

**Wellington College Board of Trustees
Held in the Pavilion on
Monday 27th August 2018 at 6.00pm**

Present:	Mr Paul Retimanu	(Board Chair)
	Mr Masalosalo (Salo) Taufale	
	Ms Linda Clark	
	Mr Shaheer Salman	(Student Representative)
	Mr Gary Crawford	
	Mrs Rena Day	
	Mr Sala Sidler	
	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

There were no apologies.

2. Minutes of the Previous Meeting

The minutes of the meeting held on 30 July 2018 were approved. Gary Crawford moved that they are a true and correct record and Rena Day seconded the motion.

3. Matters Arising

3.1 Actions List and Critical Date Planner

Actions List

The meeting agreed that the SchoolDocs process is to be focused on.

Action: GF / SP

Noted the Core Charter is to remain on the Actions List.

Noted Conflicts Register is to be circulated to all Board members as soon as possible.

Action: SP

4. Reports

4.1 Principal's Report

Gregor Fountain spoke to his report.

Roll Numbers

GF noted that for 2019 we appear to be receiving fewer in-zone enrolments. GF confirmed there are currently 324 enrolled for Year 9 in 2019 and that many of these are from outside of our zone. He further noted he thinks there is evidence we have had a more than demographic shift in the number of in-zone applicants. The reasons for this are yet to be determined. He commented we need more than just our excellence narrative and that there has been some feedback about how a boys school can provide the things boys need in today's world.

PR commented it is great that GF is re-engaging with the community and our feeder and other schools. GF said that next year we will be more pro-active in our relationships with primary schools and invite them to the Open Day.

KW asked if we have an ideal number of students for Year 9. Work is required around this as noted at the last meeting.

Action: SLT

MT asked about Pasifika and Maori students from out of zone and their performance. GF said this is a great test for us. If we have them for five years, there is the opportunity to achieve good results.

LC commented on the balance to be reached between excellence and wellbeing. She thinks emphasis on wellbeing at the centre of the school is the right direction, to address any disconnect in the community.

It was agreed that GF would track enrolment numbers each month and report any changes to the board meetings.

Action: GF

Community of Learning

GF also spoke about the Community of Learning. He noted that DT has been largely representing the college. He updated the meeting that the Kahui Ako:

1. Have gone for the dual deputy principal leadership structure which has now been approved by the Ministry of Education.
2. There will be 5 cross-school teachers with a \$16k top-up. It is likely each of the CoL schools will get one of these.
3. Wellington College will get approval for 11 in-school teachers who will get an \$8k top-up in order to lead school wide projects.

4. There is a combined breakfast on September 12. Agreed GF will provide the RSVP form to Board members.
5. The Board delegated GF to represent them in the appointment of the leadership and cross-school teacher positions.

GF explained that it was important that the strategic plan is updated to reflect the CoL values so that the in-school Kahui Ako positions had coherence with the direction of the College.

Noted we are the first Kahui Ako in New Zealand to be approved for the dual DP model.

RD suggested a note of thanks be sent to Dave Thorp for his initiative in getting this on-board.

Action: PR / SP

Year 9 Deans

GF reported there has been 7 expressions of interest in the roles.

The issue of academic conferencing versus parent-teacher interviews was raised. GF said we are heading towards having one of each in 2019. We intend to have a traditional parent-teacher interview at the end of Term 1 or beginning of Term 2 and later in the year the academic conference with the tutor teacher (August or September).

Health & Safety

Regarding the Health & Safety summary, GC asked for a high level Health & Safety report each month. The meeting agreed and noted the need to ensure processes are in place at the College. Further agreed that GF will include a bullet point in his monthly report regarding concussion protocols / rugby.

Action: GF/SLT

MT asked who has the over-riding authority to allow (or disallow) a player to play in a situation of concussion. Agreed GF to investigate and report back to the Board.

Action: GF

Staffing

With three long-standing staff standing down, PR asked regarding the tradition of long-serving staff getting a farewell and a gift. PR noted the Board would provide a contribution.

Nag 2

GF explained that the curriculum has eight learning areas, each with a Head of Department. The two areas that aren't organised into faculties are the Arts area and the Social Sciences. GF said the Senior Leadership Team have discussed whether clustering these learning areas together would be beneficial.

4.2 Attendance, Absences & Truancy Report

GF talked to this report and commented on its importance. He highlighted the gap between Maori and Pakeha (6%) and the need to work on closing this gap.

PR asked for data for the last 3 years so trends can be made more evident. GF to also check on the difference between explained absences and unjustified absences.

It was further agreed to measure attendance against other Decile 10 schools. Ideally include trends over three years and detail on how categories are created including how half days and 1 period absences are treated.

Action: GF / Darrell Harvey

4.3 Finance Report, July 2018

SQ talked to her report. Regarding the July Profit & Loss, noted the only real change is the catch-up in the maintenance costs.

4.4 Updated 2018 Forecast

SQ noted the forecast is similar to last month. Further noted we have picked up another \$4k to \$5k in international students.

4.5 Cashflow to September 2021

SQ noted that once again numbers are getting more concrete regarding the costs associated with the Hall. She noted the costs for the sound have increased to \$80k.

Capital requirements around the school for the next three years are included. SQ noted there will be some items still to be added, but the majority of capex requests have been considered. GF noted this is not the year for additional capex requests.

4.6 Hall Update

Karl White updated the meeting and highlighted the following:

1. Seating solution in the Mezzanine has been reached. The seat supplier Sebel originally had discrepancies between plans and actual seat sizes. To rectify this, they will be adjusting the back of the seats at their expense. They will be ready in approximately four weeks.
2. We now have a public use certificate which means we are now physically allowed to use the building.
3. Regarding practical completion (handover), we are aiming for 7 September. At this point we will take over the building. The aim is not to overlap with practical completion.
4. The opening of the building will occur on 31 October at a dawn blessing. This will be followed by a Community Celebration assembly at 9.30 on 5 November, with the Prime Minister attending. Senior Prizegiving will be in the evening.

5. An internal Hall Committee is meeting regularly to coordinate grounds, events and signage.

It was noted that every person that gave money to the Hall project will be invited to the two opening events (Dawn Blessing and Community Celebration).

LC questioned when we will start talking to the community with the message “we’re nearly there, but we need money”. The meeting agreed we need to get communications to the community so that we control the messages. It was agreed that GF’s weekly video newsletter would include a Hall walk-through on Friday 7 September.

Action: GF

It was further agreed that from the beginning of Term 4, parents of Year 8 students coming to the College next year would be included in the newsletter mailing list.

Action: GF / SLT

4.7 Deloitte – Audit Fee Proposal

SQ noted that she has checked with other schools regarding audit fees. GC questioned the fee increase and suggested we go back to Deloitte’s regarding the fact there is no increase in hours therefore the cost shouldn’t increase. Additionally, determine if the ‘capex works increase’ relates to the Hall. Agreed SQ to check about the hours increase and what it relates to.

Action: SQ

5.0 General Business

5.1 Correspondence and Publications (circulation of folder)

The correspondence folder was circulated.

5.2 Wellbeing Day Update

SS gave a verbal report. Noted more than 200 year 13 boys have signed up for workshops, and that two of the most popular were Yoga and Pilates. He said they are trying to market to the boys that have not taken up workshops yet and will be holding a sausage sizzle to encourage the boys to attend.

5.3 Appointment of Preferred Legal Counsel

PR advised that we do not have official legal counsel at present. He advised we have someone appropriate to provide advice. Several candidates were discussed.


The meeting agreed that for more formal work such as checking contracts, we need someone to review them.

It was agreed GF would call Andy Marshall of Gault Mitchell to ask if they would be our preferred legal supplier.

Action: GF

The meeting concluded at 7.30 pm

Date of next Board meeting: Monday 24th September 2018.

Signed:  Date: 25/9/18

Board Chair