

**Wellington College Board of Trustees
held in The Pavilion on
Monday 10 April 2017 at 6.00pm**

Present:

Mrs Taruna Bhana
Ms Linda Clark
Mr Gary Crawford
Mrs Rena Day
Mr Roger Moses (Headmaster)
Mr Paul Retimanu
Mr Peter Schuyt (Chairperson)
Mr Richard (Sala) Sidler
Mr Karl White

Ms Robyn Hutchison (Minutes Secretary)

In attendance: **Mr Dave Ashby** (Associate Principal)
Mr Darrell Harvey (Deputy Principal)
Mr Dave Thorp (Deputy Principal)

The Chair welcomed members to the meeting.

1. Apologies

Apologies were received for tonight's meeting from:

- Mr Masalosalo (Salo) Taufale
- Ms Heather Benfield
- Sebastian Daellenbach

Lateness apology received from:

- Mrs Rena Day

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 13 March 2017 were confirmed as a true and correct record and signed off by the Chair.

Minutes Approved.

3. Matters Arising

The Actions list from the previous meeting was noted.

6.3 The Chair has conveyed the decision of the Board, made at the March meeting, to Grant Richardson regarding the proposed Sri Lankan trip which he has acknowledged and accepted. The Headmaster advised that he had recently been approached by Grant Richardson to speak with the boys in the proposed Sri Lankan tour group regarding their behavioural expectations.

The Board agreed that, given that the trip is now deemed to be a personal trip and completely independent of the College, such an action by the Headmaster would be both inappropriate. The Headmaster will advise Mr Richardson accordingly.

Action: Headmaster

Succession planning and staff incentives were noted as having been included as objectives in the School Charter, with a mandate of end of 2017 scholastic year. To be further discussed In-Committee.

5.2 The Chair met today with the architect to examine, *inter alia*, how the building project is tracking against budget. It can be confirmed that Stage 1 will be delivered within budget. The contingency is being used but at a moderate rate with \$150K-\$200K being still available. Currently, there are no indicators which would suggest that a significant over- or under-budget situation will emanate. It was confirmed that, due to inclement weather, the project is currently running 6 weeks behind the estimated completion date.

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4. Critical Date Planner

Tasks for current month noted.

5. Project Updates

5.1 150th Anniversary

5.1.1 150th Anniversary Preparations

Matt Beattie expanded on the written update provided at the March Board of Trustees meeting, noting the following points:

The forthcoming event is a partnership between the school, the former teachers and the Old Boys and, as such, the entire school community is expected to be committed and involved.

Registrations for Old Boys opened on 27 March with 88 having so far been received. Further registrations are gradually being received. Cohorts are to be encouraged to register early so planning confidence is boosted.

Marketing/Communications plan is underway and the promotion campaign is due to commence on 27 April.

- Shared 50/50 School/Old Boys
- Rob Webb, NZME producing clips at no cost for radio pre-production for use on Newstalk ZB, Radio Sport, Coast FM networks. Alistair Scott and Matt Beattie already have audio clips in the can. First go-live is 22 April.
- QMS Media spoken to re bus signs and airport vertical screens
- Henshaw Signs directed re local WC signage
- Online Stuff page pop-ups being investigated
- Digital networks and social media is led by School
- eNewsletter due early May released on WCOBA database – cohort-focused challenging each year group to better the other in attendance

Signage and other visual media plans have been established.

A meeting will be held with the Deputy Mayor, Paul Eagle, on 18 April to bring Celebration to WCC attention and discuss how they might assist a Wellington premier school with TSB pricing, etc.

The commemorative book is progressing well, with regular liaison with Joseph Romanos regarding printing, production and pricing. It is proposed to have approximately 200 copies on display during the event and also available for purchase thereafter.

Badges, delegate's bag with usual pens, diary, etc. available as part of registration.

Speakers yet to be secured. An MC has been secured for the Saturday evening dinner and currently seeking to secure a universally appealing keynote speaker.

It was confirmed that the current biggest risk is that registrations are not sufficient to cover costs. Matt advised that there is an Old Boys underwrite available, if required. 800-900 registrations would be required to reach a "break-even" situation. It was acknowledged that registrations for such events are often not forthcoming until much nearer the date.

The funding situation is currently in good shape and it is hoped that, if an underwrite situation does not develop, the Old Boys will be in a position to make a donation to the hall construction costs.

Sponsorship has been notably modest to date, however, it is expected that this will improve substantially in time.

It is proposed that names of registrants will be posted on the website which, it is anticipated, will serve as a catalyst to the receipt of further registrations.

Henshaw Signs will produce a number of promotional signs to be placed in strategic positions in the College environs. NZTA has approved the proposed locations.

It was pointed out that, once the programme is finalised and circulated with a newsletter in May, this will provide further impetus for registration commitment.

Agreed that the 150th Committee will provide monthly updates to the Board and will attend the meetings on a 3 monthly basis leading up to the event.

Action: Matt Beattie/Stephanie Kane

5.1.2 Plan and Budget

Darrell Harvey summarised the budget approved by the Board in 2016 (tabled paper refers). He pointed out that the archivist's annual income is \$15,000 and since her sole project for 2017 is the 150th Anniversary, a surplus situation as against budget exists.

It was noted and agreed that there is a need to replace the current Brierley sign, the cost of which will be borne from a separate budget.

There has been some activity with respect to sales of SRB turf signage as a potential source of additional revenue. Darrell has created a database, currently comprising 400 names, of Old Boy organisational connections and vendors and suppliers to the school which he will use to canvass sales of signage. It is anticipated that 50 will be achieved, the funding from which will go to the new College Hall and Performing Arts Centre.

Wellington Free Ambulance has now confirmed their costs as \$1,080 across the three day event.

Darrell expressed concerns that discussions have been taking place amongst various interested parties with respect to the availability of alcohol on site on the Saturday when it had been previously agreed that this would not be the case.

The Board agreed:

- That no alcohol would be provided on-site.**
- That a budget update (including a forecast column) will be provided at the 19 June Board meeting, together with information regarding registrations status.**
- That separate event tracking information will be included as part of the budget update.**

5.2 Comparative Analysis of fees, including relevant on-costs (Mike Ellett)

Received and taken as read. Refer to Actions List for detail regarding additional information requested for next meeting. **Mike Ellett to attend next Board meeting to address Board queries.**

Action: Mike Ellett/Heather Benfield/ (Robyn Hutchison)

The Headmaster pointed out that, with accommodation being a critical issue for international students, 90 students is currently the absolute maximum able to be provided for.

6. Reports

6.1 Headmaster's Report

The Headmaster particularly noted the following:

- Two resignations have been received -
 - Edwina Cormack (Mathematics Tutor)
 - Heather Benfield (Business Manager)

Heather Benfield was appointed Administration Manager in 2001. The Headmaster commended her financial management strengths and her commitment and loyalty to the College overall during her tenure. Her resignation will take effect in July 2017 and she will continue to provide service, particularly to the building project, on a part-time basis until the end of 2017.

The Headmaster noted that the role has grown substantially over time and now encompasses not only financial management but also management of Property and Support Staff. There will be a need for discussions amongst the Chair, Headmaster and Senior Management Team to ensure that the role is scoped appropriately and a suitable appointment can be secured. Meanwhile, Heather has been asked to scope her role as it currently stands. It is acknowledged that gaps may need to be filled short-term by temporary personnel to ensure a relatively seamless transition.

- Mark Callagher, who has recently been appointed to the position of Digital Technology teacher, has worked very successfully at Wellington College previously.
- The Headmaster provided further comment on the exceptional scholarship results achieved in the 2016 scholastic year.

Darrell Harvey made the comment that New Zealand students find it difficult to compete in the field of Languages with those for whom certain languages are their native tongue.

7.10 pm - Rena Day joined the meeting

It was noted that the College culture supports drive and ambition in students. Darrell runs early morning classes to mentor those students who have applied to sit scholarship examinations to ensure that they receive the utmost support.

- Noted that the 2017 School Charter is a working document which is open to feedback from the Board of Trustees.

Feedback on the 2017 School Charter requested from the Board of Trustees for the next meeting.

Action: Board of Trustees

- The Headmaster tabled his recent address to the Ministry of Education Media Focus Group, drawing particular attention to College jurisdictional issues which he views as of very real concern to the teaching profession as a whole.
- A letter of thanks to be written to Anna Kominik for her assistance with media management during the recent social media debacle.

Action: Chair

- Parents to be invited to an information sharing evening (as committed to previously) during Term II regarding topical issues of concern and the timing and content to be promoted as soon as possible.

Recommendations to be presented at the next meeting.

Action: Dave Thorp

7.30 pm - Break for dinner

6.2 Finance Report

The three reports were noted and, in the absence of Ms Benfield, taken as read.

- 6.2.1 **Attention was drawn to the International income which is required to be re-forecast.**

Action: Heather Benfield

Gary Crawford drew attention to outstanding balances due by students/caregivers which are evident on the portal. **Clarification of circumstances surrounding this and how the outstanding amounts are followed up to be provided at the next Board meeting.**

Action: Heather Benfield

- 6.2.2 Noted that the draft EOY accounts, albeit that they are subject to audit, do provide an indication of the likely surplus. **Audited financial statements to be available at the next Board meeting.**

Action: Heather Benfield

- 6.2.3 The Board considered a paper recommending the proposed levels of fees and donations for 2018. The Board resolved to approve the recommendations. The Board also noted that there is no enforcement of fees and donations from families who can ill afford it.

The Headmaster commented that Wellington College is in a very advantageous position compared to other schools, with net fees from international students providing a significant subsidy towards running costs.

Proposed that the Financial Report be approved.

**Chair/Gary Crawford
Carried**

6.3 Property: Maintenance and Hazard Report – No report for April

6.4 ICT Committee Report

Dave Thorp advised that an ICT Committee meeting had occurred recently but not in time to meet the deadline for Board papers. **A record of that meeting will be available for the next meeting.**

7. Liaison Reports

7.1 Curriculum Report

Dave Thorp spoke to the Community of Learning discussion document, explaining that the Ministry of Education has ultimate authority on how education funding is used.

A shift has occurred with the advent of Communities of Learning, membership of which provides for member schools a measure of autonomy with regard to the utilisation of education funding. This also has significant positive implications for Teacher Personal Development budgets.

Dave reported that the Senior Management Team had examined and discussed the implications and confirmed the potential merit of Wellington College membership of the western suburban zone indicated in the report.

The Headmaster firmly endorsed the initiative and recommended that Dave Thorp be supported by the Board in acquiring a leadership role within the entity.

Recommended that:

- a) **The Board agree in principle to Wellington College membership of the western suburbs Community of Learning;**
- b) **One or two Board members attend the proposed combined meeting of the Boards of Trustees of the subject schools and the Ministry of Education;**
- c) **Feedback be sought from staff and other secondary school members of a Community of Learning.**

Action: Gary Crawford and the Chair to attend the aforesaid meeting.

Approved in principle by the Board

7.2 Arts Report

This report was received and taken as read.

7.3 Sports Report

This report was received and taken as read.

7.4 Health and Safety Report

Concern was expressed that the information provided in the report is insufficient to provide understanding of the relevant issues or a guide as to how they might be addressed.

Karl White conceded that incident reporting is in need of an upgrade and, to this end, he is currently attending specific training to ensure that the necessary improvements are forthcoming.

With respect to the Health & Safety Policy checklist, Dave Ashby confirmed that an internal audit has now been completed, thus now satisfying item #4 on the list.

Resolved that the proposed amendment to the current General Policy on Health & Safety be adopted.

8. Student Representative Verbal Report – No report for April

9. General Business

9.1 Correspondence and Publications

Folder circulated.

Re MoE letter, 17 March 2017 with respect to Enrolment Schemes, the Board agreed to approve the *status quo*.

Date of Next Board Meeting: Monday 15th May 2017 at 6.00 pm in the Pavilion.

The meeting concluded at 8.30 pm

Signed: _____ Date _____
Chair