

**Wellington College Board of Trustees
Held in the Pavilion on
Monday 21st August 2017 at 6.00pm**

Present:

Mr Gary Crawford
Mrs Rena Day
Mr Roger Moses (Headmaster)
Mr Masalosalo (Salo) Taufale
Mrs Taruna Bhana
Ms Linda Clark (Chair)
Mr Paul Retimanu
Mr Karl White
Mr Sebastian Daellenbach (Student Representative)

Mrs Sue Poole (Board Secretary)

In attendance:

Ian Rattray
Rob Anderson
Phil Bergin
Dave Thorp
Darrell Harvey

Noted Chair Peter Schuyt is unwell and will not be attending the meeting. Meeting chaired by Linda Clark. She welcomed members to the meeting and declared it open.

Apologies

Apologies were received from:

- Mrs Heather Benfield
- Mr Sala Sidler
- Mr Masalosalo Taufale (arriving 7pm)
- Mrs Rena Day (leaving at 7.10pm)
- Mr Peter Schuyt

2. Minutes of the Previous Meeting

Linda noted two corrections to be made to the Minutes regarding staffing. Once corrections are made Peter Schuyt to sign. The Minutes of the previous Board meeting held on 24th July were moved by Gary Crawford and seconded by Paul Retimanu as a true and correct record.

Action: Sue Poole

Chair requested the Board elect a Deputy at the next meeting on Monday 25th September.

Action: All

Minutes Approved pending changes.

3. Matters Arising

The Actions List from the previous meeting was noted and updated. The Critical Date Planner tasks for the current month were noted and covered in the meeting.

Actions List

3.0 **Appointment of new Student Representative** to the Board. Noted that nominations close Friday 25th August and the Election is being held 11th September.

Action: Sue Poole

3.0 **150th Anniversary**. Deed of the Foundation. Darrell Harvey advised he had reviewed the Deed and believes we can request money from the Endowment Fund. Next step is for him to talk with SMT and then meet with Chair Alan Langford as part of a formal request process.

Action: Darrell Harvey

3.0 Regarding the **150th events**, Darrell Harvey reported that numbers for the Saturday night gala dinner are approximately 700. He said it is likely they will open it up to partners and this decision will be made by Friday 25th August.

He updated the Board on the budget for 2017 as follows:

Archivist \$15,000 (spent by Paddianne Neely). Additional monies approximately \$28,000 for archives and \$40,000 for onsite.

Darrell Harvey noted regarding additional funding that the requirements are to cover the registrations of invited guests (between \$4k and \$5k) and a contribution of approximately \$5k from the Board is requested. This is to cover the assembly event at TSB Arena. Chair questioned how much the Board has given so far. Darrell Harvey noted it is \$68k. Darrell Harvey further noted that sponsorship had not been forthcoming to date. He noted that he has a meeting with Roger Moses and Fuji Xerox this week as their contract comes up for renewal and there may be an opportunity to discuss sponsorship.

Action: Darrell Harvey / Roger Moses

The Board requested information about each of the 150th events and their associated costs.

Action: Darrell Harvey

Regarding the Gala Dinner, Chair questioned who the guest speaker will be. Roger Moses confirmed Dai Henwood will be speaking, along with Harvey Rees-Thomas and Ian McKinnon.

The Sunday church service was discussed. Rob Anderson noted it will be almost 100 years to the day since Passchendaele. It will be a service of thanksgiving and remembrance. He advised that two Wellington College boys who have passed away will be remembered.

DH reported the Pasifika group that were going to have a function on the Thursday have decided to disband the Pasifika 150th and are putting their backing behind other 150th events.

Chair questioned whether there is some part of the 150th programme where Pasifika can showcase their performance and where we will be able to see their culture and history reflected. Darrell Harvey confirmed they had been offered other alternatives but had turned them down. He noted there will be Kapa Haka and Pasifika as part of the all-school assembly.

Chair summarized that the 150th committee has requested a \$5,000 contribution to the Friday assembly costs from the Board. It was agreed Darrell Harvey will pursue the possibility of funding through The Wellington College Foundation and if this is not possible, the Board will make the contribution.

Action: Darrell Harvey

Chair put this recommendation to the Board. Paul Retimanu moved and Taruna Bhana seconded the recommendation. Chair noted in future if the committee are seeking funding from the Board, a proper proposal should be submitted.

Agreed a paper with a detailed itinerary of the 150th events, the numbers registered for each event and the associated costs to be provided to the September 25th Board meeting.

Action: Darrell Harvey / Stephanie Kane

Taruna Bhana enquired if there is an expectation of the Board attending any of the events. Darrell Harvey responded that the Board as parents or interested parties can attend as much or as little as they wish.

Gary Crawford enquired what the expectation is from staff. Darrell Harvey noted there is no expectation, apart from staff with responsibility for arts and culture, or health and safety. He said they did not want to add extra work for staff or insist they attend.

Quarterly Review. It was noted that this is on the Critical Date Planner for the next meeting.

Digitalisation of the Archives. Darrell Harvey noted this is progressing. Two potential platforms are being assessed. It is to remain on action list.

Action: Darrell Harvey

Sports Review document. Sue Poole to ensure all Board members receive a PDF of the document.

Action: Sue Poole

Explanation of stock-take anomalies to be discussed at 25th September meeting as Heather Benfield is currently on leave.

Action: Heather Benfield

Deloitte Audit Report. Detailed management response to be formulated including note on separation of duties. To be actioned as soon as possible on Heather Benfield's return.

Action: Peter Schuyt / Heather Benfield

Sebastian Daellenbach questioned when the next property committee meeting is as he would like to attend. Karl White to advise him. Sebastian Daellenbach noted that students are looking at raising money themselves. He will report back on this at the 25th September meeting.

Action: Sebastian Daellenbach / Karl White

4. Reports

4.3.2 Stage 1B – Performing Arts Centre (Ian Rattray)

Ian Rattray spoke to his paper at this point. He has been engaged to assist with administering the College's property portfolio. He is currently project managing the new hall and a number of other College projects.

He updated the Board on the proposed scope change which would split the hall into two stages. They had wanted to complete Stage 1 by October for the 150th, but despite best efforts this will not happen. The current completion date is estimated at December 2017.

He noted the feedback that had been received from the SMT regarding how effective the performing arts centre will be without the mezzanine.

There is sense around integrating the completion of the mezzanine into the current work. Noted it will extend the completion date to March 2018 (called Stage 1B – the fit-out of the Mezzanine, along with fitting out the main toilets downstairs).

The disadvantage is creating a construction zone in a recently completed building if we do the mezzanine work at a later date. Ian Rattray supports the SMT request to deliver the Performing Arts Centre as a complete unit.

Ian Rattray requested the Board commit to Stage 1B, which amounts to \$750,000.

Gary asked where specifically the extra money is coming from and further questioned what the timing is in terms of making a decision. Ian Rattray confirmed they require a decision as soon as possible, and that they are currently checking lead-times. Gary questioned whether if we undertake the works now, would this be the most efficient option? Ian Rattray confirmed it would be.

Ian Rattray advised they currently have the contractor ready to move forward with this if the Board approves.

Karl White noted regarding the functioning of the school, that it would be an ongoing strain unless we finish the entire project in mid-March, 2018.

Chair noted she is uncomfortable giving approval without a clear understanding of the numbers. It was agreed that the Board was of a view that Stage 1B should be finished as efficiently as possible pending clarification of the numbers, and that they will take further advice from Peter Schuyt. Agreed a decision will be made by email and Ian Rattray will be advised this week.

Action: Peter Schuyt / Linda Clark

Note: See supplementary paper proposing moving to Stage 1B emailed to the Board Wednesday 23/8/17 by Peter Schuyt.

Masalosalo Taufale jointed the meeting at 7.05pm.

Chair noted the amount of information and the format of current Board Papers was lacking. Linda Clark to discuss with Peter Schuyt and Board to be asked for concerns or recommendations, as part of the governance review.

Action: Peter Schuyt / All

Ian Rattray also spoke about amending the current five year agreement regarding maintenance work. Noted the current five year cycle ends in July 2018. He said they have identified that the sports centre roof is due for replacement as it will not last through next winter. He noted the issue is the Board required to fund 25% of the roof replacement cost (estimated at \$92,000) and the Ministry fund the other 75%. This money is not required until January 2018. Noted Heather Benfield will be putting this in capital expenditure for next year.

Ian Rattray requires the 5 Year Agreement signed to progress the sports centre roof reclad in the current cycle. Chair requested this paper be included in the 25th September Papers.

Action: Ian Rattray / Sue Poole

Lastly, Ian Rattray offered the Board an evening presentation explaining the MoE property system ten year plan process. Board to ascertain best meeting for this to be added to the Agenda.

Action: Peter Schuyt / Sue Poole

4.0 Reports

4.1 Headmaster's Report

Headmaster spoke to his report. Regarding Personnel, he noted we are at the stage of the school year where we become aware of any changes as a result of the intentions sheets distributed to teachers. Noted that **Liam Boyle** has been appointed to replace Katie Macfarlane HOD Music. Also, there has been a resignation today from **Amanda Hammond** – Maths teacher and an internal applicant will be appointed.

Tim Costeloe wants to stand down from HOD Art but retain a position as a teacher. **Jenny Caldwell** (Year 10 Dean this year) will be standing down as Dean as has been appointed as HOD Art.

Tomas Renna (Spanish) has resigned to take up a position in a Maori immersion school in Rotorua. He leaves at the end of Term 3.

Rob Anderson noted they have arranged for someone to teach Spanish for Term 4. Her name is **Georgette Reading** and she has a great CV and

excellent experience. Rob Anderson noted that long term, they will be advertising this position.

Helen Jones has resigned as the IT Manager. The intention is to outsource her position in the short term and reassess at the end of the year. Dave Thorp advised they are investigating all possibilities, but that the majority of schools do outsource.

Petra Jaeger-Letts (Drama) has resigned to spend more time with her family. Rob Anderson confirmed they are advertising the position. Currently working around the issue of Katie Howes being on leave next year on the assumption that Petra Jaeger-Letts would take over.

Andrea Shaw and **Jenny Caldwell** have stepped down as Deans. **Jenna Vreeburg** has made an outstanding contribution and is taking over one of the roles. **Michael Bangma**, Physics teacher, has also been appointed. Roger Moses is delighted with the caliber of these appointments and noted that the Dean's roles are always filled internally.

Chair noted that the cohort is large and has grown in the last couple of years. The meeting discussed how effective Deans can be with such large year groups. Roger Moses commented that we have to be aware that every .2 is effectively \$15k in staffing.

Darrell Harvey noted that in changing from form teachers to tutors, the intention was that students would go to their tutors as their first point of contact.

Gary Crawford enquired about the annual turnover rates of teachers and why they leave. Roger Moses noted that some exit interviews are conducted. Rob Anderson said 8-10% new staff each year. He further noted there is a form they complete when they leave and generally they leave for positive reasons regarding a promotion, overseas travel, maternity leave or family reasons.

Chair commented she was pleased to hear this is being tracked, and noted that the Board would want to hear about issues to do with workload. Dave Thorp commented that workload is a common teacher complaint and that there are certain times of year when a heavy workload is inevitable.

Roger Moses said there are very few staff that leave the College because they want to go to another school. Teachers here are very well supported.

Gary Crawford noted that part of the role of the Board is to govern the resources of the organisation.

Chair suggested a catch-up on exit interviews on a 6 monthly basis, grouped by role – HOD, Dean etc. The first report to occur at the 27th November meeting.

Action: Rob Anderson

Roger Moses advised that Susan Quinn has been appointed to replace Heather Benfield and commences in September. Gary Crawford enquired about her background and it was noted she is a qualified accountant.

Darrell Harvey then reported to the Board on his UK interviews to fill Digital Technology and Science positions. He interviewed 9 candidates and expects the two positions to be filled. There were some outstanding candidates.

Noted school exchanges to France that were attached to the Headmaster's report. The rest of the Headmaster's report was taken as read.

The meeting broke for dinner at 7.35pm

4.2 Finance Report

4.2.1 2017 Full Year Forecast Update

Chair said the report would be taken as read at this point as Heather Benfield is not here to talk to it. Darrell Harvey commented that this is the third year in a row that the international department spend is over budget and their budget has increased each year, not due to an increase in students. Chair thanked him for this information.

Chair asked if there were any other issues to draw to the meeting's attention.

Gary Crawford noted there is \$137,000 extra for teachers that we are not spending. Gary Crawford also commented that he doesn't understand the depreciation of \$80k.

Noted that the next meeting will be Heather Benfield's last. Chair said that ideally she and her replacement Susan Quinn should attend, so that Susan can observe as part of her induction.

Chair also commented that it would be helpful to have the financial information provided in a more user friendly format, including comparative figures. It was agreed that Gary Crawford will talk with Susan Quinn once she starts.

Action: Gary Crawford

4.2.2 2017 Fees and Donations

Gary Crawford advised that this paper does not fully answer the question the Board have asked, especially in the recovery of fees for such matters as sports registration. Question is there an auto process that is followed. Noted a better process is required. He said there are two issues, one is can we charge for what we are charging and the second point concerns the administration of

charges which seems fragmented. Gary Crawford to follow up prior to the 25th September meeting.

Action: Gary Crawford / Heather Benfield

Board agreed that Gary Crawford should send Susan Quinn a welcome note.

Action: Gary Crawford

Gary Crawford asked regarding text books “library and incidental charges”, are we comfortable that \$30 is enough to cover textbooks, and do we do a stock-take to get a feel for how many don’t come back? Darrell Harvey advised that out of 260, approximately 20 don’t come back. Gary Crawford also asked how we link up returning the text books with providing a refund. Gary Crawford to discuss this with Susan Quinn with a view to having an automated system in place for January 2018 and report at the February 2018 board meeting.

Action: Gary Crawford / Susan Quinn

4.3 Property

4.3.1 Property Maintenance & Hazard Report

The report was taken as read.

Gary Crawford questioned regarding maintenance whether the SMT were comfortable that the maintenance is being turned over in a timely way. Darrell Harvey replied that it is.

Sebastian Daellenbach noted a specific drinking fountain that he wants fixed for the students. Karl White confirmed this can be delivered. Sebastian Daellenbach to liaise with Karl White and the drinking fountain is to be fixed by the 25th September board meeting.

Action: Karl White / Sebastian Daellenbach

5.0 Liaison Reports

5.1 Curriculum

5.1.1 HOD Meeting Minutes

The Minutes were taken as read. Dave Thorp said he is looking forward to the full curriculum review and that with the Headmaster departing and a new person coming on board it will be timely. He noted that there had been many initiatives and activity in terms of curriculum in the last nine years.

Chair asked regarding the Year 13 trades academy, what is happening with the container proposal. Darrell Harvey noted placement of the container would be an issue as it is a 44 foot container. It was noted the course will still go ahead if they don’t get the container. Dave Thorp said the course had quite a big

uptake. Resourcing wise, it would be the most well-resourced 14 boys in the school. DH said they are working to get the container set up.

Gary Crawford questioned how many primary schools had put in for the Community of Learning. Dave Thorp replied one at this stage.

5.1.2 Maori/Pasifika Learning Initiatives

Paul Retimanu talked to this paper. Chair apologised for how late it was as it was only presented that day.

Paul Retimanu said the question asked was how can we improve on the 2016 NCEA results?

He noted the Sub-committee is concerned about:

- a) Achievement rate of out of zone students
- b) The achievement rate at UE and NCEA Level 3.

Dedicated Deans for Maori and Pasifika students were recommended.

With regard to the Hara Kiki Garden, Dave Thorp noted that the proposal is sitting with the property committee and that it has never been turned down, it's just never been presented. Paul Retimanu asked how this can be escalated in order to get something done.

Paul Retimanu talked about the motions put forward in their paper.

Chair as a member of the Committee noted that they had met with staff members and had very constructive conversations.

Discussion around the paper followed.

Dave Thorp then handed out a paper in response to the Maori and Pasifika initiatives paper. He noted that he wanted to give some context to the NCEA results. He handed out school leaver stats averages for 2014 – 2016 and noted the College's pass rates for Maori and Pasifika are at 60 percent. He noted the average leaver statistics for all of New Zealand are approximately 40%.

Chair noted that the sub-committee wants to support the school. Further noted the Board have a responsibility to the teachers and the students represented. Chair noted the communities are saying they want their boys to do even better, therefore we need to work out how this can be achieved.

Chair noted not every boy that comes to College is destined to go to university. She said the strategic plan implementation needs to ensure that all students are catered for.

Darrell Harvey noted his concern around points 13a and 13b in the paper. He noted the deliverables need to be carefully considered.

It was agreed that Dave Thorp should submit an overview of initiatives to the meeting on 25th September. Chair requested information on how the initiatives join up, where they fit and who drives them.

Action: Dave Thorp / SMT

Gary Crawford suggested that in order to ensure we are all heading in the same direction, the sub-committee could meet with the SMT.

Chair proposed that the SMT work on the feasibility of the initiatives. Once they have a feasibility study the SMT can meet with the sub-committee. This proposal was moved by Gary Crawford and seconded by Paul Retimanu. CARRIED.

Meeting agreed the garden project is to progress.

Action: Karl White

Gary Crawford asked if there are any other groups we need to consider (other than Maori/ Pasifika). Dave Thorp replied that refugees would be the next group. He noted that Special Needs have good pass rates and that resourcing for Learning Support had increased significantly in recent years.

5.1.3 IT Committee Minutes

Chair asked if there were any questions around this paper. Gary Crawford asked if there is an overarching ICT strategy. Dave Thorp replied that there was. *See email notes from Peter Schuyt regarding next steps with a Wellington College IT Strategy.*

SMT to present a concise IT Strategy to the 25th September Board meeting.

Action: SMT

5.1.4 Curriculum leadership group minutes

Chair questioned when the next ERO visit is expected. Dave Thorp responded that we may expect them next year and want to be prepared.

5.2 Arts Report

Chair noted that the Arts report be taken as read.

5.3 Sports Report

Chair noted that the Sports Report be taken as read.

6.0 General Items

Chair noted the Vietnam report summary is well written and useful. This is a good one to use as a template.

French Trip. In the light of an issue that had arisen on the recent trip to France, the wording of the application forms required for such trips need to be revised. In particular, a question needs to be added concerning any potential mental health issues.

6.1 Correspondence and Publications (Folder for distribution)

Chair noted the folder of recent publications and correspondence was available for the perusal of Board members. The folder was circulated.

The meeting concluded at 9.20pm

Date of next Board meeting: Monday 25th September 2017 at 6.00pm in the Pavilion.

Signed: _____ **Date:** _____

Chair