

**Wellington College Board of Trustees  
Held in the Pavilion on  
Monday 30<sup>th</sup> April 2018 at 6.00pm**

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<b>Present:</b>	<b>Mr Paul Retimanu</b>	<b>(Board Chair)</b>
	<b>Mr Masalosalo (Salo) Taufale</b>	
	<b>Mrs Taruna Bhana</b>	
	<b>Ms Linda Clark</b>	
	<b>Mr Shaheer Salman</b>	<b>(Student Representative)</b>
	<b>Mr Gary Crawford</b>	
	<b>Mrs Rena Day</b>	
	<b>Mr Karl White</b>	<b>(Staff Representative)</b>
	<b>Mr Gregor Fountain</b>	<b>(Principal)</b>
	<b>Mrs Sue Poole</b>	<b>(Board Secretary)</b>

**In attendance:**

**Mr Dave Ashby  
Ms Susan Quinn  
Mrs Brenda Hughes**

Paul Retimanu declared the meeting open at 6.00pm. He welcomed Gregor Fountain and commented on the wonderful Powhiri this morning.

**1. Apologies**

Apologies were received from:

- Mr Sala Sidler

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 19<sup>th</sup> March 2018 were approved as a true and correct record, pending an amendment on page 3 and noting that the 5YA is approved in principal. Moved by Gary Crawford and seconded by Masalosalo Taufale.

**Action: Sue Poole**

Gregor Fountain suggested to the Board that moving forward he would like to instigate a stronger Governance/Management split. Gregor confirmed that he would like to table a

comprehensive Principal's Report to board meetings rather than a range of reports and minutes. Linda Clark commented that this would be welcome.

It was agreed Gregor Fountain would provide a Principal's Report to the next meeting on 21<sup>st</sup> May and that the Board could provide feedback on the content of the Principal's Report moving forward.

**Action: Gregor Fountain**

### **3. Matters Arising**

#### **3.1 Actions List**

2018 Budget. Noted the P&L was approved, but not capex expenditure.

Strategic Plan and Charter. Gregor Fountain noted this was a living document and that we should refine some aspects of it. Agreed to take Term 2 to work on this and come back to the Board with a plan and priorities.

**Action: Gregor Fountain / SLT**

Overseas Trips & Exchanges. Noted all are signed off.

#### **Critical Date Planner**

Review of fees/contributions for 2019 including international students. Noted Mike Ellett to provide information to the 21 May board meeting.

**Action: Gregor Fountain**

#### **3.2 Election of Chair**

It was confirmed that Paul Retimanu had been elected Chair via electronic vote.

It was further agreed that he would feature with Gregor Fountain in the weekly video newsletter for the week commencing 7 May.

**Action: Gregor Fountain / Paul Retimanu**

### **4. Reports**

#### **4.1 Finance Report (for the 3 months ended 31st March 2018)**

Susan Quinn spoke to her report. She noted an issue relating to the International numbers and commission costs, which have been under-budgeted by \$40000.

Agreed the Senior Leadership team to do more work around the shortfall of approximately \$300k in International and any ideas as to how this hole might be filled. Also agreed that Mike Ellett to provide an update to the May 21st meeting.

**Action : SLT / Gregor Fountain**

## **4.2 Draft Annual Report**

Susan Quinn updated the meeting. She said the Auditor was to provide the report for this meeting but that it hadn't arrived as yet. Noted we are looking at a \$125,000 loss for the year. Report to be distributed to Gregor Fountain and Gary Crawford when it arrives.

**Action: Susan Quinn**

## **4.3 Property**

### **4.3.1 5YA Update**

Karl White noted that at the last board meeting we discussed the allocation of \$500k for the leaky building. Noted the Ministry have now said they will match 50% of the cost this Student Services building. The remaining 50% will be from the 5YA. This \$500k amount is just an estimate.

Agreed Susan Quinn to distribute to Board members the email she has received from the Ministry detailing this, in order for a final decision to be made.

**Action: Susan Quinn**

The Board approved the 5YA in principal, if the Senior Leadership team is comfortable with it.

It was agreed that Gregor Fountain would join the property sub-committee. Noted the only board member currently on the committee is staff representative Karl White.

**Action: Karl White / Gregor Fountain**

### **4.3.2 Maintenance & Hazard Report**

It was agreed this report does not need to be tabled to the board. It will now go to the Property Sub-Committee.

**Action: Karl White / Susan Quinn**

*The meeting broke for dinner at 7.45pm.*

## **5.0 Liaison Reports**

Noted that in future Gregor Fountain would include information around these reports in the Principal's Report.

**Action: Gregor Fountain / SLT**

## **5.1 Curriculum**

### **5.1.2 Curriculum Leadership Group Minutes, 19<sup>th</sup> March 2018**

Taken as read.

### **5.1.3 Confirmed NCEA Results 2018**

Gregor Fountain noted that the overall UE result is very good. He said the challenge is how we get our Māori kids up to this level. How do we maintain their results into Level 3? Paul Retimanu noted that the mentors are a step in the right direction.

Paul Retimanu noted that the overall results – academically - are very good and reflect the great work of the team.

Rena Day requested the staff be thanked for their hard work and the great results. Requested that if the final results are different from the provisional ones in any areas, can the Board be told.

**Action: Gregor Fountain / Dave Thorp**

### **5.1.4 Strategic Plan Implementation Schedule Update**

Gregor Fountain noted that the correct document had been emailed to board members. It was agreed the Senior Leadership team would do a mini update for the board.

**Action: Gregor Fountain / SLT**

Linda Clark requested a report on Special Needs. It was agreed that Gregor Fountain would include it in the Principal's Report for the May 21<sup>st</sup> meeting.

**Action: Gregor Fountain**

Paul Retimanu also questioned what the number of refugees that come in each year is. Agreed this to also be included in the Principal's Report for the May meeting.

**Action: Gregor Fountain**

### **5.1.5 ERO – External Evaluation of Schools: 2018 (paper distributed)**

Taruna Bhana attended this meeting and reported on it to the Board. She particularly noted the fact that the inclusion and fairness theme came through very strongly. Noted that the school will be contacted approximately 6 weeks prior to the next ERO visit.

Gregor Fountain also attended and reported that ERO is now much more targeted and focused – a check on self-review. They want to check we are self-reviewing and using our information to accelerate learning for groups of students. They are even more explicit in their current reviews on Māori, Special Needs and Pasifika as a litmus test for how students are achieving.

### **5.1.6 Community of Learning Update**

### **5.2 HoD Meeting Minutes, 26<sup>th</sup> March 2018.**

All agreed that we do not require the minutes in the board papers. Gregor Fountain noted he is going to meet with the HOD's by learning area to discuss their 2017 student achievement and their annual reports. Noted he will keep the Board informed about this.

**Action: Gregor Fountain**

### **5.3 Arts Report**

The report was taken as read.

### **5.4 Sports Report**

The report was taken as read.

## **6.0 General Business**

### **6.1 Policies for approval**

Noted that the Policies presented had inconsistencies and required further updating. It was agreed the policies for approval to be parked until amendments had been made.

**Action: SLT / Sue Poole**

Gregor Fountain noted there is a company called School Docs that draft policies and update them as the legislation changes. He suggested that over time we separate out policies from procedures. Linda Clark suggested there be a governance book accompanied by separate policies and procedures. She also suggested that Gregor Fountain talk to Nic Hill at Christchurch Boys' High School for a copy of their policies as they had recently reviewed their approach.

**Action: Gregor Fountain**

### **6.2 Correspondence & Publications (circulation of folder)**

#### **6.2.1 Staff Resignation Letters – 2**

Amanda Wilkins has resigned as part-time sports co-ordinator. She goes with our best wishes. Georgette Redding (Spanish) has also resigned and Gregor Fountain reported there is a small field of applicants for this role.

Gregor Fountain further noted in future he will sit on the appointment panels.

**Shaheer Salman** updated the meeting about plans for a Wellbeing Day. Noted he felt it is really a self-review of our students. Further noted there are two committees on Student Council this year – Property and Wellbeing.

Gregor Fountain asked about the timing for this event. Shaheer Salman said they would like to do it in Term 4 this year before the exams. Agreed the SLT and Gregor Fountain will talk about feasibility. Gregor Fountain noted it is a great idea.

**Action: SLT**

### **6.2.2 Student Parking Letter**

Noted this letter will be responded to by the Senior Leadership team.

**Action: SLT**

### **6.3 Late Paper – First XI Cricket Team Sydney Tour**

Noted that Board approval is required for the proposed pre final cricket tour to Sydney. It was agreed that a trained and qualified teacher from Wellington College needs to accompany the tour. Dave Ashby to check on this and confirm.

**Action: Dave Ashby**

*The meeting concluded at 7.40pm*

**Date of next Board meeting: 21<sup>st</sup> May 2018**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair**