

**Wellington College Board of Trustees
Held in the Pavilion on
Monday 19th February 2018 at 6.00pm**

Present:

Mr Tim Clarke	(Board Chair)
Mr Masalosalo (Salo) Taufale	
Mrs Taruna Bhana	
Ms Linda Clark	
Mr Paul Retimanu	
Mr Sala Sidler	
Mr Shaheer Salman	(Student Representative)
Mr Gary Crawford	
Mrs Rena Day	
Karl White	(Staff Representative)
Mrs Sue Poole	(Board Secretary)

In attendance:

Dave Ashby
Rob Anderson
Susan Quinn
Dave Thorp
Darrell Harvey
Phil Bergin
Dave Cournane
Alex Chiet

Tim Clarke conveyed Peter Schuyt's thanks to the Board for their support while he was Chair, and apologies for not being able to attend the beginning of this meeting. Tim welcomed everyone and declared the meeting open at 6.00pm.

1. Apologies

Apologies were received from:

- Roger Moses
- Karl White (late – arrived at 6.50pm)
- Gary Crawford (late – arrived at 6.30pm)
- Sala Sidler (late – arrived at 6.20pm)

2. Minutes of the Previous Meeting

The minutes of the previous meeting held on 27th November 2017 were approved as a true and correct record. Linda Clark moved and Tim Clarke seconded the motion.

3. Matters Arising

3.1 Actions List and Critical Date Planner

- Noted that Linda Clark and Rena Day were to meet with the SMT regarding exchanges and trips in 2019. Dave Ashby confirmed there were no more planned trips for 2018. It was agreed Dave Ashby would circulate a deadline to staff of the end of Term 1 for any trip applications for 2019, and the SMT would review these with Rena Day prior to presenting them at a Board meeting.

Action : DA / SMT / RD

- College Policies. It was agreed a work plan needs to be developed for reviewing the policies on a rolling schedule, taking into account priorities and grouping them logically. It was also agreed to attach the schedule to the Critical Date Planner.

Action : DT / SP

3.2 Sport New Zealand Presentation – Dave Cournane and Alex Chiet

Dave Cournane and Alex Chiet of Sport New Zealand presented ‘Onward’ to the Board. They noted the purpose of the presentation was to ensure that the Board are fully aware of the vision they have for the College and are being asked to endorse. They wanted to ensure the Board understand the unique opportunity to sit alongside Sport NZ in this pilot project.

Dave Cournane noted they hope to present at the National Boys School Conference.

Linda Clark asked what they want from the Board. David Cournane confirmed they want to know that the Board and the Senior Management Team will support them with vocal people not interested in or wanting change.

Tim Clarke questioned where the friction points are expected to be? Dave Cournane noted certain codes have an ingrained belief that early specialisation is the pathway for success in those sports. Tim Clarke also questioned whether Alex Chiet is confident all the directions we are taking are evidence based. Alex Chiet confirmed this.

Linda Clark questioned whether funding for this had been resolved. Darrell Harvey confirmed that the College have made a commitment, and that funding is coming directly out of staffing. He also confirmed no area had suffered in order to proceed with this.

Tim Clarke observed that the vision seems confused between means and ends. Noted they need a much clearer articulation (corresponding with tonight’s talk), in line with the balance concept, which is a powerful one.

It was agreed Dave Cournane to re-write the vision to be more in line with their presentation tonight.

Action: DC

4. Reports

4.1 Headmaster's Report

Dave Ashby spoke to the Headmaster's report in his absence. He handed over to Rob Anderson to discuss staffing.

Rob Anderson reported that there are 17 new staff appointments this year and that 8 of them are first year teachers. Noted this is the largest number of staff that have joined the College for several years. Further noted they are pleased with the quality of staff they have attracted.

Faith McCracken (who has taught here previously) has been appointed in English Language. This is a fixed term of one term with the possibility of continuing. Four of the new staff members are in the Mathematics department.

Rob Anderson reported that Andrea Shaw has resigned. He commented she has been a wonderful staff member for 20 years. She has agreed to remain for this term to cover Sean Hann's position.

Rena Day recommended a note of thanks and acknowledgement be sent to Andrea Shaw.

Action: TC / SP

Tim Clarke asked if there were challenges due to the scale of new teachers. Rob Anderson confirmed there were, noting they have to be sensitive with the new teachers about the standards we have. He also confirmed they have an induction day, and each new teacher has a buddy. Additionally, Rob Anderson noted that the first year teachers have a PRT programme and are sent on appropriate courses.

Rob Anderson confirmed the College is not looking for any more teachers this year.

Sala Sidler commented there will be a whole culture shift with 17 new teachers and a new Principal soon.

Dave Thorp then tabled unconfirmed NCEA / Scholarship results as mentioned in the Headmaster's report. He noted they are awaiting confirmed results.

Salman Shaheer asked how the College fared. Rob Anderson advised the school came 5th, but on a per capita basis we came top.

Linda Clark asked about the issues identified with this years' Year 12 cohort at diagnostic testing. What is being done about the core capability of this group? Dave Thorp responded they do have the support, via the tutor system and mentors.

Rena Day questioned the possible pressure on facilities with the roll increase. Tim Clarke agreed Rena's point is an important one.

Karl White noted he thinks there is still a bit of room for growth with efficient use of our current spaces.

Agreed the Board to diarize formulating a paper on growth – 5 and 10 year plan. Tim Clarke suggested the second half of this year. The paper to be developed needs to help the Board think about how to interlock the issues and deal with the roll.

Action: SMT

Rena Day also suggested the teaching staff be acknowledged for the fantastic NCEA and Scholarship results.

Action: DT

Linda Clark noted that what parents want to see is the decile 8 to 10 key comparison. Dave Thorp to put this on the website.

Action: DT

Meeting broke for dinner at 7.35.

4.2 Finance Report

4.2.1 Draft 2017 Financials

Susan Quinn spoke to her report. She noted that it is a draft and that if you take out all income and donations for the Hall, we have come in almost on budget (\$70k loss).

Gary Crawford questioned whether the items raised by the auditor had been addressed (due diligence). Susan Quinn said they had.

Gary Crawford also asked why depreciation is \$100k over. Susan Quinn replied that this is the catch-up, due to capitalising the Firth Hall strengthening.

Regarding the Uniform Shop profitability, Susan Quinn advised she is currently looking into it. Gary Crawford questioned how comfortable we feel in relation to the 2018 budget for the Uniform Shop. Susan Quinn advised she is not comfortable and will be investigating.

Action : SQ

4.2.2 2018 Budget – Revised Capital

Susan Quinn advised this now includes the predicted Hall costs which came through late last year. She said they have cut out any capital not required for basic curriculum or getting the Hall up and running.

Gary Crawford questioned how we got to a position of being over budget by such a significant amount. He noted the Board were told there were sufficient funds for Phase 2, but that clearly this wasn't the case.

Darrell Harvey noted that the contingency of approximately \$500k was spent early on in the piece. There was a breakdown in communication.

Tim Clarke said his understanding from Roger Moses and Ian Rattray was that there is a very clear sign-off system in place so no variations can occur without the right consultation. Susan Quinn noted she has been asking Ian Rattray for an update for two weeks. She also noted she is meeting with him this week.

Action: SQ

Tim Clarke also asked with regard to the trimming from capital that it is based on worst case scenario? Susan Quinn confirmed it is.

Noted the two issues are: contingency being spent and SMT and Board not being made aware and Phase 2 being incorrect.

It was agreed that as a matter of urgency another explanatory paper is required for the Board regarding Phase 2. It needs to clearly outline how we ended up in this position and steps to move forward. Additionally, a paper is needed addressing optimization of the asset to ensure the greatest number of people and fit for purpose (including performing arts).

Action: SQ / SMT

Linda Clark noted we need to ensure it is a performing arts centre and not just a shell.

Additionally Linda Clark and Tim Clarke to determine if there are legal options.

Action: TC / LC

Lastly, Gary Crawford pointed out we need to understand where we are from a funding perspective, in terms of the costs and how much we need to raise. Noted that a progress report from Charlie Gallagher fundraising to be provided to the March 19th March Board meeting.

Action: SMT / CG

Tim Clark advised that what is required is a synthesizing document that pulls all these factors together. One document with all of the explanations and information including a retrospective piece.

Gary Crawford also noted we need to give the Foundation notice if we are going to need their \$1M. Susan Quinn confirmed she has been in

communication with the Foundation and provided them with a copy of the cash flow.

Gary Crawford asked when the approval was given to build the Hall, how many was it designed to hold? Darrell Harvey said 1600 was the number submitted originally. One of the problems was that the stage was included as seating places.

It was agreed that until the Board has a full understanding of these issues, they will hold over approval of the 2018 budget (until March 19th Board meeting).

Action: TC / SQ

4.2.3 Fees and Donations Process

Susan Quinn spoke to this paper. She noted she thinks the system is very good. Gary Crawford noted that emailing out the KAMAR report addresses the Board's earlier concerns.

Masalosalo Taufale asked how they split the fees for primary and secondary caregivers. Susan Quinn said that needs to be communicated through and Darrell Harvey agreed.

Linda Clark commended Susan Quinn on the layout of the budget, which is much easier to understand.

4.3 Property

4.3.1 Maintenance and Hazard Report

This report was taken as read. Karl White spoke to the Property Manager's report. He noted the various cost savings Kelwyn achieved which are extremely beneficial for the College.

Shaheer Salman questioned (on behalf of some of the Prefects) about sustainable use of school property. Karl White to investigate and respond to Shaheer Salman.

Action: KW

Gary Crawford asked about health & safety with this work programme. Karl White noted that Kelwyn D'Souza has a programme on paper which they intend to digitize. He asked what is being done to ensure health and safety of his crew. Tim Clarke noted that in our refresh of the Health and Safety Policy, this needs to be covered in terms of employees and contractors.

4.3.2 Memorial Hall Update

Covered previously.

4.3.3 Catering Facilities Review and Proposal

Darrell Harvey talked to this paper. He explained that the current contract ceased on 31st December 2017. Noted there are three options.

Number 1 option is the status quo. Can give numbers in confidence. (they are commercially sensitive).

Darrell Harvey said the third option is the one that gives real opportunities.

Tim Clarke asked what the level of confidence is that option 3 is likely to deliver a greater revenue and secondly can Darrell Harvey give the Board a sense of scale of the opportunities. Darrell Harvey said lots of people want to hire a new venue (the Hall). He confirmed Brierley and Firth currently about \$2300 and he would expect the new Hall to be approximately double this.

Darrell Harvey noted the essential proposition is giving up a guaranteed \$26k income for the opportunity for much greater revenue opportunities.

Dave Ashby asked Paul Retimanu's opinion on how viable the Hall is? Is it very rentable? Paul said yes it is, but if you open it up to six caterers, someone is going to have to manage the process. Developing a good relationship with six people is harder than with one person.

Paul noted that there are opportunities as St. James is closing for up to 1 ½ years and the new convention centre will not be up and running until 2022. There is a real shortage of conferencing space.

Tim Clarke noted that the principal that should guide us is we're in the business of educating. We are a school.

Darrell Harvey noted that next steps are seeking legal advice and a contract will be required.

The Board approved Darrell Harvey moving forward.

5.0 Liaison Reports

5.1 Curriculum

5.1.1 CLG Minutes

Taken as read. Dave Thorp noted there is nothing he particularly wanted to draw out apart from that the curriculum review is gathering pace. He said he has spent time with Gregor Fountain and that things are progressing.

Linda Clark enquired about the timing of the next ERO visit. Dave Thorp said WGC have been ERO'd recently and they may visit the College in Term 4.

It was agreed notes be provided to the Board at the March 19th meeting regarding what they have to do prior to an ERO visit.

Action: DT

5.1.2 HOD Meeting Minutes

Taken as read.

5.1.3 Maori & Pasifika Achievement Strategic Plan – Progress Report

Taken as read

5.2 Communications Review

Linda Clark said want they want the Board to endorse the policy first. This will involve a principled framework to underpin the purposes of the school. Communications to be more cohesive and timelier.

Tim Clarke enquired whether the committee had looked at other websites. Linda Clark said they have looked at schools including Paraparumu College. Noted their Facebook page and website are very effective.

The Board were happy to endorse this paper.

5.3 Arts Report

Taken as read. Noted the need to ensure that Kirsty Hazledine gets feedback about her concerns.

Action: DT

5.4 Sports Report

Taken as read.

6.0 General Business

6.1 Correspondence and Publications (folder for distribution).

6.2 Runathon Request

Phil Bergin noted that organizer Harry Crawford had approached him initially regarding the proposed Winery sponsor.

Rena Day commented that as a school, we can't have an alcohol sponsor as this sends the wrong messages ethically.

Shaheer Salman also commented that the alcohol sponsor on a T shirt worn by a 12 year old would be inappropriate.

The Board agreed that the Give a Little page is a great idea, and can proceed.

The Board noted that this was a very good initiative, but that a winery sponsor was not appropriate. Phil Bergin to communicate this to Runathon organisers/Harry Crawford.

Action: PB

6.3 Wellness Event Outline – Student Representative

Shaheer Salman spoke to his paper concerning the organisation of a wellbeing day at the College. He noted that ideally he would like it to be a student-run event. Further noted that at the end of this term, he hopes that wellbeing prefects will be speaking at assemblies.

At the beginning of Term 2, David Cournane will be doing a wellbeing survey. Timing for this event is proposed for Term 4 this year.

Phil Bergin confirmed he totally endorses what Shaheer Salman is planning. He hopes they will have time to organise a successful event for Term 4.

Linda Clark encouraged Shaheer to think of the Board as a resource and utilise Board members for any assistance required with sponsors etc.

The Board endorsed this great idea.

Student Stress Survey

Rob Anderson presented his paper, including survey results. The survey findings indicated that clash of assessment deadlines was seen as the biggest creator of stress. A number of steps have been implemented to address this (see Paper).

Correspondence and Publications

Tim Clarke noted he had drafted a response to Mr Chris Wells's letter regarding the title of Principal, with some helpful feedback from Linda Clark and Gregor Fountain. The final letter will be sent shortly.

Action: TC / SP

The meeting concluded at 9.15PM

