

**Wellington College Board of Trustees
Held in the Pavilion on
Tuesday 19th June 2018 at 4.30pm**

Present:	Mr Paul Retimanu	(Board Chair)
	Mr Masalosalo (Salo) Taufale	
	Mrs Taruna Bhana	
	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:	Ms Susan Quinn	

Paul Retimanu declared the meeting open at 4.40pm and thanked Karl White for the tour of the Performing Arts Centre and Memorial Hall for Board members.

1. Apologies

There were no apologies.

2. Minutes of the Previous Meeting

The minutes of the meeting held on 21st May 2018 were approved. Salo Taufale 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

Taken as read.

4. Reports

4.1 Principal's Report

Gregor Fountain asked if there were any questions about his report.

Paul Retimanu commented on the size of the roll – nearly 1800 boys. Linda Clark requested that projection data and MoE statistics (enrolment schemes/zoning) be tabled at the next Board meeting.

ACTION: GF / SLT

Salo Taufale requested that the vision for the school be incorporated into the Principal's report. Agreed the goal is for the Board to “own” the values.

To learn more about the COLL values from our community, Gregor Fountain noted there will be a Pasifika parents evening this week. This follows the successful Parent's event two weeks ago. Next step is to glean values responses from teachers and their students in the classroom.

It was also agreed that at the 30th July meeting, Martyn Reynolds will be invited to facilitate the values process with the Board at the beginning of the meeting.

ACTION: GF / MR

Linda Clark enquired about the thinking behind changes to class structures for Year 9 in 2019. She questioned how this will be communicated to the College community. Gregor Fountain commented that at Year 9, it is too soon to be ranking students on ability based on standardised tests and that teacher expectation should be high for all students.

Gregor Fountain explained that the proposed reduction in the number of credits, was intended to reduce the number of assessment moments for students and support their wellbeing.

It was agreed that in order to inform about the drop in the number of credits to the community, Gregor Fountain could include the rationale in his weekly newsletter.

ACTION: GF

Regarding health and safety, Gary Crawford asked about the existing sexual harassment and bullying policy. Gregor Fountain noted there are policies and procedures in place around these areas. They will go in the cycle for review.

The meeting discussed the international student marketing plan and next steps to ensure strategies are in place and targets achieved. Paul Retimanu commented that we need to evaluate this as this potential income is core.

It was agreed that Gregor Fountain will consider possible marketing experts to assist in this area. Westlake Boys' High School and their international student successes were noted.

ACTION: GF

Taruna Bhana asked if there were any issues the Board should be aware of with regard to HOD meetings. Gregor Fountain said he aims to include key points in his Principal's report rather than including the HOD meeting minutes.

Regarding policies and procedures, the meeting discussed possible options, including MoE website templates and company School Docs. Gregor Fountain noted that he likes the School Docs policy and procedure split, the fact they are on-line and automatically update any legislative changes.

Meeting agreed that Gregor Fountain investigate further including calling Ross Sinclair regarding School Docs to decide best option for Wellington College.

ACTION: GF

Fiji Bio-diversity Trip

Noted that all paperwork is complete and parent and student approvals are taking place this week. Andrea Shaw to present final documentation to Gregor Fountain and Paul Retimanu for sign-off on Friday 22 June.

ACTION: GF / PR

4.2 Memorial Hall and Performing Arts Centre Update

Karl White distributed a paper. Noted agreement had been reached with Maycroft for the completion of the Hall - \$8.9m plus GST and a finishing date of July 31 2018.

He outlined the cost estimates for areas outside the fixed price contract. Noted the need to get areas functioning. He advised that the area between Firth and the Hall requires balustrading and landscaping. This work sits outside the main contract and a code of compliance will not be issued until this work is done.

Karl White confirmed that the predicted cashflow document is based on 80 international students, not drawing on the million dollar loan and not including any repayments.

It was agreed that Susan Quinn and Gary Crawford to meet prior to the next Board meeting to review the cashflow numbers with a view to tabling them at a finance meeting prior to the end of Term 2.

ACTION: GC / SQ

The meeting also discussed the importance of fundraising for the Hall for the extra items (such as a grand piano). The meeting agreed that Linda Clark, Paul Retimanu and Gregor Fountain will meet as soon as possible to develop the fundraising proposition and plan.

ACTION: LC / PR / GF

In terms of generating income, Paul Retimanu commented that in time, the Firth Hall and our new Hall as connected spaces are very marketable for conferences.

Gary Crawford noted the need for the Board to discuss capital expenditure over the next three years. Linda Clark requested that Gregor Fountain and the leadership team look at where savings can be made across the board.

ACTION: GF / SQ

4.3 Finance Report, May 2018

Susan Quinn spoke to her report and noted that the turf replacement will need to happen in the next two to four years at a cost of \$500 to \$600k. Our contribution to replacing the Sports Centre roof is \$125k. Payment for these items needs to be planned for.

There will be ongoing costs related to updating our IT infrastructure. The tractor is also likely to need replacing soon.

Gary Crawford questioned what work we are doing around the liability concerning nation-wide issues regarding holiday pay. He noted there is a possibility we could have a liability here, like many other employers. Susan Quinn responded that Education Payroll were undertaking a study on this but the expectation was it would take a long time due to the complexities involved. She commented that she did not expect any liability to be extensive.

4.4 2018 Year End Forecast

Taken as read.

4.5 Cashflow Report

Cashflow was discussed during the Hall update.

4.6 Student Representative Report – Wellbeing Day

Shaheer Salman talked to his report and noted that the Wellbeing Day is confirmed for 5 September 2018. He advised a decision had been made to have this event solely for Year 13 students initially as a pilot.

Year 13 students were questioned about the most important six topics of interest to them. They included:

Financial management
Preparing to be independent after school
Study skills

Sexual health

He confirmed that Judge Andrew Becroft has agreed to do a workshop, along with the school nurse Robyn Peterson.

Gregor Fountain noted Chris Bowden from Victoria University School of Education spoke at last Friday's staff professional development. He has also offered to run a workshop with parents around how to help boys deal with stress. This is planned to tie in with the Wellbeing Day event and will occur that evening.

5.0 General Business

- Paul Retimanu raised the idea of a 5pm start for future board meetings. It was agreed that due to work commitments, meetings would remain at 6.00pm.
- Paul Retimanu also asked for Gregor Fountain's thoughts on committees of the Board. He noted that the finance group has been very useful and noted that a personnel committee would also be useful from time to time. Agreed that Gregor Fountain and Paul Retimanu to discuss possible committees and timings.

ACTION: GF / PR

- Gregor Fountain noted he requires a performance agreement. Linda Clark and Gregor Fountain to work on this prior to the next Board meeting on 30 July.

ACTION: GF / LC

- Rena Day noted the need for the Board to make a commitment to STA training.

5.1 NZSTA AGM Delegate Registration (Saturday 21/7)

Noted that the AGM is in Rotorua. Agreed the vote is to be done by proxy.

ACTION: SP

5.2 Correspondence and Publications

The folder was available for circulation, and included the June 2018 Roll Return.

The meeting concluded at 6.30pm

Date of next Board meeting: Monday 30th July 2018

Signed:
CHAIR

Date: _____

30/7/18