

**Wellington College Board of Trustees  
held in Firth Hall on  
Monday 13 March 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 Retimannu	
Mr Peter Schuyt	(Chairperson)
Mr Richard (Sala) Sidler	
Mr Masalosalo (Salo) Taufale	
Mr Karl White	
Sebastian Daellenbach	

Ms Robyn Hutchison	(Minutes Secretary)
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**In attendance:**

Robert Anderson	(Deputy Principal)
Mr Philip Bergin	(Deputy Principal)
Mr Darrell Harvey	(Deputy Principal)
Mr Dave Thorp	(Deputy Principal)
Mrs Heather Benfield	(Business Manager)

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**The Chair welcomed members to the meeting.**

**The Chairman noted that the meeting was being held 'In Committee' and this section of the minutes will be able to be published.**

**1. Apologies**

An apology was received for tonight's meeting from:

Mr Dave Ashby (Deputy Principal)

Lateness apologies received from:

- Mr Richard (Sala) Sidler
- Sebastian Daellenbach

**2. Minutes of the Previous Meeting**

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

## Minutes Approved.

### 3. Matters Arising

The Actions 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) is available by contacting Heather Benfield. This offer to remain open until the next meeting.

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 explained that this matter related to the process for depreciation of assets and how this is tracked against capital expenditure to ensure that funds are available to replace assets as and when required. Monitoring of the cashflow situation in this regard will be ongoing.

*Other Matters* A College plan and budget for the 150<sup>th</sup> Anniversary event will be presented at the next meeting by Matt Beattie and Stephanie Kane.

International:  
Mike Ellett to prepare comparative analysis figures comparing the Colleges' fees, including all relevant on-costs. To be placed on agenda for next meeting.

**Action: Robyn Hutchinson**

5.4 Health and Safety information to be included in next edition of "Collegian" magazine. Karl advised that this would be attended to and, meanwhile, information has been posted to the website.

6.3 Sri Lankan Cricket Trip:  
Linda Clark's comprehensive response to the Chairs email on the trip was acknowledged and appreciated by the Board. A further follow-up discussion to be held with Grant Richardson to advise that the Board had confirmed that the trip might proceed on the basis that it is a personal trip and that Wellington College endorsement of the trip is not given on the grounds that school has not been appropriately involved in the planning and organization of the trip. This situation has highlighted the need for clearer definition of criteria and processes regarding offshore travel groups, including health and safety provisions. A task group to be established for this purpose.

**Action: Rena Day, Masalosalo Taufale, Gary Crawford**

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### 4. Project Updates

4.1 **150<sup>th</sup> Anniversary**  
A College plan and budget for the 150<sup>th</sup> Anniversary event will be presented at

the next meeting by Matt Beattie and Stephanie Kane. Papers tabled for information meanwhile include Registration form (containing programme and pricing details) and a current task list.

Darrell advised that a formal arrangement regarding an Event Organiser will be made this week and that a “break-even” position appears more manageable now that this significant budget item has been amended. He added that an agency had offered to oversee arrangements, particularly health and safety aspects, if required.

The Chair noted that it is critical that sufficient information is made available for the Board to have an acceptable level of confidence in future outcomes and, to this end, a more robust discussion is planned for the next meeting.

#### 4.2 College Strategic Plan Feedback

Received and taken as read.

### 5. Reports

#### 5.1 Headmaster’s Report

The Headmaster apologised that recent events had precluded his preparation of a written report. He presented an update as follows:

- A very complimentary letter has been received from the Director of Education for Wellington (MoE) regarding the College’s outstanding 2016 academic results and the leadership and teaching excellence which has significantly contributed to this.
  - The Analysis of Variance (tabled), which reports against the College’s Strategic Plan and will provide the basis for the Annual Plan, provides a useful summary of achievements and objectives.
- Received and taken as read.

- Jason Robinson has resigned as Digital Technology tutor and will take up a teaching position in Auckland. The Headmaster flagged the need for the matter of staffing to be addressed, given that securing suitable teaching staff is becoming increasingly difficult.
- Succession planning to be discussed at the next In-Committee meeting.

**Action: Chair/Robyn Hutchison**

- The College’s McEvedy Shield athletics team is to be commended for their outstanding performance at the recent event.

The Chair added the Board’s congratulations to the team and the coaches.

#### 5.2 Finance Report

Heather Benfield advised that the auditors had visited the College in January and will return in April. A surplus of \$150,000 - \$300,000 is anticipated at this stage, although

work on a draft set of accounts is still in progress. It was noted that lease accounting has injected additional complexities into the process and created additional work.

Completion of the YTD accounts is expected within two weeks, at which time the Chair, Heather Benfield and Gary Crawford will meet to determine the exact YTD financial position and review how the building project is tracking against budget.

**Action: Chair, Heather Benfield, Gary Crawford**

The Chair requested a simple summary regarding the process for approving variances.

**Action: Heather Benfield**

### **5.3 Property: Maintenance and Hazard Report**

Karl White reported that the building project is now running behind schedule by 6 weeks, putting the completion date currently at early-mid December 2017. Additional hours are being worked in an effort to reduce/reverse the situation.

Variance cost implications require clarification . Karl White, Heather Benfield to meet with the architect later this week to address this, following which they will report back to the Board with updated cost forecasting detail.

**Action: Karl White, Heather Benfield**

*6.55pm Richard Sidler (Sala) joined the meeting*

### **5.4 ICT Committee Report**

Dave Thorp advised that a meeting had occurred recently but not in time to meet the deadline for Board papers. A record of that meeting will be available for the next meeting.

## **6. Liaison Reports**

### **6.1 Curriculum Report**

Dave Thorp explained that parents' general preference for assessment streaming has created a need for policy in this regard to be tightened up.

**NAG 1.15: Additional Guidelines 8, 9 & 10 ratified by the Board**

This report was received and taken as read.

### **6.2 Arts Report**

This report was received and taken as read.

### **6.3 Sports Report**

This report was received and taken as read.

The Board requested that this report be provided by the required deadline in future. Robyn Hutchison to action a request to Dave Keat.

**Action: Robyn Hutchison**

**6.4 Health and Safety Report**

This report was received and taken as read.

**7. Student Representative Verbal Report**

Sebastian Daellenbach reported:

That the students had very much enjoyed the McEvedy Shield event and, in particular, the opportunity it provided for the school to congregate as a group. He noted that many students opposed and resisted the inappropriate behaviour of other students.

That students were, in general, very disappointed over the Facebook incident. Sebastian emphasised that the “threats” regarding the proposed protest, as referred to in the media, had not been made by a student. Today’s protest meeting at Parliament attracted a turnout from Wellington College in excess of any other Wellington school. Students are keen to restore and protect the reputation of the College.

The Chair commented that it is very heartening to observe such a positive response to the crisis from the students.

Further discussion on this matter will take place in the In-Committee session following this meeting.

**8. General Business**

**8.1 Correspondence and Publications**  
Folder circulated.

**8.2 MoE Roll Return**  
One copy made available for Board member perusal.

**8.3 2016 NCEA Results**  
Dave Thorp advised that, in general, the College’s results are excellent and noted, in particular, that there had been a steady improvement in results pertaining to Pacific Island students.

**Date of Next Board Meeting: Monday 10<sup>th</sup> April 2017 at 6.00 pm in the Pavilion.**

*The meeting concluded at 7.12 pm*

Signed:

*fm DS*

Date 10/4/17

Chair