

**Wellington College Board of Trustees
held in the Pavilion on
Monday 17 October 2016 at 6.00pm**

Present:

Mr Daryn Bean
Mrs Taruna Bhana
Ms Linda Clark
Mr Gary Crawford
Mrs Rena Day
Mr Roger Moses (Headmaster)
Mr Peter Schuyt (Chairperson)
Mr Richard (Sala) Sidler
Mr Masalosalo (Salo) Taufale
Mr Karl White
Sebastian Daellenbach

Mrs Penny Basile (Minute Secretary)

In attendance:

Mr Philip Bergin (Deputy Principal)
Heather Benfield (Business Manager)
Mr Dave Thorp (Deputy Principal)

Sean Hann
**Duncan Hall – Presenting plans for Gifford Observatory
Enhancement**

1. Apologies

No apologies were received for tonight's meeting.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 19th September 2016 were confirmed as a true and correct record.

Minutes Approved.

3. Matters Arising

The action list from the previous meeting was noted. The following points were added:

4.3 NZSTA reported changes around potential funding to schools. The Chair requested regular feedback to the board with the implications to the college – Heather Benfield

Reports

4.1 Headmaster's Report

The Headmaster spoke to his report, it was noted that

- The Headmaster visited 10 schools whilst on his sabbatical and attended a course on appraisal. He will write a report for the board once the senior students have finished.
- At present, appraisals have little focus on senior management and more on teaching.
- Major firms are moving away from annual appraisals to where things are less formal and more regular. We should be appraising ourselves in a collective fashion.
- The Headmaster will be looking at Senior Management job descriptions, there may be some overlapping within the roles.
- The Headmaster reported on having a good sabbatical break.
- Robert Anderson made good staffing appointments, today he appointed a Chemistry teacher, an Accounting teacher is still required.
- The first 3 weeks of term are very busy including the following events; the Black and Gold dinner, which was a great night, the 40 years on, which was most successful, there is the upcoming music evening and the Maori and Pasifika leavers nights, leadership lunch and prize giving.

4.2 Finance Report

Heather Benfield spoke to the finance report it was noted that

- The Board of Trustees received and noted the Finance Report for the month of September 2016.
- Heather reported that there will be a surplus at the end of the year and that the finances are tracking along nicely.
- The Uniform Shop may not show its usual surplus because of the extra cost of the new sports uniform. As it costs more to purchase the usual markup cannot be added. The Chair noted that there is an improvement in quality and noted that pricing needs to be positioned so students aren't discouraged from participating in sport because of the cost of the uniform. Peter Schuyt asked for a summary of the major changes in cost and pricing impacts.
- Gary Crawford asked when the last stock take was done and Heather Benfield reported that it was on 30th September 2016 and it is now done on a monthly basis.

4.3 Property and Maintenance and Hazard Reports

The Property report was received, it was noted that

- MOE funding for the college hall accounted for through the balance sheet and doesn't show as income.
- Peter Schuyt reported that the college is not going to own 100% of the new hall, it will own 52%, even though it is funding substantially more. The issue is how we account for this to ensure there is an appropriate matching between recognising donations and capital items on the balance sheet. We will ask the auditors how we present it from an accounting issue. In the same year we recognise donation with the impairment. A note is needed in the accounts that explains the accounting treatment.
- Alan Gibbs and Vi Dunn bequest have paid their money through to the Foundation and the Wilsons have signed off on their five instalments as well.
- Memorial hall project

- Two weeks were spent removing asbestos and sorting out the power running under the hall.
- The foundations are presently being marked up.
- Health & Safety – there has been 4 incidents.
- Maycroft is fully aware of the finish time expectations and will work through the Christmas period.
- Peter Schuyt will send a letter to Maycroft to reinforce the importance of the completion date.
- The CEO will be invited to speak to the board at some stage.
- Gary Crawford asked if we have confirmed that non-Chinese steel is to be used in this project. The Chair confirmed that this has been agreed.
- Heather Benfield reported that the turf for the surface of the hockey/tennis courts needs replacement and the surrounding fence also need replacing. A capital expenditure amount of \$200,000 is required to carry out this work. An urgent paper looking for approval of this work will be emailed out to the board of trustees this week.

The Maintenance and Hazard Report was received and noted.

5.1 Curriculum Report

This report was received and taken as read. It was noted that

- At the recent CLG meeting Dave Thorp shared the Strategic Plan updates and focused on the section pertaining to priority learners, next year PD will be on priority learner achievement.
- Included in the school leaver figures Dave said there was an error, with the total boys figure being 80.1% not 84.5%.
- Linda Clark noted that Maori and Pasifika students are still unrepresented in certain learning areas and unit standards. Dave Thorp noted that our UE results are higher than the national and other decile ten schools.
- Dave Thorp wants to lift the number of Maori and Pasifika going to university, promoting humanities as a possible pathway to university.
- Daryn Bean noted that the statistics are good and with the right resources in place the college has a chance to get it absolutely right for our Maori and Pasifika students.

5.2 Arts Report

This report was received and taken as read.

5.3 Sports Report

This report was tabled and taken as read.

6.1 Correspondence and Publications

These were noted.

6.2 Health and Safety Report

The Health and Safety monthly report was noted and taken as read.
The Medical room report was tabled and noted.

6.3 Review of Treaty of Waitangi Policies

- Daryn Bean reported on the updates to the policies.
- The Chair received confirmation around the ability to operationalise these changes. The real focus is on implementation.
- The Headmaster noted that it would be good to get more than one Maori representative on the board.
- Dave Thorp will work with Daryn Bean to get the policies operational.

The Board endorsed and adopted the policy changes.

6.4 EOTC final approval required

Approved by the Board of Trustees.

Other Matters

Presentation by Duncan Hall

Duncan Hall presented plans to the board for the enhancement of the Gifford Observatory, the following points were noted;

- The Gifford Observatory Trust (GOT) is working with the Wellington Astronomical Society (WAS) to enhance the Gifford Observatory.
- WAS has received a substantial bequest based on a combined WAS-GOT proposal to the executors of the estate of the late R. Sydney (Syd) Cretney, a former member of WAS.
- The WAS-GOT proposal meets Syd's specific wish of benefiting WAS members.
- Implementation of the proposal would also have the potential to benefit other groups, such as Wellington College students.
- A summary of the proposal is:
 - To relocate the 100 year old Zeiss telescope to Wellington College Archives
 - To install significantly enhanced security and security monitoring at the Observatory
 - To relocate existing overhead power and communications services to underground trenches
 - To install a modern much larger telescope along with associated equipment and software to allow remote observing using the Internet

Support and endorsement of the WAS-GOT plans was given by the Wellington College Board of Trustees.

Student Representative Report

Seb reported that he has been liaising with Mark Tinkle regarding recycling and next year he will try to get a recycling and compost club started.

General Business

Peter Schuyt advised that he is unable to attend Senior Prizegiving due to an overseas commitment and he confirmed that Rena Day had agreed to take his place.

Date of Next Board Meeting: Monday 21st November 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.17 pm.

Signed: _____ Date _____
Chairperson