

**Wellington College Board of Trustees  
Held in the Pavilion on  
Monday 19th March 2018 at 6.00pm**

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**Present:**

<b>Mr Tim Clarke</b>	<b>(Board Chair)</b>
<b>Mr Masalosal (Salo) Taufale</b>	
<b>Mrs Taruna Bhana</b>	
<b>Ms Linda Clark</b>	
<b>Mr Paul Retimanu</b>	
<b>Mr Sala Sidler</b>	
<b>Mr Shaheer Salman</b>	<b>(Student Representative)</b>
<b>Mr Gary Crawford</b>	
<b>Mrs Rena Day</b>	
<b>Mr Karl White</b>	<b>(Staff Representative)</b>
<b>Mr Roger Moses</b>	<b>(Headmaster)</b>
<b>Mrs Sue Poole</b>	<b>(Board Secretary)</b>

**In attendance:**

**Mr Dave Ashby**  
**Ms Susan Quinn**

Tim Clarke welcomed everyone to the meeting and declared it open at 6.00pm.

### **1. Apologies**

Apologies were received from:

- Mr Darrell Harvey
- Mr Rob Anderson
- Mr Phil Bergin
- Mr Dave Thorp
- Linda Clark (lateness; arrived at 6.10pm)

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

The minutes of the meeting held on 19th February 2018 were approved as a true and correct record, pending one amendment as noted by Linda Clark.

**Action: Sue Poole**

### **3. Matters Arising**

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

Noted Roger Moses requested The Fundraising Report be help over for In-Committee.

## 4. Reports

### 4.1 Headmaster's Report

Roger Moses spoke to his report. He acknowledged the wonderful job that Dave Ashby did in his absence.

Regarding teaching staff, noted that Mark Wallace has resigned to move into a role outside teaching. We are now looking for a replacement maths teacher.

*Linda Clark arrived at 6.10pm.*

Regarding students, the predicted roll return was very accurate. The roll has grown and we have had to look closely at cutting back out of zoners. Roger Moses commented that we may have to look at paring back the priority candidates.

McEvedy Shield. Reported that the event was very successful. Roger acknowledged the tremendous performance of athletes and support from staff. Wellington College won again.

Noted the Runathon takes place this weekend and planning is well in hand.

Analysis of Variance. Roger noted this document gives the Board members a chance to see what the targets were for last year. It is a good guide for determining the Annual Plan for 2018. It is a living document and can be adjusted by the Board at any time, but there is a requirement to submit it as soon as possible. Roger requested the Board approve the document. The Board approved the Analysis of Variance and Annual Plan for submission.

**Action: Roger Moses**

Scholarship Results. Noted the numbers were slightly lower than previous years, but that it was still a very good result. Significantly, we have 3 boys in the top 10 in the country for the second year in a row.

Dave Thorp included a COL update in Roger's report. RM commented on the benefits, including extra money and time and the opportunity to develop good relationships with feeder schools.

Curriculum Review. Noted this will be pushed back so that Gregor Fountain can have input. As this is his last Board meeting, Roger wanted to acknowledge how deeply grateful he is to the BoT's that have helped him. He also paid tribute to Dave Ashby, noting that no one could have a better or more loyal second in charge. He also acknowledged Rob Anderson, Darrell Harvey, Phil Bergin and Dave Thorp.

Chair asked if there were any questions or discussion about the Headmaster's Report. He questioned whether the Annual Plan was largely based off the Variance document. Roger Moses agreed it was. He further noted that said curriculum, Maori and Pasifika areas were focused on, along with Nigel Pollock's sports report. Roger further noted he is happy to make any adjustments but in terms of compliance, the process is to submit it and get it ticked off, then make any changes.

Gary Crawford questioned how we measure how effective leadership opportunities for Maori and Pasifika are. He is interested in an answer to this.

Paul Retimanu asked about the Marae development progress. Roger Moses noted this is one of the items that needs to be looked at more closely.

Linda Clark said regarding the Priority Learners Bicultural Dimension that it is an achievement for everybody and should be separate from Priority Learning. In the plan, Linda Clark would like these to be teased out/separated. Roger Moses agreed this was a good idea, but reiterated the need to tick the box and come back to this.

It was agreed this issue should be a discussion point for the next Board meeting on Monday 30 April.

**Action: Sue Poole (add to Agenda)**

Tim Clarke acknowledged Roger Moses' remarks and on behalf of the current and previous Boards, thanked him for his fantastic contribution to the school.

Salo Taufale said that on behalf of the Pasifika students, they would be eternally grateful to Roger.

Rena Day said that on behalf of elected parents' representatives, we are very grateful for what you have done for our boys.

Paul Retimanu said on behalf of the Maori whanau, thank you to Roger. He said that Roger has always kept the dialogue open and that all his efforts are appreciated.

Sala Sidler thanked Roger for his influence in sport, across all levels but particularly at the higher achieving level. He also thanked Roger for his support of the Arts.

Gary Crawford wanted to acknowledge the huge personal effort (fundraising) for the Hall.

Shaheer Salman thanked Roger on behalf of the students. Noted he had managed to inspire decades of children and that all the boys highly respect him.

## **4.2 Finance Report January / February 2018**

Susan Quinn spoke to her report, which covered January/February 2018. Noted we are little bit light on expenses due to when the Board meeting falls in the month. Profit is up due to donations (\$375,000 from the Foundation).

Re-coding. The week before Christmas cleaning contractors gave notice. We have now employed them individually. Noted there have been a few teething problems but a better result in the long term is expected.

Tim Clarke asked if there are any trends with donations this year. Susan Quinn said they are trending in a similar way to last year.

Gary Crawford asked about funding from the Foundation that has come in. Susan Quinn replied that it is donations being held.

Gary asked questions regarding international students and the level of comfort to get back up to budget. Susan Quinn will talk with Mike Ellett and advise Gary Crawford.

**Action: Susan Quinn**

Susan Quinn noted we are budgeting for a small deficit for the year overall.

## **4.3 Property**

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

Taken as read. Tim Clarke proposed that Karl White introduce Ian Rattray's Five Year Plan Report.

#### **4.3.2 Proposed 5 Yr Plan (Ian Rattray)**

Karl White talked to this report. Noted that after consultation with staff and students, a draft plan has been put together. Noted that there is very little discretionary spend left.

Discussion took place concerning the fact that the MoE originally was to cover the cost of the leaky building (Student Services building, built in 2005), but that they have moved this leaky building situation into the 5YA. They have suggested they will come up with half of the funding for this, meaning that this money will not be available for other projects. The amount that will need to be allocated for this leaky building is \$500 000.

Noted that the three groups involved, have settled with the MoE.

Tim Clarke said that if the MoE is in receipt of a settlement in relation to our asset would indicate the need to investigate further exactly what we are being asked to pay.

Linda Clark agreed we need to test exactly what it is we're being asked to pay.

Tim Clarke clarified that this is the funding process. The actual contractual tendering process when projects come up, is a separate process.

The Board's role is to sign off on the prioritization of the projects.

#### **The Board approved the prioritization on the 5YA.**

Tim Clarke noted that the message from the Board to the SMT, is that we are comfortable with the approach and the draft 5YA, but please push back as to why the leaky building funding is included with the 5YA.

Further agreed that the 5YA be brought back to the April 30 BoT meeting for formal sign-off.

**Action: SMT / Karl White / Linda Clark**

#### ***MOVED THAT THE MEETING GO 'IN-COMMITTEE' FOR THE NEXT PORTION Draft Paper Regarding Hall Costings***

Tim Clarke noted the written report regarding the Hall will be available for the April 30 Board meeting. In the meantime, he asked Susan Quinn, Gary Crawford and Salo Taufale to give a verbal update.

Susan Quinn noted that she still doesn't have accurate costs and there are still discrepancies in the range of \$600,000.

The issues at present are:

- Solidifying the numbers
- and
- How are we going to fund the remainder?

It was agreed that Susan Quinn, Darrell Harvey and Karl White would have this critically important report, including process and a timetable for resolving issues, available for the 30th April Board meeting.

**Action: Susan Quinn / Darrell Harvey / Karl White**

Tim Clarke questioned whether we need a special Board meeting in the interim. If not time critical things, then he suggested we wait for next actual Board meeting.

The meeting proceed to discuss various aspects of the issues around completion of the Hall. Karl White noted that there are four areas to be pinned down: the opening to Firth Hall, Landscaping (there was a considerable quote, which has been chopped back to the minimum) and the staff room (using existing furniture) and the area behind the Hall. He suggested that the Board attend another walk-through of the Hall in order to understand the issues.

Linda Clark suggested a sub-committee may be needed to take a guiding hand over this next stage of the project. She also noted that she thinks Ian Rattray should attend the next Board meeting on 30th April.

**Noted that Karl White has the authority of the Board to insist on the critical information needed for this comprehensive paper to be completed.**

It was also agreed the following:

- 1. The Board to leave it open at this stage as to whether a separate meeting is required before the Board meeting on 30th April.**
- 2. The report is to be circulated AS FAR AHEAD AS POSSIBLE prior to the 30th April Board meeting.**
- 3. Agreed that if Karl White and Susan Quinn encounter problems getting the required information from the architects, Gary Crawford and Salo Taufale will arrange a meeting with them.**

**IN-COMMITTEE ENDED at 7.45PM.**

*The meeting broke for dinner at 7.45pm.*

#### **4.4 Health & Safety Report**

The paper was taken as read.

#### **4.5 MoE Roll Return, March 2018**

Taken as read.

#### **4.6 Fundraising Report (Charlie Gallagher)**

This to be discussed In-Committee at the conclusion of the Board meeting.

#### **5.0 Liaison Reports**

##### **5.1 Curriculum**

###### **5.1.1 Chemistry Self-Review Report Term 4, 2017**

Taken as read. RM noted this was very positive. Congratulations to Phil for a positive report. Linda said acknowledge good report, TC seconded this.

###### **5.1.2 CLG Meeting Minutes**

Taken as read.

###### **5.1.3 IT Committee Meeting Minutes**

Taken as read.

## **5.2 Arts Report**

Taken as read.

## **5.3 Sports Report**

Linda Clark noted there is still a need to revise the website – fragmentation issues.

**Action : SMT**

Regarding McEvedy Shield records broken, Shaheer Salman questioned why a particular record wasn't mentioned. It was noted that this record was deemed wind-assisted, so cannot be counted.

The Sports Report was taken as read.

Regarding the Uniforms discussion paper included with the Sports Report, Rena Day noted it is a Board issue as it relates to the profitability of the Uniform Shop and the service the students are getting.

She reported that the current contract with NZ Uniforms is coming up for renewal. There has been deep unrest among some codes with the quality of clothing, along with issues regarding timing and invoicing. She noted that these issues have not improved.

Rena Day advised that she will update the Board with a paper at the 21st May meeting (which she will circulate well ahead of the meeting), prior to the June deadline for renewal of the Contract.

**Action: Rena Day**

## **6. General Business**

### **Overseas School Trips**

Taruna Bhana questioned whether the 2019 New York trip (Business students) needed to be approved by the Board.

Dave Ashby commented that there were 6 trips proposed for 2019 and that they have been approved in principle, pending RAM's closer to the time of each trip.

It was agreed Rena Day and Dave Ashby to confirm with the Board whether the trips had been approved.

**Action: Dave Ashby / Rena Day**

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

#### **6.2 Wellbeing Day Update**

Shaheer Salman reported that Mr Wither had selected the Student Council and they will have their first meeting this week. The whole council will attend.

He noted they are looking to have a property committee and a wellbeing committee as part of the Student Council. He also noted that wellbeing surveys will be sent shortly.

Tim Clarke noted that will be a consultation body that can feed information in to Karl White in the property committee.

Regarding the Runathon message and alcohol, it was agreed that Head Boy Ollie Peterson and Roger Moses will liaise about ensuring the students get the message about this.

**Action: Roger Moses**

*The meeting concluded at 8.10pm*

**Date of next Board meeting: 30th April 2018**

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

**Chair**