

**Wellington College Board of Trustees
held in the Pavilion on
Monday 22 August 2016 at 6.00pm**

Present:	Mr Daryn Bean Mrs Rena Day Mr Peter Schuyt (Chairperson) Mr Richard (Sala) Sidler Mr Masalosalo (Salo) Taufale Mr Karl White Mathew Wong
	Mrs Penny Basile (Minute Secretary)
In attendance:	Mr Dave Ashby (Acting Headmaster) Heather Benfield (Business Manager) Mr Darrell Harvey (Deputy Principal) Mr Dave Thorp (Deputy Principal)
	Stephanie Kane (Communications Manager Wellington College) Matthew Beattie (WCOBA) Penny Jackson (NZ Conference Connections)

1. Apologies

Apologies were received for tonight's meeting from Roger Moses who is currently on sabbatical leave, Linda Clark, Gary Crawford and Taruna Bhana. Salo Taufale advised that he needed to leave the meeting at 7.30pm.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 25th July 2016 were confirmed as a true and correct record.

Minutes Approved.

3. Matters Arising

The action list from the previous meeting was noted.

Reports

4.1 Headmaster's Report

Dave Ashby, Acting Headmaster spoke to this report, it was noted that

- This is a busy week for Wellington College sport with a large number of our top teams having done well.
- The Acting Headmaster attended the senior drama and reported that it was a great event. He noted also that the Tu Tangata Festival went well.

- The visit by Japanese schools Seisoku Gakuen and Nakano were successful.
- Course selection process for subjects in 2017 is underway. The boys have been given quality information for their choice of subjects in 2017. The support from staff is fantastic. Darrell Harvey noted that course selection was done on paper rather than sent out electronically as staff want students to engage in “rich conversations” with their parents, and it is thought this would be more likely if the choices are set out on paper rather than sent electronically.
- Daryn Bean noted that from an education perspective choosing the right subjects is very important if they want to keep their options open when considering tertiary education.
- Rena Day congratulated the staff for having 90% of students having chosen subjects for next year.
- Strategic plan update. Dave Thorp noted that the responsibilities on the project implementation schedule for the strategic plan do overlap but he has put names against tasks to follow up. He said that the Senior Management Team are generally comfortable with the schedule apart from extracurricular activities especially around the sports review report. The Chair recommended getting Nigel Pollock back in a couple of months to give an update.
- Matthew Wong reported that students would like more reassessment opportunities. Dave Thorp noted that there is at present a lot of internal assessments which causes stress for students, a review of the year 9 and 10 curriculum was likely in three years’ time.
- Dave Thorp also noted that staff cover cultural competencies in PD and that there is great staff awareness around Te Reo and Tikanga programmes.
- Rena Day noted that there was no representation from Maori or Pasifika when the strategic plan was created but as it is a living document discussions can continue around it.
- Peter Schuyt asked that completed tasks be left in the schedule and not removed so that it is easy to see what has been achieved.
- The Chair noted that there are other compliance matters that sit alongside Health & Safety which need to get captured with F5 – compliance and risk mitigation.

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 July 2016.
- Uncommitted funds are \$600,000 and not \$700,000 as stated.
- In response to Salo’s question about where the funding from grants such as was received for the basketball team he coaches sits in the budget, Heather noted that the funds come under the heading funds in custody and released when spent.
- Parent donation reminder letters went out for Term 3.

4.2.1 2016 Full Year Forecast Update

The Board of Trustees received and noted the Full Year Forecast and supporting schedule for the year ending 31 December 2016.

4.3 Property and Maintenance and Hazard Reports

These reports were received and the following points were noted

- The Ministry sent a letter to the college approving the building project. Clarification is needed on the last paragraph. Heather Benfield to follow up.
- Karl White reported from the property meeting held on the previous Wednesday that Maycroft was coming on site this Wednesday to put up fencing and coming back on Friday to put in their containers.
- Heather noted that now the Ministry has given approval, and subject to a contract letter being signed with Maycroft, the Chair can approach donors to pay over the monies pledged to the hall project. Heather is putting together a project cash flow.
- There is a minor hold up on the final plans from the architect as a number of small MOE requirements are accommodated.
- A time capsule was found during the process of taking plaques off the wall, and one will be made up and set behind glass as a feature.
- The Foundation of the Blind is paying to mark stairs at the college to assist any visually impaired students.
- Peter Schuyt noted that he spent some time with Charlie Gallagher discussing fundraising activities and requested that Charlie attend the next board meeting to meet the board and discuss his plans.
- Maycroft will set up the site this week, but Heather Benfield reported that it will be 2 or 3 weeks until knocking down commences.
- Heather Benfield reported that some of the signage around the turf to obtain revenue has expired. Charlie Gallagher may be involved in obtaining new advertisers and requesting the roll over of existing sponsorships.
- Improving the flow through the linkway exits requires an engineer, the problem is acknowledged and funding for this may be provided under the 5 year allowance from the Ministry.

4.4 ICT Committee Report

The ICT Committee report was received. It was noted that

- A sonic wall has been purchased and will be installed and is going live on Friday morning. **This action has been noted and endorsed by the Board of Trustees.**

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 received 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.

6.3 An update of the 150th Celebrations

Steph Kane, Matt Beattie and Penny Jackson were present to answer any of the Boards questions

Matthew Beattie spoke, it was noted that

- The Board was briefed 18 months ago, Matt wanted the opportunity to update and brief the new trustees. He emphasised that these celebrations are a partnership activity and wants the Board and the College community to partnership with them to showcase our environment.
- Matt Beattie reported that they have engaged professional event management service (NZ Conference Connections) to organise this off site. The Old Boys Association are underwriting a lot of the costs.
- Darrell Harvey noted that is a wonderful opportunity to stage team WC at its best. It will be open to the public. With the health and safety act to consider and with an array of events occurring around the school the infrastructure around that needs a specialist team to organise. He believes an onsite management team need to be procured to manage this event.
- The Chair noted that the Board need the right processes and structures in place to have this work and therefore it made sense that an overall project manager, along with our people working with an outside group be engaged to make this successful. To get a quality outcome there is a cost associated and the Board is prepared to invest some money in this.
- Discussions took place on the various activities, the readiness of the Hall, a celebratory book and sponsorship options.
- The Board agreed that this should be a partnership between the College and WCOB and we should have joint visibility of revenues and costs.
- The Chair asked Steph Kane to meet with Heather Benfield and talk about budgets then come back to the Board when there is an understanding about onsite project management costs and some possible revenue streams.
- Steph, Matt and Penny left the meeting at 6.45pm.

Date of Next Board Meeting: Monday 19th September 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.03 pm.

Signed: _____ Date _____
Chairperson