

**Wellington College Board of Trustees
held in the Pavilion on
Monday 21st November 2016 at 6.00pm**

Present:	Mr Daryn Bean	
	Mrs Taruna Bhana	
	Ms Linda Clark	
	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
In attendance:	Robert Anderson	(Deputy Principal)
	Heather Benfield	(Business Manager)
	Mr Philip Bergin	(Deputy Principal)
	Mr Darrell Harvey	(Deputy Principal)
	Mr Rob Everett	(HOD English)
	Mr Paul Retimanu	

Peter Schuyt welcomed Paul Retimanu to tonight's meeting.

Rob Everett, HOD English, was welcomed to the meeting also and invited to speak to his paper.

1. Apologies

Apologies were received for tonight's meeting from Gary Crawford.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 17th October 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:

- 4.1 Planning pages and templates on future disaster procedures to be provided at the February BOT meeting. DH

- 6.7 Senior Management is to draft up a policy on sun safety and communicate this to staff and students.

Critical Date Planner

The Strategic Reviews are to be included in the critical date planner under February 2017.

Other Matters

Letter to CEO of Maycroft & a letter of reply to a concerned parent to be drafted by the Chair.

Other Matters

The Chair would like to see a plan and budget for the 150th celebrations at the first meeting in 2017 and how it integrates with offsite organisation. DH, HB

Other Matters

Invite Mike Ellett to the February 2017 meeting to report on regulatory changes and what this means for the college. Also the review of fees for 2018. PB

Other Matters

Invite Charlie Gallagher to February 2017 meeting to give the Board an update on funding. PB

Other Matters

A Breakfast for all staff from the Board of Trustees is to be arranged before the end of the school year. PB

Reports

4.1 Headmaster's Report

The Headmaster spoke to his report, it was noted that

- There is quite a bit of movement with staff coming and going, this is normal at this time of the year, 5-10% of staff turning over every year is a good thing.
- In Auckland things are reaching crisis level in STEM subjects, young staff cannot afford to stay in Auckland. We are in a good position to attract teachers here to Wellington, there are however clear areas of shortages in teachers of some subjects, in particular a shortage of young male teachers.
- Rob Anderson reported that 7 out of 10 applicants were woman, 1 in 6 applications come from overseas. The Deputy Principal is hoping that the Masters in teaching and learning that is being offered at Victoria will attract people into teaching.
- The Headmaster noted that other schools are bringing in staff from overseas and that we may have to start thinking creatively regarding this national issue.
- After the earthquake of 14 November the multi-storey buildings at the college were checked and cleared by Mr Peacock, a structural engineer. The single level buildings were checked by Kelwyn D'Souza.
- The only damage was to a header tank on the 6th floor which split in the earthquake.
- The college made a decision on Monday morning to cancel NCEA examinations because the gym where the exams was to be held is considered a multi-story building and had yet to be cleared.
- A message came through from NCEA that scholarship was to be rescheduled.
- Darrell Harvey said some parents had a problem accessing the website, and that he was meeting with Helen Jones and Kelwyn D'Souza this week to discuss this.

- A crisis team with key people will be set up for future disasters, with a template of what steps to follow. Linda Clark felt there needed to be an emergency response, then a backup statement from the Board Chair. A reminder should be sent out to parents as to what will happen if an earthquake occurs while their child is at school, along with an update on the buildings at the college. The Chair agreed that there needed to be more structure around this process and subsequent to the meeting held later this week he would like a document of planning and templates to be provided at the February BOT meeting.
- The Headmaster reported that Yu Feng spent a lot of time speaking to parents of international students to reassure concerns after the earthquake.
- Pictures on the school website of the demolition of the college hall were removed as they may have caused confusion as to the condition of buildings after the quake.

Fee protection policy – the college wishes to include a fee protection policy around international students' fees. The policy to be used is recommended by the Ministry of Education. These funds are held in the school's main bank account and only released when the fees have been earned, on a monthly basis. Sufficient funds are held in reserve to enable a refund if required.

All agreed and approved this policy.

- The Headmaster was recently informed of an overseas trip which has been organised for a junior cricket team to travel to Sri Lanka in April 2017. The Club should have approached the college earlier and the college needs to communicate the travel policy out to all clubs. The club's procedures are good and subject to certain conditions being met, the Headmaster would support retrospectively approving this trip. The person in charge of this trip is Mr Grant Richardson who wishes this team to go as a school team. There are no staff members accompanying this trip. In the discussion that ensued the following points were raised by the Board
 - A concern that this team will be representing the college and yet we have no control over it as no staff member is in attendance.
 - The method in which players were chosen for this trip was a concern and the board wants reassurance that everyone in the team had the opportunity to go. The Chair wants this question asked of Grant Richardson.
 - The board will want a written down and signed off set of behaviours to be adhered to by students and parent helpers whilst away, as would be completed for any overseas school trip.

The key points that need to be addressed are

1. Satisfactory completion of the RAMS forms
2. Confirmation that the trip was made available to all members of the team and therefore was a WC representative side.
3. Advice as to who would be the accountable caregiver/parent on the trip
4. Confirmation that all attendees on the trip have agreed to the 'rules' that would be adhered to on any WC trip.

The Headmaster will follow up with these requirements with Mr Grant Richardson.

- Wellington College's teacher of Japanese, Mr Shinichi Muroya, requests Board approval for the existing exchange trip to Toa Gakuen High School in Tokyo, Japan to go ahead in 2017. The College entered into an official contract with this Japanese

school in 2012. The Headmaster is happy for the Board to give approval in principle subject to all the necessary documentation being completed.

Approved by the Board of Trustees.

4.2 Finance Report

The Board of Trustees received and noted the Finance Report for the month of October 2016.

4.2.1 2016 Full Year Forecast Update at 31 October 2016

The Board of Trustees received and noted the Full Year Forecast (FYF) and supporting schedules for the year ending 31 December 2016.

4.2.2 Capital Expenditure Budget 2017

The Board of Trustees agreed to adopt the Capital Expenditure budget for the financial year to 31 December 2017.

4.2.3 2017 Wellington College Budget

The Board of Trustees agreed to adopt the Income and Expenditure budget for the financial year to 31 December 2017.

The Board Chair moved to accept the recommendation to adopt both the Capital Expenditure Budget and the Income and Expenditure Budget. Seconded by Sala Sidler. All agreed.

The Board noted its appreciation to Heather Benfield for the work in completing the budget process.

4.3 Property and Maintenance and Hazard Reports

The Property report was received, Karl White noted the following items

- The issue with the congestion in the linkway will be pursued with engineers at a later date.
- There have been 2 meetings regarding the hall with Maycroft since the last Board meeting.
- The footings are being poured at present, and only 2 days of work have been lost with the bad weather.
- The new site manager is pleased at the progress of work.
- The steel that was to be used in construction is held up in Australia. Correct procedure is being carried out to source other steel. The steel structure is expected to be up in February 2017.
- Health and Safety – there has been one incident with Maycroft and 7 with the sub contractors. Heather Benfield is accepting of these numbers and noted that Maycroft are transparent regarding their Health and Safety records.
- The Chair requested that Charlie Gallagher be invited to the next board meeting to talk about funding.
- There was an initial quote provided for variation and we are under our budget for this. Maycroft are not anticipating further variations.

The Maintenance and Hazard Report was received and noted.

4.4 ICT Committee Report

The ICT Report was received and noted. Heather Benfield reported on the following

- SNUP has been into the school to work on our wireless.
- There is an issue with the colleges scanning machines since the computer upgrade to Windows 10. Fuji Xerox is looking to rectify this but they have been slow to provide a solution. The Board supported that payments should be withheld if contract terms are not being met.

5.1 Curriculum Report

This report was received and taken as read.

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 Medical room report was tabled and noted.

- Heather Benfield reported that it is great having a registered nurse in the first aid room.
- Phil Bergin reported that the college has a hazard register which is regularly updated and expected student behaviour in terms of safety is reiterated at assemblies. Out of bounds information is written in the student diaries, each student receives a diary. The Chair noted that where the college has defined rules, there must be consequences for students who break those rules.

6.3 Annual Review of Timetabling Policy

Darrell Harvey requested that the policy is reviewed triennially in the future, as most schools do this. The Board agreed that subject to any changes made through the PPTA collective agreement this policy can now be reviewed every three years.

6.4 NAPP Journey – HOD English Rob Everett

Rob Everett, HOD English addressed the BOT. He thanked the Board for the opportunity to attend the National Aspiring Principals Programme. He gained a greater understanding of what leadership in a school looked like and how to be a happier leader in the school. The Headmaster noted that running a department the size of Rob's English department is like running a primary school.

6.5 Proposed BOT meeting dates for 2017

These were noted, any issues with these dates should be reported to the board secretary.

6.6 Academic Conferencing Proposal

The Academic Conference proposal involves moving away from the outdated Parent-Teacher meetings and would progress to a one-on-one meeting between the student, tutor and parents. The tutor would be armed with the student's reports, results, attendance, disciplinary records and goals. There will be the appropriate PD provided to staff next year to help them prepare for this. The Guidance and Curriculum Departments are seeking Board endorsement for this change.

After significant, robust discussion the Board agreed they are in favour of a change to the current system and are agreeable to the idea of students meeting with tutors. The Board wish to have the same level of time commitment to reporting back to parents but to have this time rearranged differently and more productively.

6.7 Letter from a concerned parent

A letter received from a Wellington College parent outlines concerns around sun safety at the college and whilst students attend college events such as sports day. The Chair will send a letter of response outlining our commitment to develop a policy around being sun smart, we can strongly encourage students to wear hats and the school will provide sunscreen at school events. Senior Management is to draft up a policy and communicate this to staff and students.

Other Matters

- 150th Celebrations
Darrell Harvey reported that he has asked two companies to submit a tender for the project management of the 150th Celebrations. One company has provided a presentation. One of the companies who is able to co-ordinate the event offsite is unable to commit to organisation onsite due to other commitments at this time. There is hoped that there will be a programme out by the end of the year along with an event's organiser signed up. The Chair would like to see a plan and budget at the first meeting in 2017 and how it integrates with offsite organisation.
- Daryn Bean officially resigned from the board, tonight was his last meeting. Paul Retimanu was formally appointed to the board.
- A Breakfast for all staff from the Board of Trustees is to be arranged before the end of the school year.

Date of Next Board Meeting: Monday 20th February 2017 at 6.00 pm in the Pavilion.

The meeting concluded at 9.17 pm.

Signed: _____ Date _____
Chairperson