

**Wellington College Board of Trustees
held in the Pavilion on
Monday 11 April 2016 at 6.00pm**

Present:	Mr Daryn Bean	
	Mrs Rena Day	
	Mrs Charlotte Gendall	
	Mr Colin Green	
	Mr John Mills	
	Mr Roger Moses	(Headmaster)
	Mr Mark Rees-Thomas	
	Mr Ian Russon	
	Mr Peter Schuyt	(Chairperson)
	Mathew Wong	
	Mrs Penny Basile	(Minute Secretary)
In attendance:	Mr Rob Anderson	(Deputy Principal)
	Heather Benfield	(Business Manager)
	Mr Philip Bergin	(Assistant Principal)
	Mr Nigel Pollock	

1. Apologies

Apologies were received for tonight's meeting from Gary Crawford. Also from Sala Sidler for lateness and early departure.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 14th March 2016 were confirmed as a true and correct record.

Minutes Approved.

3. Matters Arising

The action list from the previous meeting was noted.

Reports

Nigel Pollock – Sports Review 2015/2016

Nigel spoke to the findings of his review, the following points were noted

- The vision for sport at Wellington College has been articulated to all those involved.
- A development of values has been identified along with key groups of people to invest in.
- The establishment of the Sports Council, which has already had two meetings.
- Exploring a joined up sports philosophy (academy, clubs, sports director, PE etc).

- Establishing a baseline for comparison of participation and performance in sport over the last 10 years
- Clarifying outcomes and impact for goal setting and assessment
- Introduced better communications through I.T.
- A strategic implementation plan has been started.

Peter Schuyt noted that this vision and the findings from the review need to be embedded into the school and not be reliant on one person. Nigel Pollock must be able to continue his work with various groups and clubs to maintain the momentum which fits with the elements of the strategic plan.

The BOT noted the progress that Nigel Pollock has made and approved the continuation of this work.

4.1 Headmaster's Report

The Headmaster spoke to his report and the following points were noted

- Tia Greenstreet has been appointed as HOD Careers and Transition and will be doing a three-week handover of the role with Ernie Rosenthal in term two.
- A meeting is being held at the start of term two with Alan Langford, Peter Schuyt and the Headmaster to talk about a fixed term position in the Development Office in order to carry on with the fundraising for the hall, with the target of raising an additional one million dollars over the next 12-18 months.
- Summer sports week was held last week. Winter codes have now started.
- The World Vision Runathon was held and was highly successful.
- The Annual Plan has been submitted to the Ministry of Education. The Headmaster is happy to make adjustments to the plan to have it as a working model. The goals in the plan are taken from the Strategic Plan.
- Rebecca Edmunds has put in a request for leave and also for the possibility of some supervised work with the Guidance Counsellor.

A commitment from the Board was given to the leave request – all agreed. Rebecca will be given the work she has requested if it is possible.

Enrolment Scheme – Wellington College agrees to continue with this. Moved by Charlotte Gendall and seconded by Rena Day. All Approved. Peter Schuyt will sign this off on behalf of the Board.

4.2 Finance Report

Heather Benfield spoke to the finance report it was noted that

- The Auditors are still to finalise audit of the 2015 result. The result for the 2015 is currently a surplus of around \$125,000 after expensing the costs of developing the Number 1 Field.
- Fees and donations are down, this could be due to the timing of the letters that were sent out to parents and caregivers.
- Heather Benfield noted that in the finance papers schedule 1 should read 31 March 2016 and not 31 January 2016.
- Peter Schuyt noted that the Board need to sign off on the prospectus which involves a discussion around fees and donations prior to the prospectus going out. The Chair asked Heather Benfield to review all fees and circulate a paper to the BOT between meetings.

Maintenance and Hazard Report

The Maintenance and Hazard Report was taken as read. It was noted that:

- The new canteen will be completed and ready to open at the start of term two.
- Work on the computer suite will start next week.
- The HM's office and the International Office are yet to be built/refurbished.

4.2.1 Hall

John Mills gave an update to the Board regarding the Memorial Hall, the following points were noted

- Ian Rattray has been coordinating with our designers to finalise the tender documents to go out to the market.
- Ian expects that the release of the tender set to be the week started 18th April 2016, with the tender set to close in GETS on 20th May. This is within the time allowed in our program and still has us on track for completion August-September 2017.
- John Mills expects there will be a lot of interest to tender for this work.
- John Mills noted that it will be a tight timeframe to complete stage one, stage two will follow after the 150th anniversary celebrations and the timing will also be influenced by funding flows.
- In the master plan the flow of cars through the college will be considered with the possible option of a one-way system.
- The Headmaster noted that the drive is a health and safety issue.
- The Chair noted that the board need a run sheet to come to each meeting.
- John Mills noted that the true costs will come in when the tenders do.
- Peter Schuyt referred to the role structure for the project as specified by Ian Rattray with John Mills being earmarked as a governance role. John Mills noted that as he was departing from the BOT's that it would be preferable to transfer this role to a new BOT member. John stated that he is still able to be involved with the project as a separate role but not a governance role.
- Peter Schuyt formally thanked John Mills for all his work on the hall project and other property related issues over the past six years.
- The Hall will remain on the agenda every meeting. Ian Rattray will come to some meetings to provide updates also.

4.3 Communications

- Charlotte Gendall recommended to remain with the status quo in relation to using photographs in our school promotional material and publications.

The Board all agreed to this.

5.1 Curriculum Report

This report was received and taken as read.

5.2 Arts Report

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

- The celebrity debate ran well and in good spirit, the boys involved performed superbly.

6.1 Correspondence and Publications

These were noted.

6.2 Health and Safety Report

The Health and Safety report was noted.

- The Chair noted that this was a comprehensive report and a good insight into the processes associated with health and safety. The Board hopes to continue to see this on an ongoing basis.
- The updated policies were signed off individually.
 - General Policy on Health and Safety - Approved
 - Worker Engagement and Participation – Approved
 - Health and Safety Policy/Procedure: Risk Management – Approved
 - Health and Safety Policy/Procedure: Injury and Incident Management and Reporting - The BOT need to sight this for incidents when it relates to serious harm and how the incidents are managed.
 - Induction, Training and Information – Approved
 - Personal Protective Equipment - Approved
 - Others in the Workplace – The Board would like this to be clarified and identify if all people who come onto the college grounds need to sign in e.g. sports teams, bus drivers etc. What is the Ministry’s advice around this?
- Vulnerable Children Policy – the Headmaster spoke to this and noted that
 - This policy has been developed under Julia Davidson, Principal of Wellington Girls College.
 - This policy requires much more rigorous procedure when employing staff and police checks on billets and reader writers, reinterviewing support staff every 3 years.
 - The Headmaster recommended that the Board adopt this policy.
 - Implications impact school sport and all extra-curricular activities.
 - Mark Rees-Thomas noted that every school across the country will be having this discussion at some stage and there is a problem with writing inside one type of environment, he thinks that there will be an amendment made to this.
 - The Chair looked for assurance that this policy will be well communicated and seen by the right people and with a system in place to know that it is being complied to.

Peter Schuyt agreed to sign on behalf of Board of Trustees.

6.3 History Department Proposal for Trip to Vietnam 2017

Tabled.

Subject to the Senior Management Team being satisfied with this, the Board gives its approval.

- Charlotte Gendall noted that the trips need to make sure they have a link back to the curriculum and that students who do not attend these trips should not have their quality of learning affected.
- A list of all trips coming up and the year levels involved over the next two years to be provided to the Board at the next meeting.

- Colin Green noted that trips are highly disruptive to other classes and covering relief for teachers on the trips is expensive for the school.
- Rob Anderson noted that this trip replaces the Gallipoli/European trip. There is a new HOD History who is taking the department in a different direction.

6.4 Policy Review N.A.G. 3

Rena Day spoke to this and noted that

- There were matters raised last year which encouraged her to look at these particular policies and update them with more clarity around expectations.
- Mark Rees-Thomas is to look at the amended changes.
- The Headmaster noted that there are rigorous policies in place, these policies need to reflect the environment in which we work. He is happy with the changes.
- Peter Schuyt acknowledged the work Rena Day has done with these policies.
- Daryn Bean will assess how the Treaty can best be recognized in College policies.

The Board agreed that Mark Rees-Thomas view the policies with no further referral to the BOT unless there is material change. All Agreed.

Other Matters

- Mathew Wong noted that the student council has commenced its meetings with items of discussion being brought to the Senior Management team rather than at Board level.
- Daryn Bean noted that the Te Whakaruruhau meeting was a small but proactive group. The new Board needs to maintain the links that have been forged here.
- Steph Kane and Matthew Beattie are to come to the July meeting to talk through the 150th celebrations.
- It was noted that Robert Anderson is on sabbatical for term two.

Date of Next Board Meeting: Monday 16th May 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.35 pm.

Signed: _____ Date _____
Chairperson