

**Wellington College Board of Trustees
Held in the Pavilion on
Monday 25th September 2017 at 6.00pm**

Present:

Mrs Rena Day
Mr Roger Moses (Headmaster)
Mr Peter Schuyt (Chair)
Mr Masalosalo (Salo) Taufale
Mrs Taruna Bhana
Ms Linda Clark
Mr Paul Retimanu
Mr Karl White
Mr Sala Sidler
Mr Sebastian Daellenbach (Student Representative, outgoing)
Mr Shaheer Salman (Student Representative, incoming)

Mrs Sue Poole (Board Secretary)

In attendance:

Rob Anderson
Phil Bergin
Dave Thorp
Darrell Harvey
Dave Ashby
Susan Quinn
Heather Benfield

Chair welcomed members to the meeting, including new Student Representative Shaheer Salman and General Manager Finance and Administration Susan Quinn. He declared it open.

Noted there will be staged In Committee sessions at the end of the meeting.

Regarding the MoE property system plan process to be presented to the Board by Ian Rattray. Karl White to liaise with Ian and confirm a date for this.

Action: Karl White

1. Apologies

Apologies were received from:

- Mr Gary Crawford
- Mr Masalosalo Taufale (late)
- Sala Sidler (late)

2. Minutes of the Previous Meeting

The Minutes of the previous Board meeting held on 21st August 2017 were approved as a true and correct record. Noted Acting Chair of this meeting Linda Clark to sign them. **Minutes Approved.**

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 updated in the meeting.

Actions List

3.0 Appointment of new Student Representative to the Board. The Board welcomed newly elected Student Representative Shaheer Salman to the meeting.

3.0 Election of Chair. Process and timeline deferred to In-Committee meeting.

3.0 150th Anniversary Update. DH noted that Actions List item - pursuing possibility of additional monies from the Endowment Fund. Complete.

\$5,000 funding. Applied for \$5k to assist with running of assembly. Complete.

Detailed itinerary. Noted this is included in the Papers. Chair noted as all Board members have an itinerary, it is up to them to advise which events they will be attending.

Action: All

Additionally, the Board requested information about each separate 150th event and their associated costs. Noted that the Headmaster will follow up with the 150th Coordinator.

Action: Darrell Harvey

3.0 Quarterly Review. It was noted that this is on the Critical Date Planner for the next meeting, 30th October 2017.

3.0 Digitalisation of the Archives. Darrell Harvey noted this is on hold for the month. He further noted there is a contractual agreement between Fuji Xerox and Wellington College and that the digitalisation project is completely outside any All Of Government print services agreement. Complete.

3.0 Stock take of Communication to the Wellington College community. Meeting discussed the raft of different material. How can we communicate more consistently and efficiently? Agreed first step is a map of the types of communications and the hierarchical structure.

Action: Dave Thorp

4.1 IT Strategy. This will be discussed later in the meeting.

4.1 Exit Interview Updates. Rob Anderson noted a summary of exit interviews will be presented at the November meeting.

Action: Rob Anderson

4.0 Board Papers format. Chair noted that as at 25th September, Sue Poole had not received any feedback. Chair requested recommendations be forwarded to Sue Poole.

Action: All

4.2 Explanation of stock-take anomalies. This to remain on action list for tabling at October 30th Board meeting.

Action: Susan Quinn

4.2.1 Deloitte Audit Report. Noted detailed management response letter has been sent to Deloittes and forwarded to Board members. Complete.

4.2.2 Fees and Donations. This item moved to next meeting on 30th October. Heather Benfield/Susan Quinn to email Gary Crawford.

Action: Heather Benfield, Susan Quinn, Gary Crawford

5.2.1 Garden Project. Karl White reported that planting will be completed on the weekend of 7th and 8th October. Students, staff and the wider community have been involved. Complete

6.0 Drinking Fountain replacement. This has been actioned. Complete

Critical date planner Update

Noted there is no International Student Strategy included in the Papers. Agreed Senior Management Team to arrange for the International Manager to attend the next Board meeting to present this.

Action: SMT

Noted Fees for international students for 2018 have been reviewed and signed off. This item to be removed from the Critical Date Planner.

Action: Sue Poole

Darrell Harvey noted the ‘annual’ review of timetabling policy is now triannual. Remove from Critical Date Planner.

Action: Sue Poole

Digitisation of Archives and Election of Deputy Chair. Chair noted take these two items as read. Further noted that the election of a deputy chair will be discussed tonight in-committee.

4. Reports

4.1 Headmaster’s Report

Headmaster spoke to his Report. He shared with the meeting the Headmaster Mr. Heron’s Report from 60 years ago.

1. Personnel

Headmaster thanked Robert Anderson for his efforts with the appointment of staff.

Noted the resignation of Ryan Gilbertson (Assistant HOD Geography/Social Studies) and the appointments of Adam Glover (Digital Technology), Jessica Cooper (English and Drama) and Gina Reid (Mathematics).

Headmaster further noted that Lucy Lendrum and Eliza Bartlett are coming back into the workforce and will be job-sharing.

Regarding Science, Robert Anderson reported they have appointed an ex Engineer part-time, teaching Physics and possibly Mathematics and Science. He also reported that a current Science teacher may do some courses at Victoria University with John Hanna. She currently teaches Biology, and is intending to upskill in Physics, a hard-to-staff area.

Robert Anderson also read from the NZ Graphics Newsletter. He noted that currently there are only 8 trainees, providing training to over 500 teachers around NZ.

2. Students

Noted NCEA Mock Exams have concluded and that scholarship exams are still underway. Headmaster said the key message is that there isn't much time left, basically 3 weeks when students return from the break.

Headmaster commented that after all the work Nigel Pollock has done, the thread we've seen is that our senior sports teams are starting to show a lot of resilience and fight to achieve as evidenced by the list of recent sporting results. Noted that the Winter sports tournament week had been positive as well.

Headmaster talked about the school leaver achievement and destination profile tabled with his report. He noted some very positive results, for instance in 2016, 82.7% of our students attained Level 3 or above. Regarding flexible learning environments, it is interesting to note that we have a percentage pass rate 32.7% higher than the flexible learning environment.

Headmaster said that with our cautious but innovative approach to learning, our boys are continuing on an upward pass rate.

Salo Taufale joined the meeting at 7.10pm

4.2 Finance Report

4.2.1 Full Year Forecast

Heather Benfield presented the Year to Date and Full Year Forecast. Noted that Susan Quinn will be working on a simplified reporting method for the Board.

Linda Clark clarified that they are not particularly looking for simplification, but rather some context or a graph that goes back in time. They need a feel for trends and this is difficult at the moment. Meeting agreed the reports need to include trends (back 2 years), incomings and outgoings. The Chair noted that there are a small number of variables that affect the schools finances relative to budget and the focus should be on those and could be included in a dashboard. (the six positive or negative key indicators that the Board need to understand). Susan Quinn to talk with Gary Crawford.

Action: Susan Quinn

Chair noted that a variance of about \$180k is quite modest. Also noted that from a cash/investment point of view, we are in a strong position. Chair advised that Schedule 4, uncommitted funds, is the most important one to understand in terms of what is available for investment and how much should be retained as a buffer.

Noted the net contribution from international students and if we had an earthquake or some other major event, this would be at risk.. The financial buffer is therefore very important.

Chair requested Heather Benfield elaborate on the Forecast. Heather noted it is a full year forecast, based on August 2017 figures. Noted we will end up with a small surplus. Noted she would like spare monies to be put to the College PAC and Hall (furnishing it in 2018).

Heather Benfield pointed out regarding the stationery shop and coffee shop, that they are a service, not money makers. Noted the uniform shop is completely different, and we would expect to make a surplus here.

Heather Benfield confirmed for Chair that they are managing investments very carefully and prudently.

Funding of the Performing Arts Centre - Update

Agreed Heather Benfield to update the meeting after dinner.

The meeting broke for dinner at 7.25pm.

4.3 Property

4.3.1 Maintenance and Hazard Report

The report was taken as read. It was noted that Property Manager Kelwyn D'Souza saved the school approximately \$30k by fixing the burst water main.

Karl White updated on progress with the Performing Arts Centre - Contractors Report 21. Currently they are working on windows, and the roof is sealed. Weather tightness will reduce delays due to inclement weather.

He noted there will be another staff walk-through once the gibbing is complete.

Chair noted he believes we can access the balance of the Violet Dunn Bequest once the windows are in.

Karl White noted the bleachers in the sports centre are being taken out due to Health and Safety concerns. They did look at remediation but to no avail. It was agreed that once funds are available in the 5 – 10 year plan, they may be replaced. Noted that in the interim, the boys will sit on the floor for assemblies, but for the end of year events, chairs will be brought in.

Chair questioned whether the bleachers were an all of school matter or only to be used for sporting events once the Performing Arts Centre is complete.

Chair noted the need to get an aggregated view of all the sports clubs and the monies/expenses required in order to prioritise, coordinate funding and eliminate duplication. This is a logical extension of the sports council. Linda Clark asked how the Sports Council sits with the rest of the school. Headmaster advised that it is a body that has a de facto status. The Board has representation on the Council and the focus is on the implementation of the recommendations from the Nigel Pollock Report.

Headmaster commented whilst a lot of systems have grown well and are effective by evolution, the time has arrived to have a twice yearly summit meeting of the Board Chair, Parents Association, the various sports clubs, The Foundation and Council and the Old Boys Association (The Headmaster's Council). Noted he thinks meeting on a regular basis to provide a consistency across all groups is important.

Chair commented we have a whole lot partly independent groups that now need to be brought together to avoid conflict and competition.

Headmaster noted the Sports Council must be responsible to the Board.

Headmaster noted that with a club groups, it is important to ensure enthusiasm. Is not quelled.

Chair said a proposal with a core charter needs to be developed.

Action: Roger Moses and Peter Schuyt

4.4 150th Celebrations Update Report and Programme

. The program was noted and the Board also noted that registration numbers for the 150th events are very good.

Performing Arts Centre Update

Heather distributed and talked to the one-page summary of the Performing Arts Centre financials.

Noted the Ministry of Education will own 49% of the Hall and the school will own 51%.

Chair noted the project is not encroaching on our \$700k buffer or the \$500k for turf replacement, which is positive.

Chair thanked Heather for the update and noted Susan Quinn will continue to update the Board meetings.

Action: Susan Quinn

5.0 Liaison Reports

5.1 Curriculum

5.1.1 Proposal for new Structure for Maori Pasifika Achievement – Senior Management response to the Committee. Dave Thorp noted it is not a complete response to the Committee's paper. The decision was made to focus on some key areas.

Dave Thorp advised that the best way forward is to set up an overarching Strategic Plan, but need a structure in place. Noted that mentoring has worked really well in this school over the last few years.

The following was proposed:

- One Mentor for Maori and one for Pasifika who become advocates for the students. (See job description included in Dave Thorp's report.)

Dave Thorp talked to the diagram outlining how this could work. Noted the cost is approx. \$41k. This is new spend after Ross Dunn's departure. He pointed out that this is the structure, and that the next step is strategic management plans.

The Board noted that the remuneration is for the management team to work out. What was important to them was where this role will sit in the management hierarchy to enable the positions to have the influence and authority to be successful.

Chair noted that firstly we need to be clear on the outcome we are trying to achieve. Secondly the accountabilities and responsibilities of the individuals to enable those outcomes need to be agreed. Thirdly the structure the roles will operate in must be agreed. Fourthly, remuneration will be determined.. We need to be comfortable this structure will enable the roles to deliver the outcome. Dave Thorp confirmed that he believed that the structure and support is there and he and others in the management

team outlined how the roles will fit in with other senior roles and engagement in the management of the school.

Chair asked for the committee's comments. Salo Taufale noted that what has come out is there is a strong desire to have those two mentors in place. He said they are pleased that it is progressing. Paul Retimanu noted that Dave Thorp had done a good job. He reiterated that the mentors need to mana so that the whanau buy into it.

Phil Bergin noted one of the biggest challenges will be finding the right staff. Dave Thorp noted they will probably be from existing staff.

Linda Clark noted the next steps are setting a timeline for the Committee to get together with the SMT to come up with implementation in terms of recruitment. Dave Thorp noted we need to do this quite quickly, in order to get the 2018 timetable finalised.

It was agreed to disseminate this to staff this week. Following this, the SMT and committee to meet regarding the strategic plan.

Action: SMT

Heather Benfield's departure

The Chair acknowledge Heather's 17 years of committed and dedicated work for Wellington College. Noted the finances are in very good shape thanks to Heathers work. . He expressed on behalf of the Board, gratitude and thanks.

The Headmaster also said that the sheer passion Heather has for the school may not be realised. Noted he is grateful for all she has done for the school. Noted she will be staying on in a part-time capacity until the Performing Arts Centre is built.

Heather Benfield and Susan Quinn left the meeting at 8.30pm.

5.1.2 ICT Strategic Plan 2016-2020

Chair commented we need to educate ourselves as a Board in this area. Noted he was pleased about the link in this plan to the Strategic Plan.

Dave Thorp talked to the plan.. Noted the big question is how aligned is it to the 21st century needs of a student.

Dave Thorp noted the school had been lucky until now to have had Helen Jones, who dealt with the infrastructure very capably. Noted we are reviewing our ICT practices and have engaged the help of an expert in the field. He also noted that whilst we had been saving considerable money without the IT

Manager salary, that we probably have a need for a strategic and operational manager in this area.

Noted he is meeting week commencing 2nd October with Taruna Bhana to progress this.

Action: Dave Thorp / Taruna Bhana

Chair noted that we get good metrics around academic accomplishment. We don't get visibility around IT metrics. This relates to both the infrastructure and the progression of enablement of digitally based teaching. The Chair encouraged accessing independent thought and advice around the optimisation of technology in the school environment.

Rena Day questioned where cyber safety comes into this? Dave Thorp confirmed a programme is delivered at Tutor Time. Rena Day also advised that this area is one that ERO are currently focusing on.

It was agreed Dave Thorp would update the Board next year after the review.

Action: Dave Thorp

5.1.3 Curriculum Leadership Group Minutes and Review Starting Point

Dave Thorp reported on the feedback from the Parental survey. He noted there was enough positivity about academic conferencing to continue with it. Linda Clark asked what Professional Development we are doing for the teachers in this area. Phil Bergin said they have already decided that for next year the Professional Development will be more year group focused. Also, the intent is to change the sequencing of the senior reports to allay some parent fears. Noted a full written report before the 2nd academic conference would be useful.

Rena Day asked if they had surveyed the boys about academic conferencing. Dave Thorp responded that they will be doing this.

Action: Dave Thorp

Chair noted that the proof of the success of academic conferencing will be in Year 2 in terms of attendance and responses.

5.1.4 HOD Meeting Minutes

For information only.

5.2 Teaching Staffing Recruitment Update

Rob Anderson talked to his report. He said the report covers staff that have left in the last 3 years and the reasons they have left. He said it is reassuring that staff (approximately 10% per year) are leaving for the right reasons.

Rob Anderson said to complement this report, at the November Board meeting, he would be providing the results from the surveys of teachers leaving.

Action: Rob Anderson

Chair noted the trend of using teachers across a number of schools if feasible. Also, partnering with businesses. He noted we need to get creative to give ourselves an advantage in this area.

Dave Thorp commented that sharing teachers across 4 or 5 schools in such areas as Latin is possible.

5.3 Attendance Analysis 2010-2017

Darrell Harvey talked to his report. Chair noted that the numbers are what they are, the question is what we do about them.

Lateness. There is an issue with lateness particularly with Year 13 students who have a study period at period 1. There is then a tendency for them to arrive late for the next period. It was noted that a lot of schools have moved away from study periods.

The meeting discussed possible strategies for lateness. Darrell Harvey said non-attendance and non-achievement go hand in hand. He said he would hope with Maori and Pasifika mentors, the numbers/graph may change.

5.4 Health and Safety Report

Linda Clark enquired about the Sulphur issue in a science classroom. Dave Ashby noted they had spent time with the HOD to ensure that this wouldn't happen again. Chair said managing the risk before it becomes a problem is important. Phil Bergin said that dangerous chemicals are discussed at length in the chemistry department.

5.5 Discipline Report

Chair questioned the terminology used, for example 'assault'. Meeting agreed the term that better reflects the infringement is 'fighting'. This term to be changed in the paper. It was further agreed that a meeting would be held at the end of the year with the Deans regarding terminology. Chair also asked for clarification about what matters are coming to the Board. It was noted that any serious assault of one student on another requires that a Board member is brought in.

Action: SMT / Dave Ashby

Dave Ashby to look at breaking the classifications down to make them more specific.

Action: Dave Ashby

5.6 Arts Report

Chair noted that the Arts Report be taken as read. He also noted the excellent result by the Premier A debating team, defeating HIBS to win the Premier Championship Grade for Wellington.

5.7 Sports Report

Meeting discussed the issue of the use of the turf, and the fact that the Council funded \$650k. Meeting agreed they it is a joint venture. SMT to discuss this with Dave Keat.

Action: SMT

6.0 General Items

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.

6.2 School Records – Request for Disposal

Board approved the request for disposal as tabled. The resolution was passed unanimously.

Action: Darrell Harvey

6.3 Approval Request for Overseas Trips 2019

Noted that the first three trips – USA (Commerce), Europe (History) and Spain had previously been presented to the Board.

Note the French exchange, the Chinese exchange and the Japanese exchange were accepted by the Board, as they are regular student exchanges.

Rena Day noted that an exchange is different from a trip and the Board was in agreement.

Chair said in principle the Board is comfortable with the tabled trips and exchanges for 2019, but that detailed RAMS, sign-offs and other paperwork for keeping the boys and teachers safe are needed closer to the time.

Linda Clark suggested a trip/exchange sub-committee be formed. It was proposed that Rena Day chair it.

Action: SMT / Rena Day

6.4 Sponsorship and Supply Agreement – NZ Uniforms

Rena Day noted there have been extensive negotiations due to certain sporting clothing issues. As a result, the contract with NZ Uniform has only been renewed for one year (rather than 2 years as they suggested) due to those issues.

Darrell Harvey noted that he had spoken with Susan Quinn and in her previous role they had some issues with NZ Uniforms as well.

Darrell Harvey also noted that if NZ Uniforms don't perform, we will be going through an extensive tender process again.

6.5 Late Enrolment Request

Headmaster noted he had contacted the Ministry and because the enrolment request is late, it cannot be considered. The school does not have that authority. There has been a request for an IIP to go to the Ministry of Education. The Ministry of Education have now contacted the family to say that regrettably they cannot allow this enrolment.

Susan Poole to liaise with Lynda Woods and ensure the family are informed.

Action: Sue Poole / Lynda Woods

6.6 MOE Roll Return September 2017 (see correspondence folder)

For information only.

6.7 Student Representative

Sebastian Daellenbach noted there was not much to report due to the mock exams having just been concluded.

Linda Clark thanked Sebastian for his work on the Board and Shaheer Salman was welcomed.

Chair requested that the Strategic Plan action update be put on the Agenda for the next Board meeting. No work needs to be done on this prior to the meeting.

Action: Sue Poole

The Headmaster congratulated Sala on taking the Senior B team to the Semi-finals, with a loss in the final by 8 to Tawa. He noted the great job Sala had done.

Secondly, regarding the Senior A basketball team, he noted that Salo was the assistant coach and stepped up to the full coaching role and did a magnificent job. It was a close final (St. Patricks vs. Wellington College. The College beat St. Patricks 65 to 63 for the first time in 22 years. Headmaster wished them the best of luck at Nationals.

The meeting concluded at 9.35pm

Date of next Board meeting: Monday 30th October 2017 at 6.00pm in the Pavilion.

Signed: _____ **Date:** _____

Chair