

**Wellington College Board of Trustees
Held in the Pavilion on
Monday 24th September 2018 at 6.00pm**

Present:	Mr Paul Retimanu	(Board Chair)
	Mr Masalosalo (Salo) Taufale	
	Mr Shaheer Salman	(Student Representative)
	Mr Gary Crawford	
	Mrs Rena Day	
	Mr Sala Sidler	
	Mrs Taruna Bhana	
	Mr Karl White	(Staff Representative)
	Mr Gregor Fountain	(Principal)
	Mrs Sue Poole	(Board Secretary)
In attendance:	Ms Susan Quinn	(Business Manager)

Paul Retimanu declared the meeting open at 6.05 pm.

1. Apologies

Linda Clark

2. Minutes of the Previous Meeting

The minutes of the meeting held on 27 August 2018 were approved. Masalosalo Taufale moved that they are a true and correct record and Gregor Fountain seconded the motion.

3. Matters Arising

3.1 Actions List and Critical Date Planner

College Policies and progress with School Docs were discussed. Agreed GF and the SLT to progress completion.

ACTION: GF / SLT

Proposal and Core Charter for Key Stakeholders

GF advised there is now a broader statement which unpacks the COLL values. He will be reviewing the current Charter with DT in light of these values and will bring an amended document to the Board for ratification.

ACTION: GF / DT

Board members were reminded to return completed Conflicts of Interest Register entries if applicable.

4. Reports

4.1 Principal's Report

GF spoke to his report. It was taken as read.

GF discussed the three recommendations made in the report first:

1. He reported that the meeting of the Boards of the Kahui Ako had been successful. It was suggested that a meeting be held once a year involving the five school Boards. The idea is that it would replace one Board meeting per year (October was discussed). GF explained that the aim of the meeting would be to review the progress of the cluster and also cover off any governance issues or implications. The meeting agreed with the proposal in principle and the timing of October 2019.

ACTION: GF

2. 2020 Space Camp proposal. GF requested board approval for the planning to proceed. The Board approved this recommendation. The meeting agreed that receiving detailed information for trips from the Board, even if they were essentially the same trip repeated, ensured any risk could be mitigated. RD commented that this is a good process and provides a good support of management.

The meeting also agreed that GF would check on the number of school trips per year. Noted that last year a recommendation was made by DA of 4.

ACTION: GF / DA

3. Sophie Roberts Leave Request. GF noted the collective contract says that after 5 years of teaching you can apply for up to a year of leave without pay. If a replacement can be found, the school should honour this. He noted that Sophie had not worked for 5 years, but further noted she is an asset. With the curriculum review and likely changes, the recommendation from Management is that this leave should not be approved. The Board agreed with this recommendation.

Health and Safety

GF reported that DA had done some work re-configuring the H&S committee into a more functioning team. He had also worked on the GOSH database. GF enquired if there was other information the Board would like.

It was agreed to include in this report the list of other hazards that have been identified and addressed by the Property team. Additionally it was agreed that the primary report should be

a list of what occurred, as well as where it occurred. The type of incident, where it happened, how it was responded to and any trends are to be noted.

ACTION: GF / SLT

4.2 Attendance, Absences & Truancy Report

GF talked to this report and noted that DH had put it together.

GC enquired about the fact that there seems to be a slight increase in absences, whereas our peer schools seem to be staying static. He asked if the Senior Leadership Team can identify why there is a downward trend.

RD asked about holidays during school terms and how these impact on absences.

It was agreed that the Senior Leadership Team would look into this, including checking about the distinction between justified and unjustified leave and overseas holidays.

ACTION: GF / SLT

4.3 Finance Report, July 2018

SQ talked to her report. She noted that the major change in the last month related to site works around the hall.

SQ also advised that this week student statements are being emailed. We are currently down 10% on year end donations targets, but she is hopeful that this email will help.

SQ asked if there were any queries and GC suggested regarding land works, that this could be capitalised instead to improve our position. It was agreed SQ would look into this.

ACTION: SQ

4.4 Updated 2018 Forecast

SQ noted the forecast had improved since last month, due to a few extra hall donations and earning more interest due to delayed spending on the hall. She noted that a lot of budgets are currently under-spent.

4.5 Cashflow to September 2021

SQ noted cashflow is also showing a better position than last month. It is a moveable feast though as costs and decisions are made about the Hall.

The cost of cleaning, strengthening and re-hanging the plaques was discussed. GF noted they intend to undertake the refurbishment of the memorial plaques in next years' budget ready for the ANZAC assembly.

Noted we haven't had to draw down on the loan this month and probably won't have to until the end of the year.

Fundraising Committee

GF noted that Andrew Sturgeon (Rugby Club) and Blair Mainwaring (Football Club) have suggested hosting a significant fundraising dinner for all sports. It would be a combined black tie event. It was agreed that the Fundraising committee is streamlining things which is pleasing.

PR noted that the financial reports are very good, and easy to follow.

4.6 Hall Update

Karl White updated the meeting and noted three points:

1. We are awaiting Practical Completion. Once we have it, we have the right to use the hall.
2. The next stage is post practical completion for 1 year.
3. Final completion.

KW reported we are hoping to have all the landscaping done for the Opening events including in the back area. RA is organising a community planting day on Saturday of Labour Weekend.

Opening Events

GF reported that 6am on 31st October is the Blessing. This was referenced for the first time in last week's newsletter. GF is currently organising a meeting to plan this blessing with iwi.

The 5/11 event will be a student MC'd assembly style event. The Prime Minister and GF will speak.

Senior Prizegiving is in the evening.

GF talked to the Board about a staff opening event. It would be a function for all staff to thank them for their tolerance and commitment during the building period. Gregor requested the board approve and fund this event as well as attend, and suggested it take place on Friday 9/11 from 3.15 in the new staffroom. The request was approved by the Board.

GF will email all staff.

ACTION: GF

SP to contact all Board members regarding the Blessing and whether they are able to attend.

ACTION: SP

4.7 International Student Fees Refund Policy Ratification

GF discussed the International Student Fees Refund Policy which requires ratification. GC questioned whether when somebody withdraws, if we recover all costs. He also asked in

relation to the refund of our Homestay fees if it was quite generous to the student and whether we run a risk of putting off potential homestay families signing up.

The meeting agreed to ask Mike Ellett to attend the October board meeting to speak to the refund policy and discuss numbers for 2019.

ACTION: SP

5.0 General Business

5.1 Correspondence and Publications (circulation of folder)

The correspondence folder was circulated including MoE Roll Return, September 2018.

5.2 Wellbeing Day Final Report

SS talked to his report. He noted that overall the event ran smoothly. From word of mouth he heard that it was useful and that students learned from it.

The Board congratulated Shaheer for coming up with the idea. It was noted that a board student representative hasn't done that in the past.

It was agreed that SS would provide feedback to the board at the October meeting.

ACTION: SS

5.3 BoT Student Election 24th September (verbal update). Note this was 'in committee'.

The meeting concluded at 7.15pm

Date of next Board meeting: Monday 29th October 2018

Signed: _____
Board Chair

Date: _____

28/10/18