Item 4.5: Stephen Sawrey said the architect will provide a one-page report on the Squash Courts facility.

4. REPORTS

4.1 Headmaster's Report

The Headmaster's report was received. Roger Moses said he has been considering issues related to the retirement of Mike Pallin, and Neil Quigley asked for a formal recommendation to the Board by the October meeting.

Roger Moses reported that 22 out of 196 students have been accepted from the ballot. He will wait to see how many families move into the zone over the next few months before accepting further students from the ballot list.

4.1.1 ERO Draft Recommendation

The Board agreed to ERO's draft recommendation subject to the following two amendments:

- (1) The wording of the third bullet point to read 'Prioritisation of professional development within the whole school environment'
- (2) The word 'develop' on the first line to read 'developed'.

(Moved Neil Quigley/ Seconded James Edgecombe)

Gregor Fountain will provide this feedback to ERO.

4.2 Finance Report

The Finance Report for the seven months to 31 July was received. Richard Grant said there was continued improvement in donations received but not up to budgeted levels. The operating deficit for the month of July of \$14,000 was \$2,000 higher than the budgeted deficit of \$12,000. For the seven months to July, the operating surplus of \$208,000 was \$168,000 above the budgeted surplus of \$40,000.

4.2.1 Full Year Forecast

The Board received the full year forecast and supporting schedules for the year ending 31 December 2009. It was noted that the original budget presented an operating deficit of \$44,000 for the year, whereas the forecast showed a deficit of \$73,000 which was an increase of \$29,000.

Richard Grant outlined the major items that had changed the year-to-date surplus of \$168,000 to the forecast deficit for the year of \$29,000. He said that the school is operating at the limit of its funding, and there is no buffer for unexpected expenditure or a downturn in international student numbers. He said the school's finances would have to be very carefully managed, and funding for extra teachers and IT development may not be achievable. Funding for 2010 would be a real challenge. Neil Quigley agreed that it is now important to watch operating expenses. He asked Board members to give thought to these matters prior to the next Board meeting.

The Board agreed to a higher minimum value for capitalisation of individual items of equipment for 2010.

Neil Quigley said that if it is not possible to build a new College Hall some other building projects may become affordable, as a future Board could decide on which building projects to spend the money that has been raised.

Neil Quigley asked about recovery for relief teacher costs, and Heather Benfield explained the Ministry's provision in terms of covering sick leave, trips away and professional development. She hoped to make savings in this area.

4.2.2 Appointment of External Auditor

After consideration, the Board approved the appointment of Deloitte as external auditor for the College for the 2009, 2010 and 2011 financial years, based on the proposed fee structure:

2009	\$7,650 (excl GST)
2010	\$7,880 (excl GST)
2011	\$8,115 (excl GST)

(Moved Richard Grant/ Seconded Andy Marshall)

4.3 Development Report

The Development Report was received. Board members noted the fundraising status report as at 31 August. Neil Quigley said the Foundation has recently adopted an explicit policy concerning funds investment and distribution.

4.4 Strategic Plan Proposal

Board members considered the proposal from Mark Vincent at Insight Plus for assistance with the development of a new strategic plan. Neil Quigley said the timing coincided with the election of a new Board of Trustees, and it was important to have a professional and independent consultation process for the development of the new strategy to reflect the views of the College community and key decision makers.

Roger Moses said that the previous Strategic Plan had been facilitated by Mark Vincent and his consultation process had been very thorough. The Board also considered the cost estimate which had not been included in the full year forecast.

The Board agreed to ask Mark Vincent to assist with the development of the new strategic plan. (Moved Richard Grant/ Seconded Stephen Sawrey)

4.5 Property and Administration Reports

Notes from the Property Committee meeting held on 25 August were received.

Board members noted that there are insufficient funds available for the proposed Marae project in the medium term. In addition, authority from the Ministry has not yet been received for the prefabs to be upgraded. Bob Hill recommended building relationships with external agencies such as the Tenths Trust, and Neil Quigley said he planned to meet with them shortly. Bob Hill said discussions with the Tenths Trust needed to be 'cranked up' with the purpose of gaining a commitment. He also felt there needed to be closer links

with the tangata whenua to provide leverage. He will report back the Property Committee's findings to the Maori parent community. He felt it was important for the Maori Department to be visible.

Gregor Fountain asked whether there could be a short term solution and Stephen Sawrey suggested the Department move to another location. Heather Benfield said an exchange between the Maori Department (Tower Block level 6) and the Tourism Department (Prefab P1) had been costed at \$20,000. Stephen Sawrey said the Ministry is reluctant to give permission for the College to keep the prefabs. Bob Hill said some Maori parents feel a prefab would be suitable as is, while others wanted a substantial upgrade so that it could be used not only by Maori but as a function centre or marae. He will bring a paper back to the Board for discussion, in consultation with Senior Management.

Stephen Sawrey presented the proposed plan for the Library upgrade. He said the main area of change is the proposed entranceway to include a meeting room and lockers, and the removal of the AV room stairs to the new mezzanine floor which will include a teaching space and quiet study room. The AV room would become the drama room with two storage areas. The Library would have 30 bookable wireless netbooks in addition to 12 desktops. In conjunction with these changes, the Atrium would become a more social place for students with Flotex floor coverings, sound proofing, heating and televisions.

Gregor Fountain said the proposed plan reflected the findings of the Truesdale Report. The committee had worked hard to make the Library functionally balanced so that it appeals to staff as well as students. Neil Quigley agreed that it reflected well the discussions and planning over the past year. It was now proposed to cull about 20% of the Library's books, and building work would be done in stages for minimal disruption.

The Board supported the proposed plans in principle, and Stephen Sawrey said working drawings would be prepared and put out to tender in the expectation that work could be done over the summer. He will talk to the Ministry about tapping into our 7-Year Plan funds.

The Board thanked Ben Isaacs for being a great advocate for students during the Library upgrade process, and in particular for promoting a quiet work space for students. Stephen Sawrey said that Ben Isaacs had also made an outstanding contribution to the Property Committee, and thanked him for presenting the student point of view.

Neil Quigley thanked the Property Committee for all their work on the Library project.

Stephen Sawrey said construction work on the fields will commence after next winter once the effect of the lack of stormwater discharge from Wellington East is assessed.

Work was progressing well on the Headmaster's house and this was coming in under budget.

Senior management was asked to consider the future of the old Boardroom above Firth Hall. Neil Quigley suggested it could be a multi purpose room.

Stephen Sawrey asked about an official opening for the Languages Block, and Bob Hill suggested the possibility of naming rights in return for a donation to the school. Stephen Sawrey reminded the Board that College Mothers had made a considerable donation to the Languages Block and asked whether that donation should be recognised in some way.

The maintenance and activity report for August was noted.

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

The ICT report was received. David Lynch's appointment as interim IT Manager has been extended to December, and it is planned to appoint an IT Services Manager to start in November. The IT Committee is currently reviewing what ICT resources the College considers are required to provide the best support level for teaching and learning.

5. LIAISON REPORTS

5.1 Curriculum Report

Gregor Fountain said there had been considerable consultation on the Learner Profile, and the final statement is as follows:

Within a context of traditional values and cultural awareness, Wellington College learners (students and staff) are...

- **Intellectually curious, creative and critical thinkers**
- **Confident and effective communicators**
- **Motivated, lifelong learners**
- **Community focused and prepared to lead**
- **Adaptable and responsive to new ideas and experiences.**

The Learner Profile will be included in the new Strategic Plan.

The Curriculum report was received. A new leadership group has been established to implement the revised GATE plan for gifted and talented students. Final exams for Year 11-13 commence on Thursday 10 September, and there will also be trial Scholarship exams.

Minutes from the CLG meetings held on 3 and 24 August were noted. Richard Grant said it was important to link proposals for new senior school courses into property planning.

5.2 Arts Report

The Arts Report was received. The Board expressed its appreciation to Kirsty Hazledine for these regular reports, and Neil Quigley will write a letter of thanks.

