

Wellington College Board of Trustees
Held in the Pavilion on
Monday 30th July 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	
	Mr Karl White	(Staff Representative)
	Mr Gregor Fountain	(Principal)
	Mrs Sue Poole	(Board Secretary)
In attendance:	Mr Martyn Reynolds	
	Ms Susan Quinn	(Business Manager)

Paul Retimanu declared the meeting open at 6.00 pm.

1. Apologies

Taruna Bhana; Sala Sidler (late)

2. Minutes of the Previous Meeting

The minutes of the meeting held on 19th June 2018 were approved. Gary Crawford moved that they are a true and correct record and Salo Taufale seconded the motion.

3. COLL Values Facilitation

Martyn Reynolds facilitated a discussion about Wellington College values – COLL. He gave background regarding the values project, and then requested the Board write down their responses about Community, Oranga/Wellbeing, Learning and Leadership.

Gregor Fountain noted they will be facilitating with the SLT and various students as well.

4. Matters Arising

4.1 Actions List and Critical Date Planner

Taken as read.

5. Reports

Sala Sidler arrived at 7.00pm.

5.1 Principal's Report

Gregor Fountain spoke to his report and thanked the Board for their support over his first term as Principal.

NCEA Review

Gary Crawford questioned the timing of the NCEA MoE review. Gregor advised that the review deadline is now October 2018 and that changes will be rolled out within the next five years. Noted there have been discussions about NCEA Level 1 and whether it is needed. This is now a national discussion.

Curriculum Review

Regarding the curriculum review, Gregor Fountain noted that there will be some timetable changes and more choices (junior curriculum), and that the next stage is the pedagogical approaches that it will promote.

Salo Taufale questioned whether the Samoan course is definitely proceeding. Gregor Fountain said it would be proceeding if enough students elect to take it.

Roll

The meeting discussed roll projections. Gregor commented that we are not predicting a smaller school, but not a hugely growing school.

Linda Clark commented that potentially the pressures on our in-zone are only going to increase. Gregor Fountain noted that at WGC they are not taking any out of zone or former students' children, or siblings. Gregor also noted that the ballot takes place on 10/8.

Paul Retimanu noted that decisions about the roll will need to happen shortly. The meeting agreed to set up a working group to look at options over the next 2 to 5 years and check data then report back to the rest of the Board. This committee will comprise Gregor Fountain, Linda Clark, Rena Day and Salo Taufale in the first instance, and then the SLT.

ACTION: GREGOR FOUNTAIN

SchoolDocs

Rena Day questioned progress with SchoolDocs. Gregor reported the SLT are currently completing the questionnaires. Once this is complete, we will receive all the draft policies to check prior to the site going live.

Conflict of Interest Register

Agreed the draft Conflict of Interest Register is to be distributed to Board members to complete.

ACTION: SUE POOLE

Buddy Holly

Gregor reported that the production was excellent and all shows were sold out. Agreed that a thank you letter should be sent to key organisers. Further agreed Gregor would highlight it on social media. Gary Crawford also advised that a video is being produced.

ACTION: GREGOR FOUNTAIN

5.2 Proposed sub-committees

Paul Retimanu noted that the Finance sub-committee is meeting monthly in the week prior to the Board meetings, and that this is proving very useful.

Regarding the Property sub-committee, noted there are currently two regular meetings about the Hall. Agreed the Property sub-committee will re-start once the Hall is complete. Gregor Fountain noted he wants to sit on this committee.

Personnel sub-committee. Agreed this to convene on an as-needed basis and that Linda Clark and Paul Retimanu would be on the sub-committee when needed.

Policies sub-committee. It was agreed that this sub-committee would meet once SchoolDocs is up and running. Rena Day agreed to be involved once SchoolDocs process is complete, along with Linda Clark as required.

ICT sub-committee. Noted this sub-committee exists and that it has been great having Taruna Bhana involved. Gregor Fountain wondered whether this needed to be a Board committee. Agreed it sounds like a management committee.

The meeting further agreed Uniform Shop is a management issue. Linda Clark suggested Property and Procurement could be one committee (and uniform could be in this). Agreed Susan Quinn, Darrell Harvey and Gregor Fountain to discuss and report back to the Board.

ACTION: SUSAN QUINN/DARRELL HARVEY/GREGOR FOUNTAIN

As part of the governance role, the Board agreed they need a report on Health & Safety every month.

ACTION: GREGOR FOUNTAIN

The need for delegated authority for these committees was noted. **It was moved that the sub-committees itemised above are the agreed Committees, and that the board members noted are delegated to be on them.**

Gregor Fountain also noted we require a delegated Discipline sub-committee with all parent representatives as members. The meeting agreed to this.

Regarding the fundraising sub-committee, Linda Clark reported that Andrew Brown is the Chair of this committee. Other members are Georgina Miller, Paul Retimanu, Linda Clark and Gregor Fountain. Linda Clark to organise a meeting.

ACTION: LINDA CLARK/SUE POOLE

5.3 Property Update

5YA

Karl White gave a verbal update to the meeting. He advised that the Ministry of Education have allocated another \$200,000 for classrooms, over and above existing monies, that must be spent in 2019.

He further noted that 5YA funding will come through shortly.

Hall Update

Karl White noted that the agreed date for the building to be passed over is now Friday 10th August.

He reported that the mezzanine seats are not the correct size. Noted that this is a design issue and that a solution is being worked on that will not add to the costs at this stage.

He advised the Board that the school now has an internal Hall committee meeting once a cycle to keep tracking towards the Hall opening.

Linda Clark advised that the Board would like to do something for the staff for the opening of the staffroom. Linda to be kept informed of best timing for this.

ACTION: KARL WHITE/LINDA CLARK

Karl White advised we will get a public use certificate on 10th August. This excludes the area at the back of the Hall (upstairs entry to the Music area) and the mezzanine areas, but the main body of the Hall itself will be useable.

Noted that a decision regarding whether or not the Black & Gold Awards would be the opening event will be made at a meeting this week with the Hall committee. (It was subsequently decided that the opening will commence with Senior Prizegiving.)

Masalosalo Taufale questioned the communications plan around opening. Gregor Fountain confirmed that once the opening event is determined, communications will be determined.

5.4 Finance Report, June 2018

Susan Quinn talked to her report. She noted that Maintenance spending is down, but it will all be spent this month. Further noted that International numbers have come up, and we are expecting 72 for 2018.

Gary Crawford questioned the increase in accounts payable over the same period last year. Susan Quinn advised this is due to the monthly Maycroft payment of \$744,000 being included in that number.

5.5 Updated 2018 Forecast

Susan Quinn advised that at present we are expecting a \$143k loss for the year.

5.6 Cashflow Update

Susan Quinn reported that we will start to draw down on the loan in September and again in December this year. She will be discussing this with Alan Langford.

ACTION: SUSAN QUINN

Susan Quinn also advised that she is currently looking at savings options with the SLT.

The Board agreed fundraising and income from International students will be very important.

Regarding the turf, Susan Quinn reported she is meeting with the council tomorrow.

Paul Retimanu suggested the Finance committee meet with the SLT to explain the financial position. Susan Quinn and Gregor Fountain agreed to provide this information for their senior leadership colleagues in the first instance.

ACTION: SUSAN QUINN

Susan Quinn also noted capital expenditure decisions need to be made a lot earlier this year. Gary Crawford said he thinks we need a 3 year capital plan going forward. He said we may be able to identify how best to spend the \$200k for classrooms that MoE are giving us to be spent by the end of 2019.

5.7 Segregation of Duties

In response to a request by Gary Crawford in the May 2018 meeting, Susan Quinn presented a Separation of Duties paper. Gary Crawford suggested presenting this paper to the Auditors as part of the 2018 audit.

ACTION: SUSAN QUINN

5.8 Proposed End of year Trip to Cambodia/Laos

Paul Retimanu signed off on the documentation. This is pre-approval at this early stage. Rena Day noted these trips are run very well by World Challenge.

5.9 Curriculum: Draft Maori Student Achievement Strategic Plan

Masalosalo Taufale commented it is a good piece of work from Dave Thorp. Noted both communities wanted to have separate plans. Well done to Dave Thorp for making this happen.

Draft Pasifika Student Achievement Strategic Plan

Masalosalo reported there had been good engagement from the Pasifika community. This is a living document and there are milestones in there.

He further noted that the engagement process and consultation was thorough. Gregor Fountain noted he sees this as supporting documentation for our strategic plan.

Agreed acknowledgement for this good work be passed on to Dave Thorp.

ACTION: GREGOR FOUNTAIN

6. General Business

6.1 Appointment of Returning Officer – Student Representative Election

The Board agreed Susan Poole be appointed as the Returning Officer for this election.

ACTION: SUSAN POOLE

6.2 Correspondence & Publications

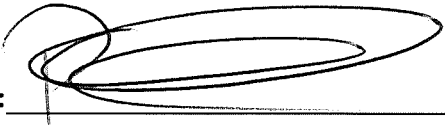
Folder was made available for the meeting.

6.3 Wellbeing Update – Shaheer Salman

Shaheer handed out the workshop structure paper to the Board for the Wellbeing Day on 5th September. On behalf of the Board, Masalosalo Taufale congratulated Shaheer Salman on his efforts.

The meeting concluded at 8.40pm

Date of next Board meeting: Monday 27th August 2018.

Signed:  Date: 27/8/18

Board Chair