

**Wellington College Board of Trustees
held in the Pavilion on
Tuesday 20th June 2017 at 6.00pm**

Present:

Mr Gary Crawford	
Mrs Rena Day	
Mr Roger Moses	(Headmaster)
Mr Peter Schuyt	(Chairperson)
Mr Richard (Sala) Sidler	
Mr Masalosalo Taufale	
Mr Karl White	(Staff Representative)
Sebastian Daellenbach	(Student Representative)
Mrs Sue Poole	(Board Secretary)

In attendance:

Mr Dave Thorp	(Deputy Principal)
Mrs Heather Benfield	
Mr Nigel Pollock	

The Chair welcomed members to the meeting and declared it open.

He noted the following item for discussion.

- Regarding the Board self-review and key tasks, he requested all members complete the questionnaire for discussion at the next meeting on Monday 24th July 2017.

Action: All

1. Apologies

Apologies were received from:

- Mr Paul Retimannu
- Mr Rob Anderson
- Ms Linda Clark

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 15th May 2017 were confirmed as a true and correct record and signed off by the Chair, with the inclusion of Masalosalo Taufale as an attendee of the meeting.

Minutes Approved.

3. Matters Arising

The Actions List from the previous meeting was noted and updated. The Critical Date Planner tasks for the current month were noted and covered in the meeting.

- Chair enquired of Heather Benfield how the 150th is tracking financially from a College perspective. Heather noted there is \$65,000 budget. It was agreed Heather Benfield and Darrell Harvey are to meet monthly and report back to the Board as to actual spend versus budget.

Action: Heather Benfield / Darrell Harvey

- Succession Planning. Noted there will be a broader discussion with respect to the senior team
Action - RM
- School Charter. Chair requested this be taken off the Critical Date Planner and Actions List as it is ongoing review.
Action: Sue Poole

- Re-forecast of international student income. Heather Benfield reported that there are presently 76 students and it is expected budget will be met, given that there will be 10 additional students for half a year (equivalent to 5 full year) and including anticipated short-term extra's.

Review processes for overdue or outstanding parent donations (via the portal). Noted Term 2 parent letters have gone out. Confirmed that the College cannot insist on the payment of donations.A broader conversation took place on the various fees and extracurricular costs that are recovered from parents and how that process is managed. It was agreed that it would be sensible to process map what currently happens and look for simplifications options. This should ensure that parents can easily identify what, if any monies are owing.It was confirmed that this will need to be placed in a sensible action priority queue. Item to remain on Actions List.

Action: Heather Benfield

- It was noted that over 150 people attended the Richie Hardcore presentation and that it was very worthwhile. Dave Thorp commented that the plan is to put this in front of the students.
- Uniform Room stock-take. Heather reported this was completed satisfactorily.
- Chair noted that the Audit has been completed and accounts have been signed off. Heather Benfield to email them to all BOT members.
Action: Heather Benfield (complete)

- Building Update. Heather Benfield updated the meeting. Noted she will have the figures regarding joining Stage 2 onto Stage 1 (including the mezzanine stairs) after next week's site meeting and will bring them to the next Board meeting. It will be a significant variation to the contract and will allow the whole school to be housed in the Hall from the beginning.

Action: Heather Benfield

Heather Benfield reported that the Contractors had advised that if we set a date on a Friday with them, they will walk staff through the building. It was agreed to nominate a specific date and inform all staff. The meeting agreed on Friday 30th June.

Action: Heather Benfield

- Digitalisation of archives. The Headmaster confirmed that Mike Pallin has taken over and he is charged with digitalisation of the archives.

- Priority Learning Taskforce. Due to Linda Clark's absence, they will prepare a presentation on Maori/Pasifika learning initiatives for the Board meeting on 24th July.

Action: Priority Learning Taskforce

- Noted the Fiji Trip 2018 recommendation paper was too late to be tabled at the meeting. Chair requested senior management review and attach a one-pager noting their approval and put it on the agenda for the 24th July meeting.

Action: Senior Management Team

Nigel Pollock Sports Review

Nigel Pollock distributed copies of his document 'Wellington College Sports Review 2015 – 2017' and talked to the report.

Regarding the action points, Chair clarified that these are next steps with accountabilities around them. Nigel Pollock noted that there is work to be done around the Director of Sport job description and KPI's.

Nigel Pollock to provide a PDF version of the report that can be shared without printing.

Action: Nigel Pollock

Chair noted the need to leverage off this great work. Noted that, from a governance perspective, we need to establish how the Board are going to get confidence that what we said we're going to do is being done, and applied consistently across all sporting codes.

Nigel Pollock emphasized the following points:

- In terms of hard data, he would expect more boys to elect to play in select teams as they get older. Participation rates are quite good, but could be better. This has particular value with the younger and the fringe boys coming through.
- He would expect to see an increase in our results in local and national competitions over the next three years. We need coaches investing in the development of young people, not just trying to win meaningless competitions. He would also expect an increase in funding (approx. \$100k per year) in order to progress.
- In order to progress, it needs to be quite clear who is responsible on a daily basis for sport at Wellington College and that person needs to have over-arching responsibility. This more coherent approach is required because of the significant contribution it makes to a holistic education.
- Youth sport is primarily about development and outcomes, not outputs.

Headmaster noted he can see the time coming where there will be a need in Senior Management for a person whose main brief is the extra-curricular activities of the school, i.e. Sports, The Arts and Service.

Masalosalo Taufale commented he felt the report was very comprehensive. He noted we have an opportunity here to set clear expectations and make someone accountable as well as ensuring there are clear lines of responsibility.

Chair thanked Nigel Pollock and noted Senior Management need to examine the implications and accountabilities in relation to progressing the recommendations. Next steps to be presented at 21st August Board meeting.

Action: Senior Management Team / Nigel Pollock

4.0 Reports

4.1 Headmaster's Report

Headmaster spoke to his report. Noted current issues around difficulty recruiting teaching staff (science teacher and others). He recommended Darryl Harvey go to the UK and recruit there.

Chair questioned whether there are any immigration issues. Headmaster noted we still have to demonstrate that we have advertised locally. Rena Day confirmed once this is shown, there are no problems. She further suggested looking ahead at possible future resignations and noted that it is a good time of the year to be doing this as UK staff are on holiday and preparing for the next academic year.

Action: Headmaster / Darrell Harvey

Noted we are currently advertising Heather Benfield's position through Kinetic Recruitment. Noted Heather Benfield has offered to remain in the position until a suitable replacement is found. The process is also underway for the Headmaster's PA role.

Chair to draft a letter of thanks to Paddianne Neely.

Action: Peter Schuyt / Sue Poole

Headmaster requested Dave Thorp report on the recent parent interviews.

Noted the majority of parents and teachers feel positive about them. He said time will tell regarding parent's views when the parent surveys are completed later this year.

4.2 Finance Report

Chair noted that the Finance Report be taken as read. Heather Benfield noted that all is going positively.

Any questions regarding the accounts are to be directed to Heather Benfield via email (h.benfield@wc.school.nz) within the next week.

4.3 Property, Maintenance and Hazard Report

Chair noted that the Property, Maintenance and Hazard Report be taken as read. Heather Benfield noted that at the back of Brierley has now been re-clad after high winds 18 months ago and Kelwyn D'Souza is working hard to prepare for the Open Day on Saturday 24th June.

Gary Crawford questioned whether there are any possible cladding issues with the tower building, given the recent building fire in London. Heather Benfield noted that Kelwyn D'Souza had explained to her that we do not have the cavity issues that the London building had.

4.4 ICT Committee Report

Chair noted that the ICT Committee Report be taken as read. Noted some software was inadvertently purchased that the College already had. Chair said we need to be mindful of this and ensure the required processes are followed.

5.0 Liaison Reports

5.1 Curriculum

5.1.1 Curriculum Leadership Group Minutes

Dave Thorp noted the ongoing focus on Pasifika students as it is in all schools, but that if you are a Pasifika at Wellington College you have a higher chance of "achieving UE" than most other Colleges. . He commented that we are successfully improving results but there is always room for improvement and he has submitted a number of those opportunities.

Noted the benefits apparent as a result of Tia Greenstreet starting at Wellington College.

Student Council

Student representative Sebastian Daellenbach reported on progress with the Student Council. He is going to arrange their first meeting after this Board meeting.

Action: Sebastian Daellenbach

The meeting broke for dinner at 7.25pm.

Regarding the evaluation of the Board, Chair requested Board members complete the form he provided and send it through to him.

Action: All

5.1.2 Summary of Departmental Reports for 2016

Dave Thorp said the reports contain some good analysis of grades and wish-lists for both the ICT Committee and the Property Committee.

Rena Day noted the importance of these reports and congratulated all HOD's on quality reports.

Dave Thorp to convey the Board's thanks to all the departmental heads for their work.

Action: Dave Thorp

5.1.3 Maori Achievement at Wellington College

This to be tabled at the 24th July Board meeting when Linda Clark is present.

Action: Board Committee

5.2 Arts Report

Chair noted that the Arts report be taken as read. Noted all the achievements and recent successes of the arts groups. Chair to email thanks to Kirsty Hazledine.

Action: Chair / Sue Poole

5.3 Sports Report

Chair noted that the Sports Report be taken as read. Noted the huge diversity of sport that the College is successful in.

6.0 General Items

6.1 Correspondence and Publications

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

6.2 Health and Safety Report

Chair questioned how the new system is going. Karl White noted that sign-off will be happening today (20th June) and from there it will take approximately one month to build.

6.3 Ministry of Education June Roll Return

Chair acknowledged receipt of the June Roll return.

6.4 College Policies – Student Group Travel

Rena Day talked to the revised Student Group Travel policy. Noted they have added in protocols that have to occur prior to a trip coming to Board level for consideration. Rena Day trusts enough sets of eyes have seen this policy to make it valid and robust.

6.4.1 RACI Model

Masalosaló Taufale talked to his model. Noted it could be a useful tool for senior management to use when they need to decide between trips.

Chair noted the primary purpose of overseas sports trips has to be for sporting development. It should be a top grade team with the primary focus of playing competitive sport while on the trip.

Rena Day commented there should be a teacher on every international sports trip. Chair noted that this is our default position, and it would be a rare occurrence when this didn't happen. Gary Crawford suggested the Board need to look at this in light of Nigel Pollock's report. Chair requested we go back into the document and see if there are any inconsistencies.

Rena Day noted there should be no "unauthorized" pictures/film taken on trips. Chair noted this should be cross-referenced into the Social Media policy.

Where to from here? Senior Management Team to review the Student Group Travel policy and resolve any issues before ratification at the 24th July Board meeting.

Action: Senior Management Team

General

- Gary Crawford reported on the Community of Learning meeting at WGC this morning. Noted it frees up time to pick up best practice from other schools and staff and re-energises staff for better quality teaching. Noted this is additional funding over and above, so it is a further opportunity for teachers to get additional professional development. Gary Crawford said there is a benefit for Wellington College of being involved.

Next steps. Links and further information is being sent.

Action: Sue Poole to distribute to Board

Dave Thorp said that senior HOD's at Wellington College might be able to share the new responsibilities around and it could aid in teacher retention. He commented that for the last 2 years we have already been liaising closely with the local primary schools.

There is a process around citing an expression of interest. The deadline is July. Dave Thorp is not sure if we will make this deadline. Julia Davidson is chairing the meetings and will know exactly when we have to get information in. Chair noted that in principle signing up to the FOI makes a lot of sense. The Board support Dave Thorp with continuing to progress this.

Action: Dave Thorp

Declared the meeting closed at 8.25pm.

Date of Next Board Meeting: Monday 24th July 2017 at 6.00 pm in the Pavilion.

The meeting concluded at 8.25pm

Signed: Pm Achuf Date 24/7/17

Chair