

**Wellington College Board of Trustees
held in The Pavilion on
Monday 24th July 2017 at 6.00pm**

Present:

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

Mrs Sue Poole (Board Secretary)

In attendance:

Mr Dave Thorp (Deputy Principal)
Rob Anderson (Deputy Principal)
Mrs Heather Benfield
Dave Ashby (Associate Principal)
Darrell Harvey (Deputy Principal)

The Chair welcomed members to the meeting and declared it open.

He noted that following the Board meeting, there would be three stages to the In-committee portion of the meeting:

- 1, Staff issues follow-up
2. Board time with the Headmaster
3. Board only.

1. Apologies

Apologies were received from:

- Mr Phil Bergin
- Mr Masalosalo Taufale (late)
- Mr Richard (Sala) Sidler (late)

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 20th June 2017 were confirmed as a true and correct record and signed off by the Chair.

Minutes Approved.

3. Matters Arising

The Critical Date Planner tasks for the current month were noted and covered in the meeting.

- Noted the MOE Roll Return for July has been tabled.
- Chair noted a new Student Representative to the Board needs to be appointed. The Returning Officer is Sue Poole.

Action: Sue Poole / Peter Schuyt

- The Quarterly Strategic Review will be covered at the 21st August Board meeting and the expectation is a more detailed review of progress against each of the strategic themes and current year initiatives.

Actions List Points

- 150th update – Darrell Harvey reported that total registered attendees now number 500. The goal is 800 registrations so that the Old Boys will not be required to underwrite the event.. He confirmed that the Old Boys Association will underwrite up to \$100,000 if necessary He noted there are copies of the 150th budget for Board members to view if they wish. To generate more attendees they have contacted two or three students from each year group and are requested them to talk to all their friends. Additionally, they are investigating the possibility of Hell Pizzas assisting with the use of a social media promotion.

Darrell noted he had approved the purchase of \$7000 worth of badges relating to the 150th, but that the sponsorship has fallen through. They are still hopeful of getting funding for this.

The total budget was discussed. Darrell noted it includes \$40,000 onsite, plus the archivists' normal salary (\$15,000) and \$28,900 for things relating to the archives including scanning. He noted that 5,000 images have been scanned through Fuji Xerox at this stage at a cost of approximately \$1.20 per unit. He requested the Board consider whether we stop now, or scan all 35,000 images. Darrell's recommendation is that we continue at a total cost of approximately \$45,000.

Discussion supported the need to record and preserve these images. The Chair questioned whether all 35,000 images are necessary. Chair requested all images are checked, are relevant and worth keeping.

Regarding funding, Darrell noted some platforms can make money via ordering copies of pictures. He questioned whether we can apply to the Foundation for any help with this under the Endowment Fund. Chair said the other source of potential revenue is possibly some funding from the Old Boys Association.

It was agreed Darrel should pursue the possibility of monies from the Endowment Fund if appropriate and the Old Boys Association. The Board supported the concept of an auction to raise funds at one of the 150th events.

Action: Darrell Harvey

Chair asked if the Board are all in agreement regarding digitalizing all the archives and making them available. In principal the Board agreed to proceeding with the balance of the scanning. Funding to be determined over time, taking into account affordability and efficiency.

Action: Heather Benfield / Darrell Harvey

- Succession Planning. To be dealt with in the In-Committee portion of the meeting.
- Student Donations Darrell Harvey reported we have approximately 75 more students this year than last year and therefore if our collection rates remain the same, we will receive more donation revenue.

It was agreed Darrell Harvey and Heather Benfield investigate the various streams of invoicing and payments from caregivers and assess both efficiency and effectiveness. . Chair requested an update at the August 21st meeting.

Action: Darrell Harvey / Heather Benfield

- Building Update

Chair requested Heather Benfield put together a brief summary for the September 25th Board meeting regarding the contingency and what's being applied to this. The Board also requested a full proposal re Stage 1 B and funding.

Action: Heather Benfield

The site walk-through is on this Friday 28th July for all interested parties. Please meet at the main gates to the building site.

- Sports Review document. Chair questioned whether a PDF version of the sports report had been received. Sue Poole replied that she had spoken to Nigel Pollock's office but that they were still unable to provide one for technical reasons. Sue Poole to continue to follow up.

Action: Sue Poole

Roger Moses noted he would like to review the recommendations in the Review with the SMT over the next month. He wants the SMT to look at clear ways that the underlying principles and explicit recommendations can be put into practice.

Chair requested a clear action plan be generated with accountabilities and timeframes. It was noted that Nigel Pollock is keen to be involved. Roger would like a small committee to meet monthly with Dave Keat to progress this. SMT to prepare the action plan for tabling at the September 25th Board meeting.

Action: Roger Moses / SMT

- Teaching Staff Recruitment. Darrell Harvey will be travelling to the U.K on the 9th of August. Darrell noted that a physics teacher who taught at the College six years ago has just contacted him about returning.

Rob Anderson commented on the shortage of teachers not only in Auckland, but also in Wellington. Factors affecting this include rising house prices and the number of teachers attending Colleges of Education falling. He commented that the situation is getting close to crisis and that we need to be aware of the issues.

Steps have been taken to ensure that Physics teacher Sarah Baker's programme is being covered by other science teachers..

Chair questioned whether the MoE had a long-term view on the shortage. Rob Anderson reported that the Ministry have not been active in addressing this issue. The Board noted that we need to be creative in how we source the education requirements and how we tap into them. Rob Anderson commented on the importance of quality teachers and noted that if you have chemistry, physics and IT, you may get into the courses even though you don't have the skills. Linda commented that in the future we're going to have to be more creative about how we fill the gaps – digital technology is an example.

Strategies including looking at Massey courses offsite and being more flexible with our teaching hours were discussed. The meeting also noted that Wellington is a city driven by IT experts and we could explore the possibility of partnerships with companies like Xero to mentor teachers.

Roger Moses commented that there are some political imperatives here too when the government refuses to accept that there is a serious shortage of quality teachers. He said that New Zealand must be a great proposition for teachers from Great Britain for example and that we need access to them but the government isn't helping and it is hard to recruit them.

Paul Retimanu suggested benefits can be added to ensure we're the school of choice for teachers.

Linda Clark questioned what Auckland schools doing and Darrell Harvey said they go offshore. It was noted that it is necessary to do a 12 week course that costs \$4,000 if you have children and leave the workforce and then want to come back. Linda Clark suggested we could pay this fee.

Darrell Harvey suggested finding candidates at, say, AUT and then entering into a contract with them to mentor them and they pay \$5 - \$8k of their fees.

Roger Moses noted we need to put pressure on the government to face this issue.

Chair commented that we are responsible for this school and getting quality education for the students so a solution must be found. He requested that some thought be given to the great ideas discussed and that he would like to hear back from the SMT with a list of recommendations at the September 25th meeti

- Recent successes of the Arts groups. Chair sent a thank you note to Kirsty Hazledine.
- Community of Learning. Recommendations from Dave Thorp will be heard later in the meeting.

4.0 Reports

4.1 Headmaster's Report

Roger Moses spoke to his report.

Regarding personnel he noted that he is delighted for Katie Macfarlane in attaining a great job at St. Patrick's College Silverstream but that it is a huge loss for the College.

Carol Ann Nolan started today in a fixed term position for English.

He confirmed Sue Poole's position and noted this is a very good outcome for the College.

He reported that there is a preferred candidate to replace Heather Benfield. Reference checking and psychometric testing are being completed this week. Roger noted his genuine thanks to Heather Benfield for her remarkable commitment.

He reported that the Tu Tangata festival is on Tuesday night and that there are 55 boys taking part.

Course selection evenings. Dave Thorp commented that they will run as per last year but in a smaller venue.

He noted that Charlie Gallagher is working very hard as our Advancement Manager and commented that the pitch to the Lion Foundation to secure funding for our Performing Arts Centre based went well.

He sought a resolution from the Board regarding applying for funding from Pub Charity, the New Zealand Community Trust and Four Winds.

Chair noted that by circular resolution the Board agreed to apply for funding from the Lion Foundation for the Performing Arts Centre. The Board resolved that it agreed to request funding from the Pub Charity, the New Zealand Community Trust and Four Winds Trust for the Performing Arts Centre

Salo Taufale joined the meeting at 7.00pm.

Roger Moses also spoke about the attachments to his report. Katie Macfarlane has been appointed to the Vice Rector role at St Pats Silverstream - which is excellent for Katie.

Katie Howe is taking a years' leave and he supports this.

Andrea Shaw has formally resigned as the Dean of Year 13. This is an internal position and they are advertising internally.

He also noted that following completion of his report, Helen Jones submitted her resignation. He noted the huge amount of work she has done for the College. In the short term they may contract this position out and continue with our current technical support staff. This will be reviewed at the end of the year

Action: Dave Thorp / Darrell Harvey

4.2 Finance Report

Heather Benfield talked to her report and noted she expects a positive result at the end of the year. Chair questioned how donation collection rates were tracking. Heather Benfield responded they are down a little but will come through by the end of the year.

Gary Crawford questioned stock-take details from the previous finance report. Heather Benfield said there was a hiccup in June and that she needs to follow it through. Heather Benfield to report back on this at the August 21st meeting.

Action: Heather Benfield

Heather Benfield noted that finances are tracking in the right direction due to an increase in government funding. She noted that a small increase in interest should mean we reach a surplus of close to \$100,000 by the end of the year.

A detailed forecast report to be provided to the August 21st Board meeting.

Action: Heather Benfield

4.2.1 Deloitte Audit Report

Chair noted Deloitte have provided recommendations and Heather Benfield has included her management response. He requested she talk to the key points raised and our responses to them. Heather Benfield outlined how the Development Manager is currently remunerated and this has been flagged by the auditors as inappropriate given that the Development Manager was partly working on WC Foundation initiatives.

The Chair noted that he and the Headmaster had disputed the position of the Auditors as it was clear that the College was the sole beneficiary of the Foundation and that was demonstrated by the cash flows from the Foundation to the College. As such, the fact that the salary of the DM was paid by the College was entirely appropriate. However, a technical issue had been raised and needed to be dealt with.

Chair noted the solution to the issue was consistent with what is currently happening - grant requests are on behalf of the College and any proceeds banked directly into the College bank accounts.

The Board resolved that the funds the DM raises this year, principally through grants, should be directly in the name of Wellington College.

Roger Moses noted that the initial reason the money went to the Foundation was that they wanted to protect the character of the college and keep it separate from the college's funds. In 2006 the Foundation's purpose was changed. The idea was that any funds raised could be put into the Foundation and their function was to be the investment arm of the College. This point of separation has been a useful one but not necessary given the current focus. Currently the DM function is raising money for the PAC. Chair agreed there needs to be consideration given to the Development Manager role and the purpose of the role after the building project is finished.

The Board asked if the issue relating to the DM salary has ever been raised before by the Auditors and the response was no.

The Board suggested that going forward we need to insist that we have a management response to each of the points. This response to be drafted by Heather Benfield on each of the points raised.

The Board noted that regarding the separation of duties they were satisfied with the response. Heather Benfield said she signs off on some timesheets for casual staff and then does their salaries. It was requested Heather Benfield cover this off in the response.

Action: Heather Benfield

The detailed response to the Auditors to be included in the Board Papers for the August 21st meeting.

Action: Heather Benfield/Peter Schuyt / Sue Poole

The meeting broke for dinner at 7.25pm

4.3 Property

4.3.1 Contractor's Report No. 17

Karl White noted that his report is out of date as another meeting was held during the school holidays.

It was suggested that the walk-around Friday 28th July is an opportune time to ask questions.

Chair questioned how the costing around Stage 1B is progressing. Heather Benfield advised it is expected to be between \$700 and \$800k for 1B. Costs will need to be approved by the Board once costs for the extra work have been received from the Architect. Chair requested this be tabled at the next Board meeting. He requested Heather Benfield liaise with Stuart to obtain costs and offered his assistance if required.

Action: Heather Benfield

4.3.2 Property, Maintenance and Hazard Report

The report was taken as read.

5.0 Liaison Reports

5.1 Curriculum

5.1.1 Curriculum Leadership Group Minutes

Dave Thorp noted that the meeting was about proposed new courses and they were all accepted except a compulsory health course for Year 11. He noted the need for a proper curriculum review as there hasn't been one for eight years. This will occur in 2018. He confirmed he will lead the review and any changes in courses will change in 2019.

5.1.2 HOD Meeting Minutes

Chair noted that the HOD meeting Minutes be taken as read.

5.1.3 Maori/Pasifika Learning Initiatives

Paul Retimanu talked to this paper. As background he noted that at the May Board meeting there were discussions around the results for NCEA Levels 1 to 3 for Pasifika. The committee has had several meetings and the two key focuses they want to look at are supporting and enhancing mentoring and careers pathways for Pasifika's. To this end they intend to meet with Tia Greenstreet. The question is, what will bring these students to school?

He explained there is no hard data today but they would like to present recommendations at the August 21st Board meeting.

Action: Learning Initiatives Committee

Roger Moses noted it was pleasing that our first Samoan boy had received a scholarship in English.

5.1.4 Community of Learning Update

Dave Thorp reported on progress but advised that they didn't meet the 2018 MoE deadline so will be going for 2019. He attended a presentation by Dave Appleyard who urged us to set up Wellington College in this programme. Dave Thorp advised that staff and senior management are in agreement.

Dave Thorp questioned whether he can say at the next meeting that the Board would sign an expression of interest. Chair commented he thinks it is a good idea and if we don't participate the local CoL effectiveness will be severely limited.

The Board resolved that Wellington College registers an expression of interest in the Community of Learning (CoL).

5.2 Arts Report

Chair noted that the Arts Report be taken as read.

5.3 Sports Report

Chair noted that the Sports Report be taken as read. Chair noted a point Dave Keat raised about the issue with the Council and rights of access. He noted we are not interested in paying for additional access rights given the structure of the initial joint venture with WCC. Enquired whether anybody could shed light on why we would want to do this. Dave Ashby and Roger Moses to raise this with Dave Keat on his return.

Action: Dave Ashby / Roger Moses

Roger Moses commented on the situation where some schools are working out deals with sports clubs and academies and that this is causing issues. Clubs/ Academies are picking off the best school players depleting the school top sides He commented he can see it reaching crisis point very soon. Dave Ashby to discuss this issue with Dave Keat on his return as to what the BoT can do to help.

Action: Dave Ashby

It was suggested there is a need for a professional facilitator to bring all the schools into a room and come to some agreement as to how to address the issue in a coordinated way.

Chair acknowledged student Board representative Sebastian Daellenbach's excellent results in orienteering.

6.0 General Items

Sebastian Daellenbach reported that the Student Council is up and running. They are working to get a rubbish bin on the far corner of the turf and a better drinking fountain. These matters will be discussed with the Property Committee.

Action: Sebastian Daellenbach

6.1 Correspondence and Publications (Folder for distribution)

Chair noted the folder of recent publications and correspondence available for the perusal of Board members. The folder was circulated.

6.2 Board Assessment Checklist Responses To be covered off in Board only time.

6.3 Health and Safety Report

With respect to vetting and checks - Dave Ashby advised he is presently reviewing with Heather Benfield and Lynda Woods who is core and who non-core. He thanked Heather for her excellent records of support staff regarding police vetting. She also reviews the building site staff. He assured the Board that the College meets the requirements of safety checking of our teaching and non-teaching staff.

Chair questioned how far we have gone with coaches and managers regarding police vetting. It was noted that all casuals have to be police vetted as well. He asked for confirmation that everyone required in relation to the school has an up to date police vetting. Rena Day commented that QMC do not police vet billeting families as it is not feasible.

Dave Ashby also noted the number of accidents/incidents over break times and advised there are always staff on duty checking the boys are safe. The Board asked how these figures compare with other schools. David Ashby to look into this over the next six months.

Action: Dave Ashby

6.4 Student Group Travel Policy for Ratification

The Board confirmed adoption of this Policy, pending one change noted by Rena Day.

Action: Sue Poole

6.5 Fiji Trip 2018 Recommendation Paper

Dave Ashby noted that the SMT had checked that the international diving training company had experience with younger adults. He is happy that the boys attend and the diving training company seems good. He also noted that Andrea Shaw is presently completing the RAMS for both the diving training and the internal ones.

It was agreed that the trip approval is conditional on completion of the RAMS and Dave Ashby's satisfaction with them

6.6 USA Commerce Trip 2019 Recommendation Paper

Dave Ashby noted that the HOD's want to be well-organized and provide the Board with information well in advance of trips. Chair advised he is concerned about approving trips this far in advance. It creates a situation where, given there are limited trips to be approved, the options are filled 2 years ahead of the trip leaving no other travel options at that point.

Dave Thorp commented that trips have to meet the requirements of curriculum connections.

Chair noted that the RAMS for the USA trip are well done and that the other two 2019 trip RAMS need to be up to this standard. The meeting also agreed all 2019 trip, including the ones presented today, recommendations should be presented together closer to the time and they need to be prioritized.

Action: SMT

It was noted by Dave Ashby that the Board have approved the Fiji trip and the NASA trip for 2018. He further noted that the other two 2018 trips will be the French trip and the Japanese trip. This then means that the quota is filled for 2018.

Chair requested SMT check across the staff to see if there are any plans for trips to ensure there is a level playing field. The 2019 trips are to be considered at the September 25th Board meeting.

Action: SMT

It was noted that one of the trip recommendations talks about how to fundraise for under-privileged children and the others do not.

6.9 MOE Roll Return July 2019

Chair acknowledged receipt of the July 2017 Roll Return. He reiterated that the correspondence and publications folder was available for the Board to read.

Rena Day suggested the Board write thank you letters to Andrea Shaw and Katie Macfarlane.

Action: Peter Schuyt

There being no general business the Chair **Declared the meeting closed at 8.35pm.**

Date of Next Board Meeting: Monday 21st August at 6.00 pm in the Pavilion.

The meeting concluded at 8.35pm

Signed: _____ Date: _____

Chair