

**Wellington College Board of Trustees  
Held in the Pavilion on  
Monday 21st May 2018 at 6.00pm**

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Present:	Mr Paul Retimanu	(Board Chair)
	Mr Masalosalo (Salo) Taufale	
	Mrs Taruna Bhana	
	Ms Linda Clark	
	Mr Shaheer Salman	(Student Representative)
	Mr Gary Crawford	
	Mrs Rena Day	
	Mr Sala Sidler	
	Mr Karl White	(Staff Representative)
	Mr Gregor Fountain	(Principal)
	Mrs Sue Poole	(Board Secretary)
In attendance:	Ms Susan Quinn	
	Mr Mike Ellett	

Paul Retimanu declared the meeting open at 6.00pm and welcomed International Student Director Mike Ellett.

### **1. Apologies**

There were no apologies.

### **2. Minutes of the Previous Meeting**

The minutes of the meeting held on 30th April 2018 were approved. Linda Clark moved that they are a true and correct record and Masalosalo Taufale seconded the minutes.

### **3. Matters Arising**

#### 3.1 Actions List and Critical Date Planner

Noted that the Hall update and a staffing issue will be discussed in-committee.

### **4. Reports**

#### **International Students 2019**

Mike Ellett spoke to his report. Noted that at present we are down by approximately six students but that the intention is to correct in the July intake and later in 2018.

Major factor is the shift in a key market – China. A lot of Chinese families are moving to on-shore education options. The fact that the Chinese market is high end and they are looking for a quality school should work in our favour with our recognised pass rate at 90%.

Noted a concern is our homestay payments at \$280 a week. This is below the market average.

Effort is being concentrated on:

- Five year students. (Next year two Kelburn Normal students will be coming on-line.)
- Working with Auckland agencies to recruit Chinese students, due to the lack of accommodation in Auckland.
- Investigating Wellington hostel options.
- Developing support networks around the school including a summer program of Rugby for up to thirty students.

- Other accommodation options.

Noted Gregor Fountain's idea of interviewing a current homestay family for the weekly video newsletter. Use as enticement to our community to become homestay families.

Action: Gregor Fountain / Mike Ellett

Noted that the money we hold in homestay accommodation is approximately \$800k a year. Mike Ellett suggested that hostel accommodation possibly in conjunction with other schools could be considered in the future.

Gary Crawford questioned whether we see the number growing or staying flat. Mike Ellett confirmed flat in the China market. He noted it is early days, as we recruit right through to December.

Linda Clark asked if all the schools are experiencing similar trends. Mike Ellett said yes, especially in regards to Chinese students.

The meeting agreed that Mike Ellett would forward market intelligence and data as it comes to hand.

**Action: Mike Ellett / Gregor Fountain**

Paul Retimanu questioned whether WREDA are useful. Mike Ellett noted they are good at showcasing Wellington. Paul Retimanu suggested Gregor Fountain and Mike Ellett should meeting with their new CEO. Paul Retimanu said the Board will support this in any way they can in order to increase international numbers.

**Action: Gregor Fountain / Mike Ellett**

Linda Clark and the meeting agreed that new strategies should be pursued given the changing market. She suggested we push the sister city relationship more. The Board agreed. Gregor Fountain agreed to work on the strategy with Mike Ellett and bring this to a future meeting.

**Action: Gregor Fountain / Mike Ellett**

Agreed Gregor Fountain to provide the Board with a breakdown of where our students are from and how are we celebrating their diversity to the 19 June meeting.

**Action: Gregor Fountain**

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

Gregor Fountain spoke to his report and asked for any feedback or comments on inclusions. Noted that in order to track trends, he will provide a roll update every month and note any stand-downs and suspensions by month as a rolling record.

#### **Learning Support Annual Report**

Noted that this is a standard report that every department has written. Rena Day said we need to acknowledge the work the learning support group do. Agreed to send a note of thanks for the excellent work they are doing, and Ross Dunn to be included in the thank you.

Gregor Fountain talked about the need for a facility/drop-in space for learning support. It would be a hub for students and also provide a closer connection with guidance. Agreed he would pass on the Board's support in principle of the movement to a new space.

**Action: Gregor Fountain**

#### **Curriculum**

The possibility of a more regular Pasifika breakfast club was discussed. Paul Retimanu said there are some barriers with regard to punctuality. He noted he would be happy to provide food to support this initiative if we can address ways to make it a positive event. Rena Day said

packaging it as a 'breakfast study club' might work. Use brotherhood and camaraderie. Gregor Fountain and the SLT to work on this.

**Action: Gregor Fountain / SLT**

Salo Taufale questioned whether there had been any outcomes as a result of board members attending a recent meeting with students. Paul Retimanu noted that the restorative side of the process was very successful. The Board agreed that restorative practice is the way forward. Gregor Fountain noted he's keen to go down this path, after building the culture first.

Gregor Fountain and the Board discussed current procedures regarding suspensions. He noted having a Suspension Committee means only three board members are required. Further noted we need to set this up in our Procedure/Policies. Last year the committee comprised Rena Day, Linda Clark and Peter Schuyt.

Linda Clark then questioned next steps with regard to Policy consistency and development. Agreed to provide the next meeting with a pathway or map and contents page. Agreed Gregor Fountain to also meet with School Docs.

**Action: Gregor Fountain / SLT**

### **Fiji Bio-diversity Trip**

Rena Day noted that further information was required (latest Policy and latest version of Checklist). Gregor Fountain to follow up.

**Action: Gregor Fountain / SLT**

### **Official Information Act Request**

Noted this will be discussed in-committee.

### **Student Representative Report**

Shaheer Salman reported that Pink Shirt Day was successful, the boys enjoyed it and the anti-bullying message got through. He noted that with regard to the Wellbeing day they are hoping it will happen this year. Linda Clark questioned what the roadblocks are. Shaheer Salman said the logistics of the day are the biggest roadblock.

Agreed that Paul Retimanu can provide an events person to assist in organisation of the proposed wellbeing day.

**Action: Paul Retimanu / Shaheer Salman**

4.2 Memorial Hall and Performing Arts Centre Update. Agreed late paper to be discussed in-committee.

4.3 Finance Report, April 2018

Susan Quinn spoke to her report and noted there was very little change from last month's report.

Gary Crawford requested forecasting 2018. Agreed Susan Quinn to work on this.

**Action: Susan Quinn**

4.4 Annual Accounts

Susan Quinn reported that she has received the formal letter from the auditors. She noted there is a \$126,000 loss if you take out the donations to the Hall.

The main recommendations are:

Segregation of duties  
Implemented credit card purchases sign-off system  
Cyclical maintenance calculation  
Currency of Board policies

Gary Crawford requested a brief paper on the segregation of duties over the next couple of months.

**Action: Susan Quinn**

Gary Crawford asked about payroll calculations relating to leave and who wears that cost, is it the Ministry or the College. Susan Quinn confirmed it is a Ministry cost if it relates to teachers and our cost for support staff. Agreed Susan Quinn to speak to the Ministry regarding this.

**Action: Susan Quinn**

#### 4.5 Donations Recommendations for 2019

Susan Quinn spoke to this paper. She noted the intention was not to have a diary next year, and that a standard increase would be included. Also noted that the headings used would change. She asked for any board comments.

The meeting agreed to the following changes to the headings:

‘Learning Materials’ to ‘Curricula General’  
‘ICT and Equipment’ to ‘Technology’  
‘Major Projects’ to ‘School Development’

Linda Clark suggested avoiding ‘administration costs’ by not making the textbook deposit refundable. The current practice is for the textbook deposit to be paid to the Old Boys if approved by each student’s family. It was agreed that this process would be reviewed at a future meeting.

Paul Retimanu asked if the Board was comfortable with the 2% increase and adding a line regarding “if you would like to give more”. All agreed.

**Action: Susan Quinn**

## 5.0 General Business

### 5.1 Correspondence and Publications – circulation of folder.

The meeting concluded at 7.45pm followed by an in-committee meeting

Date of next Board meeting: Tuesday 19th June 2018.

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

Chair