

**Wellington College Board of Trustees  
Held in the Pavilion on  
Monday 29<sup>th</sup> October 2018 at 6.00pm**

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<b>Present:</b>	<b>Mr Paul Retimanu</b>	<b>(Board Chair)</b>
	<b>Mrs Linda Clark</b>	
	<b>Mr Masalosalo (Salo) Taufale</b>	
	<b>Mr Shaheer Salman</b>	<b>(outgoing Student Rep.)</b>
	<b>Jesse Richardson</b>	<b>(incoming Student Rep.)</b>
	<b>Mr Gary Crawford</b>	
	<b>Mrs Rena Day</b>	
	<b>Mr Sala Sidler</b>	
	<b>Mrs Taruna Bhana</b>	
	<b>Mr Karl White</b>	<b>(Staff Representative)</b>
	<b>Mr Gregor Fountain</b>	<b>(Principal)</b>
<b>In attendance:</b>	<b>Ms Susan Quinn</b>	<b>(Business Manager)</b>
	<b>Mrs Sue Poole</b>	<b>Board Secretary</b>

Paul Retimanu declared the meeting open at 6.05 pm.

**1. Apologies**

None

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on September 24<sup>th</sup> were moved by Gregor Fountain as a true and correct record, and seconded by Sala Sidler.

**3. Matters Arising**

**3.1 Actions List and Critical Date Planner**

GF noted that finalisation of policies for School Docs will occur after opening events and senior prizegiving.

**ACTION: SLT / SP**

It was agreed that a meeting is to be organised to discuss a framework guiding roll size and related enrolment decisions.

**ACTION: GF**

GF noted the Strategic Plan is included with his report. He hopes to have a Charter framed up by February 2019. He is requesting feedback.

Regarding overseas trips, GF explained previously it had been agreed to approve up to four trips per year. GF noted that proposals for 2020 trips are required by March 2019. It was agreed that trips for the following year need to be approved by March of the year prior. LC noted the need to have final trip approval as late as possible to ensure a level playing field in addition to regular exchanges but still allow enough time for fundraising.

**ACTION: SLT**

The new student representative to the Board Jesse Richardson was introduced and welcomed.

### **3.2 International Update – Mike Ellett**

ME requested ratification of two international student policies.

Regarding the revised Refund Policy and revised Managing of Recruitment Agencies Policy, ME advised that both are now standard around New Zealand.

The meeting discussed aspects of the refund policy and it was noted that the \$250 fee is an industry standard amount. Rena Day moved and Sala Sidler seconded the ratification of the Managing Recruitment Agencies Policy. Gregor Fountain moved and Sala Sidler seconded the ratification of the Fee Refund Policy.

ME then updated the meeting on international numbers for 2019, and also advised that Feng is unwell and in hospital in China but he is hopefully on the mend. ME noted that we have closed 2018 on 77 students. He said that hard work updating marketing material is positioning the College well. He further noted that 2019 numbers are presently 81 full time equivalents. He remarked that it is pleasing we have four students starting Year 9 and they will therefore be here for five years.

GC enquired about the price sensitivity of this market. The Board discussed the yearly fees increasing to \$17,400 and queried whether they should increase to \$18000 as we are positioned as the leading academic school. Noted the fees increase is for new students commencing in 2020.

It was agreed the ME to test the market from a fees perspective, and then report back to the Board at 26/11/18 meeting.

**ACTION: ME**

## **4. Reports**

### **4.1 Principal's Report**

The report was taken as read. GF confirmed that the lead Deputy Principals for the Kāhui Ako are Suzanne Pidduck of WGC and Andrea Peetz, DP at Karori Normal School (and a Wellington College parent).

GF reported they have interviewed the across school teachers and are appointing six instead of five. Two will be from Wellington College.

Linda requested the Kāhui Ako provide information regularly to the Board.

ACTION: GF

GF said in the longer term, he would like to see more collaboration with other schools both inside and outside of the Kāhui Ako.

GF requested the Board sign off on the Achievement Plan and the Memorandum of Agreement.

GC questioned what the process was for coming up with the 3 challenges. Noted that examination of all schools' strategic plans, looking at data and a synthesis of all the Kāhui Ako ERO reports were part of the process.

1. GC moved and LC seconded approval of the Achievement Plan
2. LC moved and RD seconded approval of the Memorandum of Agreement.

Regarding the draft revised strategic plan, GF advised we have got to the point where we can confirm the COLL values and we now have some supporting statements to unpack these values. He noted that during the holidays he had worked with Dave Thorp to reorganise the strategic plan around the values. GF commented it remains a draft, but they are pleased with the framework. He said they are also working on the curriculum review and putting this through the lens of the values.

LC requested the board get a printed copy of this strategic document as a bit of a "bible".

ACTION: GF / SP

GF advised regarding the timeframe, that in January 2019 he will work on a variance report and from that a draft annual plan for the February 2019 board meeting.

ACTION: GF

GF further noted that the website is currently being re-developed to reflect the four values.

It was agreed that the old values posters displayed around the school should be removed.

ACTION: SLT

The board accepted the revised strategic plan.

LC suggested that this document could be the focal point of a parent event early in 2019.

ACTION: GF

#### Health and Safety

Noted that the Health and Safety committee has been reactivated. Incident reporting has been improved. LC requested that the year group relating to each incident be added (and/or if it involved a teacher).

ACTION: SLT

#### **4.2 Finance Report, September 2018**

SQ spoke to her report. She explained that numbers are a bit understated at the moment and that a lot of the landscaping costs associated with the Hall have been capitalised as suggested by GC (meaning it goes to the balance sheet as an asset, where it can be written off over a number of years).

#### **4.3 Updated 2018 Forecast**

SQ reported that donations are continuing to come in and she is collecting this information on a monthly basis. Further noted donations for October are up versus September.

Agreed that a donations reminder is to be included in GF's weekly newsletter.

ACTION: GF

#### **4.4 Cashflow to September 2021**

SQ noted that the sound system for the Hall is now being installed early in 2019. She further noted that up to \$50,000 worth of additional work on the Hall is going to be required to make it serviceable for student use.

Regarding the turf, an assessment has been done and it will need replacing in December 2020/ January 2021.

#### **4.5 Hall Update**

KW updated the meeting on progress in the Hall. He confirmed that Maycrofts have now handed over the building to Wellington College.

He advised that a very successful community event in the form of a gardening bee had been held. He further advised that the Blessing would be occurring on Wednesday 31/10 and that the last of the signage is currently being installed.

Regarding numbers, GF reported that approximately 200 people had RSVP'd for the blessing and approximately 500 for the 5/11 opening assembly.

KW also reported that the main honours board is complete and installed.

#### **4.6 Succession Planning**

This point to be discussed in-committee.

#### **5.0 General Business**

##### **5.1 Correspondence and Publications**

Circulation of folder.

##### **5.2 Wellbeing Day Final Report**

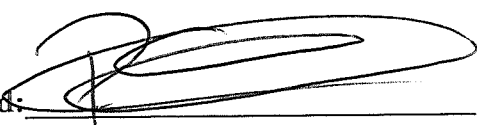
SS noted that it has been agreed this event will happen earlier in 2019. He said that feedback received pointed to having more interactive workshops, rather than lecture style sessions.

SS noted that overall it was a successful event, but that there were areas for improvement.

GF presented SS a present and thanked him for his great work on the Board.

*The meeting concluded at 7.30pm*

**Date of next Board meeting: Monday 26 November 2018**

Signed:  Date: 25/11/18  
Board Chair