

**Wellington College Board of Trustees  
Held in the Pavilion on  
Monday 27<sup>th</sup> November at 6.00pm**

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**Present:**

<b>Mr Roger Moses</b>	<b>(Headmaster)</b>
<b>Mr Masalosalo (Salo) Taufale</b>	
<b>Mrs Taruna Bhana</b>	
<b>Ms Linda Clark</b>	
<b>Mr Paul Retimanu</b>	
<b>Mr Sala Sidler</b>	
<b>Rena Day</b>	
<b>Mr Shaheer Salman</b>	<b>(Student Representative)</b>
<b>Mrs Sue Poole</b>	<b>(Board Secretary)</b>

**In attendance:**

**Dave Ashby  
Susan Quinn  
Darrell Harvey  
Rob Anderson  
Tim Clarke**

Paul Retimanu chaired the meeting and declared it open. He welcomed Tim Clarke and Board members introduced themselves.

**1. Apologies**

Apologies were received from:

- Mr Peter Schuyt
- Mr Gary Crawford
- Mr Karl White
- Mr Dave Thorp

**2. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 30<sup>th</sup> October 2017 were approved as a true and correct record. Roger Moses moved and Salo Taufale seconded the motion.

### **3. Matters Arising**

#### **3.1 Actions List and Critical Date Planner**

- Election of the Chair will be discussed at the In-Committee portion of the meeting.
- Quarterly Review. Noted this is part of the strategic plan. To be discussed later in the meeting (point 5.2).
- Non-financial board paper format recommendations from board members. It was noted that none had been received.
- Fees and Donations. Linda Clark commented this process is not cohesive at present. Susan Quinn reported they will be emailing out statements once a term to parents. Agreed Susan would provide a one-pager to the February 2018 meeting about this process.

**Action: Susan Quinn**

- Performing Arts Centre Update. Susan Quinn advised that an update had not been received.
- Health and Safety. Comparison of accidents/incidents figures with other schools. Dave Ashby reported that they will be looking at managing the students on the turf on rotation to cut the overcrowding on the turf each day. In terms of the seriousness of our accidents, they aren't out of proportion with other schools.

**Action: Dave Ashby**

No changes were made to the Critical Date Planner.

#### **3.2 Construction Course Recommendation**

Darrell Harvey gave the meeting some background about the Trades Academy. Noted there were 14 students in 2016. This year the number ended up being approximately 4 so we looked for other pathways and the construction course was the most appropriate.

The cost for the lean-to near Technology came in at approximately \$98,700, the retaining wall being a large portion of the cost.

Darrell Harvey reported that the recommendation in the short term from the Property Committee was to accommodate this course in T9 by splitting it into 2 groups. Noted it seems unlikely we will have the funding at a time when monies are going to the completion of the Hall. Also noted this project needs to be a priority in the 5YA or 10YA planning.

*Rena Day joined the meeting at 6.20pm.*

The meeting discussed the construction course issues. Linda Clark and Paul Retimanu noted the need to build relationships with industry and that construction companies are crying out for relationships with schools.

The meeting agreed that in the first quarter of 2018, Property Committee to provide the Board with a proposal regarding how we refit this class. It was agreed to submit the plans for the lean-to to the February 2018 meeting as a starting point.

**Action: Karl White / Darrell Harvey**

## **4. Reports**

### **4.1 Headmaster's Report**

The Headmaster spoke to his report.

#### **1. Personnel**

Headmaster noted that we have had more movement in staff this year than in the last 15 years.

He also noted it is getting tougher to make good appointments and also that we are seeing more female teachers. He noted that a gender balance in a boys' school is desirable.

The Headmaster reported on the difficulty hiring staff, particularly in middle management, due to the cost of buying a property in Wellington.

Tim Clarke questioned how far we have explored tools to address this issue. Headmaster replied that we have explored staff housing and other strategies, but that ultimately a national issue. The profession is not proving attractive to young people as a career path.

The Headmaster also noted that these issues had been presented to the Government last year with an emphasis on opening it up for teachers and making it a more attractive occupation with status.

Rob Anderson commented that the area where we have most applicants is English, as compared to the Assistant HOD Health and PE position where we had only 3 applicants. He also noted that a lot of New Zealand teachers are working in the UK and various other countries around the world. There is a need to come up with strategies to attract them back to New Zealand.

Rob Anderson also commented that we are being more flexible and looking at ways of attracting young mums back into the workforce by giving them job sharing options.

Headmaster congratulated the Board on a tremendous choice in Gregor Fountain and noted he is coming to the College next Monday for a visit.

#### **2. Students**

Headmaster reported that NCEA scholarship examinations are well underway and that Years 9 and 10 have completed their end of year examinations.

The meeting briefly discussed the issues around the NCEA Level 1 Mathematics exam. Rena Day noted that QMC teachers had provided NZQA with a dissertation about the

issues with the exam. Linda Clark noted that the Ministry of Education are currently conducting an enquiry.

Junior Prizegiving. Headmaster said we need 2 or 3 Board members to help out on the 8<sup>th</sup> December at 9.30am handing out prizes. Board members to advise Robert Anderson if they can attend.

**Action: Board**

Headmaster noted that a curriculum review is being undertaken, along with a review of support staff by Susan Quinn. It is an opportune time for these to happen with Gregor Fountain starting at the end of Term 1 2018.

## **4.2 Finance Report**

### **4.2.1 October 2017 Report**

Susan Quinn spoke to her report. She reported that we broke even, after a lot of spending in Property was incurred in preparing for the 150<sup>th</sup>. She also reported we expect to make a small profit at year end.

Paul Retimanu enquired whether Gary Crawford had looked at the reports. Susan Quinn advised that he had not.

### **4.2.2 Draft 2018 Budget**

Susan Quinn noted that the costs for finishing off the Hall, Insurance, Utility and Furnishing were the major ones.

She noted that the assumption made was that there will be 1685 students. Trading in stationery and coffee shop is expected to break even.

She further noted that under AOG we have just gone out to copier companies and that Ricoh has been appointed.

Increased costs are in the areas of cleaning and insurance associated with the new school hall.

Tim Clarke questioned whether we are on the zero system and Susan Quinn confirmed that we are. He further questioned if there are ways to start thinking about pulling this into cash flow projections.

**The Board approved the 2018 Budget in principle.**

Commercial bookings. Susan Quinn reported that we are investigating engaging a person to look at our current spaces and commercial bookings and ways of optimizing these. Paul Retimanu commented that the jewel in the crown will be the Hall. It will be a real drawcard as a venue.

Darrell Harvey noted he expects to have some pricing structures regarding our commercial bookings spaces within the next 3 weeks. He said the completion date for this is the end of Term 1 2018.

Darrell Harvey further noted regarding the Hall contingency, that the amount remaining is zero. He also noted that in the Contractor's Report number 24 dated 16 November, two points:

1. There has been a change of code since the most recent earthquakes. We still meet this code, but extra work is being undertaken on the suspended ceiling design at a cost of approximately \$50,000.
2. Darrell Harvey confirmed that he has been advised the completion date is not the end of March 2018.

Linda Clark enquired whether everything now just comes from our general budget. Susan Quinn confirmed that anything liquid has been used.

Rena Day asked about donations as a result of 150<sup>th</sup> and the Headmaster replied that we are hoping for some additional donations from Old Boys.

Charlie Gallagher to provide a progress report regarding donations for the Hall.

**Action: Charlie Gallagher**

Darrell Harvey confirmed we will not be receiving the \$25,000 from Fuji Xerox as this relationship won't be continuing. Paul Retimanu asked if Ricoh will be providing \$25,000. Darrell replied no.

#### **4.2.3 150<sup>th</sup> Celebration Costings**

Darrell Harvey advised that the costings had been revised since submitting the paper for the November Board Meeting. Overall the deficit in total is \$4,898.85.

One of the issues is that \$7000 was spent on badges to be paid for from donations which did not eventuate. Darrell Harvey noted this was a bad decision.

Linda Clark enquired about the possibility of getting an indication of how we would prioritise capital expenditure items that we are not proceeding with at present. She suggested perhaps the parent's group could fundraise. Noted that Music for instance has nothing in the budget. Perhaps the music department could come up with its own fundraising.

Headmaster said with all monies currently going to the Hall, other capital expenditure is difficult. Once the Hall is finished and it will be a fantastic facility, it will be time to look at the role of the Foundation office and bequests. What are the boundaries and who can do what.

Paul Retimanu suggested this discussion be parked for the first meeting of 2018, at which time guidance will be given as to what the priorities are.

**Action: Susan Quinn / SMT**

#### **4.3 Property**

#### **4.3.1 Maintenance and Hazard Report**

The report was taken as read. Darrell Harvey that Kelwyn D'Souza and his team have a lot of work to do over the Christmas break, for example they are about to upgrade three maths classrooms.

#### **4.3.2 Memorial Hall Contractor's Report No. 24**

The report was taken as read. Darrell Harvey extended an invitation to any board members to attend the meeting with teaching staff on the 5YA and 10YA occurring on Wednesday 31<sup>st</sup> January 2018 at Noon.

#### **4.4 International Student Report and Marketing Strategy**

Paul Retimanu commented that this is a very comprehensive document. The report was taken as read. He asked if there were any comments and noted that Mike Ellett is comfortable with the student numbers.

#### **4.5 Sports Review Recommendations**

Linda Clark asked for clarification around this report. Dave Ashby advised that Sport NZ had been approached and they want to initiate an idea in schools around the concept of wellness, not just winning in sport. Next steps involve asking ourselves if we want this focus to continue in this school, how are we going to fund it? It is a consultation process and we are going to be able to latch on to initiatives nationally.

Tim Clarke questioned whether there is a professional development element for staff. Dave Ashby replied that there would be.

Darrell Harvey said to make this happen, there are extra monies needed. Headmaster said it would involve increasing the deficit by approximately \$15000.

Salo Taufale said he didn't realise there would be a funding component in the relationship with Sport New Zealand. He commented on the current coaching revolution around how coaches manage sports.

Rena Day agreed the Board need more information in order to approve this. Paul Retimanu questioned whether there is a timeline. Darrell Harvey confirmed the deadline is 14 days away. Paul Retimanu commented that with a lot of Hall costs still coming in and some unknown as yet, it is not prudent to increase the deficit. The meeting agreed to park this decision for the moment.

Tim Clarke asked if there is room for dialogue and Dave Ashby advised that on 12<sup>th</sup> December there is a meeting at which time there will be a proposal. He suggested if we can get that meeting brought forward and get 2 or 3 board members to look over the proposal and numbers beforehand, this would be helpful.

Tim Clarke suggested the College go back to Sport New Zealand advising that the Board are supportive in principal, but need more information about the financial burden of a pilot before a commitment is made.

**Action: Roger Moses / SMT**

*Meeting broke for dinner at 7.35pm*

## **5.0 Liaison Reports**

### **5.1 Curriculum**

#### **5.1.1 CLG Minutes**

Darrell Harvey reported on Dave Thorp's behalf. He asked if there were any questions. Linda Clark enquired about the literacy class, which is a hard to manage cohort. Darrell Harvey noted this model has been used for 4 years, and that this year it hasn't worked. The solution for 2018 is that these students are to be spread over 4 teachers (in every core area). He noted that currently at Year 10 these boys are spread anyway. He further noted that in a class of 22 students, Maori and Pasifika made up approximately 80 percent. He hoped that the new Pasifika and Maori Heads of Department will help in this area. Linda Clark commented on the need to ensure that the teachers have the expertise to manage the one or two in their class from this group.

Linda Clark noted the comments around the need for more work regarding student stress. She said she hasn't seen a report regarding student anxiety. Rob Anderson noted there was a survey several years ago. It was agreed this would be provided to the February Board meeting with an explanation, along with a snapshot of the current measure of student wellbeing (via the guidance counsellors).

**Action: Rob Anderson / Darrell Harvey**

Tim Clarke agreed that we need this data as a starting point, and that there are frameworks available that we can draw on. He believes that over time we need to measure wellbeing.

Shaheer Salman advised that he was contacted by Dave Cournane. They have agreed it would be a good idea to have a wellbeing day or week at Wellington College. Salman Shaheer, Rob Wither and David Cournane are going to look into this. Linda Clark suggested they could possibly do a survey around this.

**Action: Shaheer Salman**

#### **5.1.2 HOD Meeting Minutes**

Rob Anderson reported on the recent audit done by NZQA. It occurs every 3 to 4 years. The Auditor was very impressed with the rigorous nature of our practices in this area. It was a very good report.

The Board commended the staff and asked that their commendations be passed on to staff.

**Action: Rob Anderson**

## **5.2 Strategic Plan – Project Implementation Schedule**

Darrell Harvey talked to this report. He noted that senior management played a big part in reviewing this and that Dave Thorp has made any amendments that need to be made. He asked if the Board had any questions.

Linda Clark noted the information is valuable. She questioned the 3 progress rating for the sports academy and enquired whether we are waiting for the sports review to be put in place. Dave Ashby and Darrell Harvey said that is part of it, but it also relates to staffing. He hopes that this rating will improve and if it doesn't, perhaps this will not continue.

Salo questioned aspects of the sports review, which was presented to the Board earlier in the year. He asked what things that person is going to drive. Noted timelines need to be added. Dave Ashby noted that if we don't proceed with the relationship with Sports New Zealand, Plan B is that we would drive this process ourselves. Dave Ashby said that they would allocate numbers and timelines to the document and report on it to the Board (regardless of whether we proceed with Plan A or B.)

**Dave Ashby / Dave Keat / David Cournane**

Linda Clark questioned who is replacing Ross Dunn. Darrell Harvey said .3 of the position was mentoring and the rest was SENCO and HOD Learning Support. Rob Anderson said Steph Glover has been appointed to HOD Learning Support. Brenda and Saskia will be undertaking the mentoring and SENCO.

## **5.3 ICT Committee Minutes**

Noted the report was taken as read. It was agreed regarding the staffing issue that it will be reviewed term by term. Noted in the interim, David Tichborn is stepping into parts of the IT Manager role.

Noted also that monies have been budgeted for to bring experts in from time to time.

## **5.4 Communications Strategy**

Linda Clark noted we talked about this at the last Board meeting. The proposal is that Dave Thorp, Jenny Caldwell and Linda Clark will be working together to come up with a policy which we will bring back to the Board, along with recommendations as to how it is implemented and whether what we currently have in the school is fit for purpose. They will need to assess whether the Communications Manager Job description fits. The committee will report back to the March 2018 Board meeting.

**Action: Linda Clark / Dave Thorp**

## **5.5 Arts Report**

The report was taken as read.

Salo questioned regarding arts and sports, how do we manage balancing their time when students have conflicts between the two areas? Rob Anderson noted there are some

negotiations that do go on, for example we had a very good rugby player and stage challenge came along. He tried to do both and it fell over. Rob Anderson noted that we do have lots of boys crossing over and doing both successfully.

Headmaster noted it is a good question. How do you balance summer and winter sport for example? In the old days there was a clear demarcation between seasons but there is now a major cross-over. It is a complicated issue. In practice when it comes to major things, you have to foresee where clashes will occur and make a call early on.

## **5.6 Sports Report**

The report was taken as read.

## **6.0 General Business**

### **6.1 Correspondence and Publications (folder for distribution)**

### **6.2 Health and Safety Report**

Noted this is one format of reporting and that anything of a serious nature is reported on more fully.

First Aid course. Noted 30 staff were put through this in November. Dave Ashby noted we make sure there is about 55 to 60 staff that have a First Aid Certificate. Additionally, there are 3 staff sitting an advanced course to support the Nurse. This will occur in the next couple of weeks.

Tim Clarke commented that report will need to evolve because as a governance body we will be responsible for reporting on Health and Safety.

### **6.3 Discipline Report**

Dave Ashby spoke to the report. Noted there will be a lot more care taken with the difference between assault and fighting. He will ensure we are more specific about reporting.

### **6.4 Staff Exit Survey**

Rob Anderson updated the meeting. He said the survey addressed 4 questions: most satisfying time at Wellington College, most frustrating, perceived strengths and weaknesses at the College while they were here. Results were passed out at the meeting.

Tim Clarke noted it is quite consistent with the stakeholder review that was done.

Rena Day asked how many respondents there were. Rob Anderson advised there were 8 this year and 6 last year.

A key point that came out was the need to have whole school assemblies. The Headmaster noted that delivering whole school messages has been difficult.

Rob Anderson further noted the lack of a staff room has caused some fragmentation. It will be fantastic next year when this is rectified.

*The meeting concluded at 8.50pm*

**Date of next Board meeting: Monday 19<sup>th</sup> February 2018**

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

**Chair**