

**Wellington College Board of Trustees
Held in the Pavilion on
Monday 30th October 2017 at 6.00pm**

Present:

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	
Gary Crawford	
Mr Shaheer Salman	(Student Representative)
Mrs Sue Poole	(Board Secretary)

In attendance:

**Dave Thorp
Susan Quinn**

Chair welcomed members to the meeting and declared it open. It was noted there will be staged In Committee sessions at the end of the meeting.

1. Apologies

Apologies were received from:

- Mrs Rena Day
- Mr Rob Anderson
- Mr Dave Ashby
- Mr Darrell Harvey
- Mr Phil Bergin

2. Minutes of the Previous Meeting

The Minutes of the previous Board of Trustees meeting held on 25th September 2017 were approved as a true and correct record. Minutes were approved subject to correction of typographical errors.

Action: Susan Poole

3. Matters Arising

Mike Ellett tabled 'International Student Strategy 2018' and talked to this document (Note it is Item 4.4 on the Agenda). The document dealt principally with compliance elements of this student sector.

Mike noted the final document will be ready for the next ERO visit.

Action: Mike Ellett

Mike also noted this is not his board report. He will provide a board report including full strategy and market analysis for the next board meeting on 27th November 2017.

Action: Mike Ellett

Mike advised that industry oversight body SIEBA, have been in operation for a few years. He confirmed that we are compliant with our obligations.

Mike also noted numbers are sustainable for 2018.

Chair noted there are further actions with respect to the compliance obligations to be taken. From a governance perspective, Mike is managing the process and doing the review and as such, Chair requested someone independent should also review for compliance.

Action: Mike Ellett

Chair also asked if there is any risk around changes in the student visa rules in the short term. Mike advised that no, in the secondary school market this is not an issue.

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

- Quarterly Review. Noted this was on the Agenda for the September board meeting. It was agreed to include a copy in the papers for the 27th November meeting.

Action: Dave Thorp / Sue Poole

- 150th Events. Headmaster confirmed that Darrell Harvey is looking into the specific costs.

Chair noted visibility from a financial perspective is his first concern. He requested that Susan Quinn get involved.

Action: Susan Quinn / Darrell Harvey

- Chair advised that the Communication Stock-take will be dealt with when we get to Agenda Item (4.5).
- Chair requested that any non-financial board papers format recommendations be forwarded to Sue Poole.

Action: All / Sue Poole

- Chair to discuss Performing Arts Centre update when we get to this point in agenda (4.3.2).

The **Critical Date Planner** was updated.

MoE Property System Process Presentation

Ian Rattray presented a high level overview of the Ministry's property system and how 5 year funding is calculated and how it is delivered.

He explained the key challenge is how we, within MoE income streams, go from current state to ideal future state (particularly where classrooms are concerned).

Chair questioned how the funding is accounted for. Ian explained that we provide all the information on a template and the money is passed to us when we present them with the specific project tenders prior to commencing the work. Susan Quinn confirmed that it sits on the balance sheet (like a work in progress) and passes through – no residual asset.

Headmaster's House is actually owned by the Board. It has been converted to a Board asset. The Headmaster questioned how this differs from the Pavilion for instance. Ian Rattray said the Pavilion is seen as a core building, and the Headmaster's House is not. We are getting no funding for it. Noted we are getting funding for the Caretaker's House.

Chair noted that from a governance perspective, the 5 Year Plan provides options for where the funds go. This is currently administered by the Property Committee. A process needs to be set up where the proposed plan is tabled at a Board of Trustees meeting – current plans, plans for the next cycle. From a timing perspective it was noted it would be helpful to have this early in 2018. Ian Rattray to provide a draft plan for the February 2018 Board meeting.

Action: Ian Rattray

From there, final approval is required at the April meeting before it is sent to the Ministry of Education to go through a national moderation panel (8 week process).

Karl White commented that we need to ensure this fits in with the Curriculum Review.

Chair noted that there is another capital budget where investment is funded by the College which Susan Quinn manages.

Regarding the Trade Academy proposal, Ian Rattray confirmed it will be tabled at the November Board of Trustees meeting.

Action: Ian Rattray

The Headmaster noted that Ian Rattray has worked with Wellington College for almost 23 years and has given great value. He was the person instrumental in getting the Sports Academy in place and the new turf.

4. Reports

4.1 Headmaster's Report

The Headmaster spoke to his Report.

1. Personnel

Colin Green will be going to Rathkeale (promoted). Greg Sharland has resigned to take up a position as DP at Mana College. This will leave a big gap. Also, Ross Dunn has resigned as he is moving to Indonesia with his wife. Additionally, Sam Dean is returning to St. Patrick's Silverstream. The Headmaster noted that it is wonderful when you see staff moving on due to promotion.

He reiterated that the key issue is getting quality staff. Since this report was written, two good people have been appointed – Dean for Maori students Rebecca Edmonds and for Pasifika students Joti Lea. Paul Retimanu commented that these are great appointments.

Also noted that Guy Manse is returning, he is a superb teacher. Additionally, Colin Berry, who has come from outside teaching, will be a part-time Physics teacher (fixed term position). Sarah Reynolds has been promoted to a permanent role in Science and Biology.

Headmaster noted he is pleased that Lucinda Lendrum and Eliza Bartlett will continue in their shared role teaching English. This model has worked well.

Lastly, Tara Webley and Destine Conroy have been appointed to a shared, fixed term position teaching Technology.

Noted there is still a Technology and a Maths position to be filled, and a HOD Drama was interviewed today.

Headmaster noted that the NZQA Managing National Assessment report draft is included with his report. It is a glowing report and Dave Thorp is to be congratulated. Chair also thanked Dave Thorp.

Headmaster noted that Senior Prizegiving is next Monday. Sue Poole to check with Board members regarding attendance and availability to hand out prizes.

Action: Sue Poole

Headmaster spoke about the 150th Celebration events. There was considerable praise for the Assembly and a lot of positive feedback from Old Boys and students. Also noted that the Open Day was very busy and was a fabulous showcase of the College. He thanked Lynda Woods, Dave Keat and Kirsty Hazledine in particular.

Lastly, the Memorial Service organised by Rob Anderson was very well organised and a moving occasion. Also, in his absence, a word of thanks to Darrell Harvey who did a great job of keeping different groups together and focused for the various 150th events.

Chair would like to send acknowledgement letters to the people involved in organising the 150th Celebrations. Sue Poole to confirm names.

Action: Peter Schuyt / Sue Poole

Headmaster recommended looking at systematically reviewing all of the policies, commencing early in the New Year. Policies are grouped together in 6 categories. Chair agreed and said policies can be shared out.

Action: Peter Schuyt / Sue Poole

Headmaster noted that Mark Stamper (director of the Chorale) has asked permission to take our school motto and commission someone to put it to music. The cost would be approximately \$1500. Headmaster noted he would like to support him, and asked for Board feedback. The Board agreed it was a good idea and Headmaster to proceed.

Action: Headmaster

Meeting broke for dinner at 7.45pm

4.2 Finance Report

Susan Quinn spoke to her report. She noted that regarding the 150th, costs are presently coming in.

Chair asked about the budget cycle. Susan Quinn confirmed it has commenced and is a work in progress. She will have a draft 2018 Budget for the November Board meeting.

Action: Susan Quinn

Gary Crawford questioned whether all 2017 capex will be spent. Susan Quinn said probably not, and that it will be rolled into next years' budget.

Chair noted the College is in a strong financial position.

Gary Crawford also asked about fundraising following the 150th. Headmaster confirmed there is a mailing going to all that attended events, an email to Old Boys and an email to all parents.

Linda Clark suggested that in 2018 we could think about having a 12 month rotation of dinners for people to meet the new Principal and could incorporate fundraising into these evenings.

4.3 Property

4.3.1 Maintenance and Hazard Report

The report was taken as read.

4.3.2 Performing Arts Centre Update

Karl White noted that we are up to schedule 23 of monthly meetings. The outside cladding is now on and we are about 80% covered in. The connection between the Firth Hall and the Performing Arts Centre is underway.

Chair talked to Heather Benfield's update report. The overall project cost is \$9.3M. The funding gap is \$1.8m with that to be funded - \$900k from WC reserves and a \$900k draw-down on the Foundation Loan..

It was reported that Charlie Gallagher has confirmed receipt of a \$100k grant and a private donation of \$35k. Chair also noted there were a number of good leads picked up through the course of the 150th Celebrations and that Charlie is following up.

4.3.3 Construction Course Proposal

Noted in essence the SMT and the Curriculum Committee support a construction course but at present there is no home for it. A container was the initial idea. Karl White noted the Property Committee felt it would be beneficial to have the construction course location closer. An open lean-to off the back of the Technology block is currently being costed. Benefits include the fact that there are existing facilities such as toilets.

The cost is likely to be close to \$75k. This would be a school-funded project. Noted there are three classes currently timetabled to use this space next year.

The Property Committee will provide a recommendation with figures to the November Board of Trustees meeting, with a view to gaining approval at this time and with a completion date of February 2018.

Action: Karl White

Linda Clark asked what would happen to the boys if this project can't go ahead. Paul Retimanu questioned the number of boys involved. Karl White advised there are 37 plus another hybrid class (Gateway). Chair noted if the building does not happen, please ensure the proposal includes alternatives and risks.

Dave Thorp said the intention is to try and incorporate a meaningful trades pathway whilst ensuring literacy and numeracy.

Chair asked for an explanation regarding funding through Gateway. Karl White said in Star funding, there is approximately \$10k. Chair suggested

thinking about sponsorship – Placemakers, Mitre 10 and Bunnings. Dave Thorp noted there is an existing good relationship with Bunnings.

Linda Clark questioned if it is possible for the lean-to be an interim solution? Dave Thorp confirmed yes.

It was agreed some thought needs to be put into whether there is a logical progression from what is being proposed to what we would do if 60 boys want to take this course.

Action: Karl White

4.4 International Student Fees/Strategy 2018

Noted this was covered earlier in the meeting.

4.5 College Communications

Dave Thorp distributed and talked to a paper – ‘Communications from Wellington College Out’. He noted there is no specific dedicated Communications Policy and that it was his recommendation one be formulated. He also noted that the Communications Manager role needs re-defining.

Chair commented there is currently an uncoordinated approach to all communication.

Dave Thorp suggested a Communications Committee be set up to address these issues, along with re-defining the Communications Manager role. The meeting discussed the need for a mandate and a charter. Chair questioned who the logical owner of this is. Dave Thorp confirmed it is him. He noted that currently Darrell Harvey sends out the Newsletter.

Linda Clark suggested that a board member and Dave Thorp need to review current communications as a starting point

Action: Linda Clark / Dave Thorp

5.0 Liaison Reports

5.1 Curriculum

5.1.1 HOD Meeting Minutes

The minutes were taken as read.

5.2 ICT Committee Minutes

The meeting discussed the current IT set-up and whether Helen Jones would be replaced. It was agreed Dave Thorp and Taruna Bhana would report to the November meeting of the board.

Action: Taruna Bhana / Dave Thorp / Susan Quinn

5.3 Arts Report

The Arts Report was taken as read.

5.4 Sports Report

The Sports Report was taken as read.

6.0 General Items

6.1 Correspondence and Publications (folder for distribution)

Chair urged Board members to attend NZSTA courses.

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

6.2 Health and Safety Report

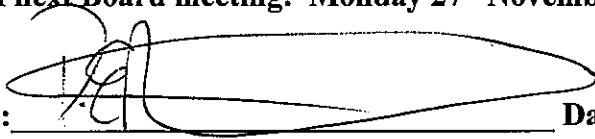
It was agreed the classifications need to be broken down to make them more specific in this report. Chair also confirmed that incidences of significance need to be reported on in more detail

Action: Dave Ashby

The meeting concluded at 8.45pm

Date of next Board meeting: Monday 27th November 2017.

Signed:



Date:

27/11/17

Chair