

**Wellington College Board of Trustees  
held in Firth Hall on  
Monday 20 February 2017 at 6.00pm**

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**Present:**

**Mrs Taruna Bhana  
Ms Linda Clark  
Mr Gary Crawford  
Mrs Rena Day  
Mr Roger Moses (Headmaster)  
Mr Paul Retimanu  
Mr Peter Schuyt (Chairperson)  
Mr Richard (Sala) Sidler  
Mr Masalosalo (Salo) Taufale  
Mr Karl White  
Sebastian Daellenbach**

**Ms Robyn Hutchison (Minutes Secretary)**

**In attendance:**

**Robert Anderson (Deputy Principal)  
Mr Dave Ashby (Deputy Principal)  
Mr Philip Bergin (Deputy Principal)  
Mr Darrell Harvey (Deputy Principal)  
Mr Dave Thorp (Deputy Principal)**

**Mr Charlie Gallagher Advancement Manager  
Mr Mike Ellett (International Director, Tourism)  
Mr Nigel Pollock (Sports Review)**

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**The re-appointed Chair welcomed Robyn Hutchison as the replacement Board Secretary, and also Charlie Gallagher and Mike Ellett.**

**1. Apologies**

An apology was received for tonight's meeting from:

- Heather Benfield (Business Manager)

Lateness apologies received from:

- Linda Clark
- Gary Crawford

**2. Minutes of the Previous Meeting**

The minutes of the previous Board meeting held on 21 November 2016 were confirmed as a true and correct record and signed off by the Chair.

## Minutes Approved.

*Linda Clark and Gary Crawford joined the meeting*

### 3. Matters Arising

The action list from the previous meeting was noted together with the following points:

- 4.2 A tour around the College for new Trustees (and any other BOT members who wish to join in). Heather Benfield is still offering this opportunity.
- 4.3 Clarification is required on the last paragraph of the letter received from the Ministry of Education regarding the approval of the building project. Heather to report on her follow-up at the next meeting. In brief, the Chair advised that the Ministry of Education has concluded that long-term capital expenditure is required to be forecast and budgeted for.
- 4.3 NZSTA reported changes around potential funding to schools. The Chair requested regular feedback to the Board with the implications to the College. This matter remains a work in progress, however, it was noted that political changes could impact on the outcome.

#### *Critical Date Planner*

The Strategic reviews have been included in the Critical Date Planner under February 2017. Strategic Plan Update to be placed on agenda for next meeting. **(Action: Robyn Hutchison)**

#### *Other Matters*

- The hall construction project is tracking reasonably to plan re with Maycroft Construction experiencing minimal weather-related delays.
- A College plan and budget for the 150 Years Celebration event to be presented at the next meeting with an explanation of how it integrates with offsite organisation. **(Action: Darrell Harvey/Heather Benfield)**

Darrell Harvey reported that the tentative budget stands at \$40,000 (logistics) + \$28,000 (archives) and that the event will now be managed in-house.

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## Programme Updates

### International - Mike Ellett

Mike Ellett thanked the Board for their support of the International Programme. He then spoke to his report regarding regulatory changes and potential implications for the College, also including the proposed review of fees for 2018.

A copy of this report is available from either the International Office or Rob Anderson.

Highlights noted were:

- 2016 was the best year ever in terms of academic performance amongst international students;
- Enrolments are showing increased ethnic diversity;
- Fees increase strategy;
- Proposed update of international student marketing material, including website.

Mike to prepare comparative analysis figures comparing the Colleges' fees, including all relevant on-costs. **(Action: Mike Ellett)**

Roger Moses commended Cathy Scott for her diligence and outstanding efforts in managing homestay students and associated logistics.

### **Fundraising - Charlie Gallagher**

Charlie Gallagher reported that he is enjoying the challenge of fundraising for and highly committed to achieving the necessary funding to support the current hall building programme. He highlighted potential revenue streams for the next 6-8 months, e.g. sale of naming rights for each of the two mezzanine structures, sale of memorial windows, pledges, grants and trusts.

Some areas of focus are:

- Soliciting community support for both the project construction costs and the potential community use of the facility in the future;
- Selling the venue as a top rate event/function centre, thus competing with existing similar venues in Wellington's CBD;
- Family participation aspects pertaining to the memorial window;
- Fundraising and sponsorship initiatives associated with the 150<sup>th</sup> Anniversary event;
- Estimated \$100K to ensure inclusivity aspects of the event;
- Wellington College Roadshow in 2017 – Auckland and Sydney – with a view to reconnecting Old Boys back to the College.

It was confirmed that any naming rights granted would be fully considered for both financial and reputational aspects and endorsement prior to any commitment being made.

It was acknowledged that privacy aspects pertaining to donors require careful monitoring. Requirements to be examined and a procedure to be prepared and implemented. Meanwhile, Charlie invited the Board to offer suggestions and assistance, where possible and appropriate, regarding fundraising in general. **(Action: Charlie Gallagher)**

**Charlie briefed the Board on a \$ 350,000 donation that was in the final stages of negotiation.**

The Chair, on behalf of the Board, commended Charlie for the excellent progress made to date, the structure of initiatives and clarity relating to agreed targets.

## **Sporting Codes Alignment - Nigel Pollock**

Nigel presented an update on the strategy as agreed by the Board. He tabled and spoke to a document titled “Onward”, emphasizing that its intended use is as a feedback document only at this stage.

He highlighted the passion and connection that sport engenders in young men in and through their school. He drew attention to the Old Boys being a massively untapped resource in terms of sport-related inter-connection and the coaching and administration expertise they have available to offer.

As part of the 150<sup>th</sup> Anniversary celebrations, it is proposed to develop a sports-specific database regarding the capturing of expertise which is potentially available to the wider sporting body.

A meeting has been held with Sports New Zealand (Community Development High Performance Manager) and concern has been raised by them regarding anomalies in the manner in which sporting codes are currently being delivered.

The Sports Council now has a plan in place for the year ahead. Initiatives are currently being examined to encourage boys to take a holistic approach to developing sport by establishing a set of common values, processes and commitments.

The sharing of feedback and the provision of specific training (professional development) were highlighted as effective ways of encouraging and maintaining the commitment and enthusiasm of those who volunteer their services in support of College sport. Teacher involvement in sport and other extracurricular activities is acknowledged to be of significant benefit to both teachers and students.

Comments and suggestions from the Board on the document were invited and these are to be forwarded direct to Nigel Pollock (*pacificscots@mac.com*). **(Action: Board of Trustees)**

The commencement of the 2017 winter sport season is the timeframe by which the documented initiatives are intended to be finalized. A formal report, narrative and list of recommendations will be available to the Board by the end of April or early May 2017.

The Chair commended Nigel on his progress to date with this initiative.

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*Mike Ellett and Charlie Gallagher left the meeting*

## **Reports**

### **1. Headmaster’s Report**

The Headmaster spoke to his report, it was noted that:

- A significant number of new teaching staff appointments have been made. The Headmaster acknowledged the excellent efforts of Rob Anderson in this regard. In the key areas of Science, Mathematics and Technology, it is becoming more and more difficult to source quality applicants.

- Penny Basile has commenced a full-time role with another employer and has been replaced by Robyn Hutchison.
- Scholarship results for 2016 have been outstanding - 160 scholarships, 2<sup>nd</sup> place nationwide. Complete results included with Board papers.
- NCEA results overall were also particularly good, with recounts still pending.
- The school roll has increased substantially. Darrell Harvey is to be congratulated for his efforts in successfully rooming students to date. It may be considered necessary to impose restrictions in 2018 to ensure that numbers are manageable.
- Social functions have provided a very positive start to the year.
- The Headmaster's Sabbatical Report (2016) provides insight into alternative operations in the USA, in particular.
- The Headmaster acknowledged the value of the expertise of the Senior Management Team which provides administrative function and support to enable teaching staff to perform at their optimum level.
- Construction of the College Hall is progressing well despite weather challenges.
- With regard to the proposed Sri Lankan Cricket Trip, the Headmaster has contacted Grant Richardson for feedback on the four key issues required to be addressed by the Board, as listed in the 21 November minutes, viz.:
  - a. Satisfactory completion of the RAMS forms
  - b. Confirmation that the trip was made available to all members of the team and therefore was a WC representative side.
  - c. Advice as to who would be the accountable caregiver/parent on the trip
  - d. Confirmation that all attendees on the trip have agreed to the 'rules' that would be adhered to on any WC trip, in particular, that no alcohol would be consumed in front of the boys for the duration of the trip.

Given that all these matters have been satisfactorily addressed, the Headmaster recommended that the trip proceed and sought the Board's approval.

A Board member expressed concerns regarding both the absence of a teacher and the reputational risk implications to the College in the event of mishap. Concern was also raised regarding the potential difficulty that could be encountered with parents acting to enforce College rules, stressing the Health & Safety protection responsibilities that the Board has to the students. A recommendation was made, if the trip were to proceed, that it do so without Wellington College branding attached.

A substantial discussion took place more broadly on the risks of overseas trips, the role of College representation on such trips, the alternative approaches to the Board obtaining confidence of health and safety on the trip and the options regarding this proposed trip.

Gary Crawford suggested that, in the interests of establishing a clear policy on such matters going forward, it may be of value to the College to invest in a legal opinion, particularly from a Health & Safety perspective. It was noted that many of the overseas trips were organized by professional organizations who had well established health and safety processes and manuals and had, in the past presented to the Board.

It was acknowledged that the agreed process had not been applied well in this instance due to a number of factors, e.g. timing. However, it was noted that the request for additional detail had been provided to the Board.

The Chair and the Headmaster agreed to discuss the matter further with Grant Richardson outlining the view of the Board and report back to the Board the outcome of that discussion. **(Action: Chair/Headmaster)**

Masalosalo Taufale (Salo) expressed his preference for any proposed trips to be advised to the Board (via the Sports Committee) at the beginning of each year to ensure complete transparency and opportunity for effective planning. He also expressed concern regarding what could be perceived as exclusivity in terms of student involvement.

**Noted by the Board of Trustees.**

*Dinner break (8.15pm)*

#### **4.2 Finance Report**

In the absence of Heather Benfield, the Finance Report for the year to date will be presented at the March 2017 meeting.

Meanwhile, the Chair reported that, in general, the College's financial position is tracking positively.

#### **3. Property : Maintenance and Hazard Report**

The Chair congratulated the Team on a very positive result.

The Maintenance and Hazard Report was received and noted.

#### **4. ICT Committee Report**

##### Draft Strategic Plan

Dave Thorp pointed out that the Board needs to be aware that it is difficult to predict required expenditure on hardware and software going forward. The Chair noted that technology strategy is under constant review and development.

**Board support for the Strategic Plan was noted.**

**The ICT Committee meeting minutes dated 16 November 2016 were noted.**

No meeting has yet been held in 2017.

#### **1. Curriculum Report**

This report was received and taken as read.

Phil Bergin advised that feedback from parents and teachers will be forthcoming at a later date.

## **5.2 Arts Report**

This report was received and taken as read.

## **5.3 Sports Report**

This report was received and taken as read.

## **5.4 Health and Safety Report**

Dave Ashby advised that there is a need for re-audit using a sub-audit template which will be brought before the Board. It is considered vital that there is clarity for caregivers especially in the event of an emergency. Processes and protocols need to be clearly communicated to all relevant parties and it was suggested that pertinent material, including a policy with regard to building access following an earthquake event, be placed in a very visible space on the College's homepage.

Darrell Harvey presented a brief update on work that has, to date, been completed which includes a communications list. Material will be prepared for inclusion in the next issue of "Collegian" magazine. **(Action: Karl White)**

This report was received and taken as read.

## **6.1 Correspondence and Publications**

Nil.

## **6.2 Academic Conferencing**

Material received and taken as read.

## **6.3 Proposed Cricket Team Tour to Sri Lanka**

Discussed under 4.1 (Headmaster's Report).

## **6.4 Budget Re-allocation – Poly Club Leadership 2017**

**Approved by the Board of Trustees.**

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## **Student Representative Verbal Report**

Sebastian Daellenbach shared his experiences and perspectives on his recent 5 day Spirit of Adventure trip with students from other Colleges who are Board of Trustees representatives.

He also noted a number of issues concerning student behaviour.

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## **6.5 Sun Protection Policy**

To be included in "Collegian" magazine. **(Action: Darrell Harvey)**

A letter to be written to the parent who initially raised the issue. **(Action: Chair)**

**Approved by the Board of Trustees.**

**6.6. Scholarship Results**

Discussed under item 4.1 (Headmaster's Report).

Agreed to hold a celebratory morning tea for staff in recognition of their contribution to the outstanding 2016 scholarship results. (**Action: Headmaster/Robyn Hutchison**)

**Date of Next Board Meeting: Monday 20<sup>th</sup> February 2017 at 6.00 pm in the Pavilion.**

*The meeting concluded at 8.55 pm*

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