

**Wellington College Board of Trustees
held in Firth on
Monday 14 March 2016 at 6.00pm**

Present:	Mr Daryn Bean	
	Mr Gary Crawford	
	Mrs Rena Day	
	Mrs Charlotte Gendall	
	Mr John Mills	
	Mr Roger Moses	(Headmaster)
	Mr Mark Rees-Thomas	
	Mr Peter Schuyt	(Chairperson)
	Mr Sala Sidler	
		Mrs Penny Basile
In attendance:	Heather Benfield	(Business Manager)
	Mr Darrell Harvey	(Deputy Principal)
	Mr Tony Robinson	(Development Manager)
	Mr Dave Thorp	(Deputy Principal)
	Mr Ian Rattray	(Building Consultant IR Group Ltd)

1. Apologies

Apologies were received for tonight's meeting from Colin Green, Ian Russon and Mathew Wong. Sala Sidler advised he would be late to the meeting.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 22nd February 2016 were confirmed as a true and correct record. An amendment to a typo error on page two was required.

Minutes Approved.

3. Matters Arising

The action list from the previous meeting was noted.

Reports

4.1 Headmaster's Report

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

- The Headmaster thanked the Director of Development Tony Robinson for all he has done for Wellington College and wished him well in his new venture at Malaghan Institute.
- There are four teaching vacancies currently being advertised.

- NCEA – broadly speaking the results are positive. Wellington College scholarship results were top of the country. This is our point of difference, it is the top award that a student can get.
- Goal setting day continues to be a positive experience for staff, students and parents.
- The Trades Academy Class run by Mr Graham Cowie for senior students is a really good route through for those boys who are not going to university. It is a genuine alternative pathway.
- A positive evening was held with Te Piringa and the Pacific Support Group.
- The behavior on the McEvedy Shield day was very positive. The decision to make attendance optional was a good thing.
- The World Vision runathon is coming up with a lot of younger staff really pitching in and making a difference to school extra-curricular activities such as this.

Approval sought for the proposed change to the Zone for the Enrolment Scheme. The current wording in this section is vague, the Ministry suggested a change be made.

All Approved.

4.2 Development Report

Tony Robinson gave a verbal report. The following points were noted

- Wellington City Council's decision on funding for hall – the proposal for one million dollars of funding support was declined by the council. It went to a vote and was lost 8 votes to 7. It was acknowledged that Nicola Young has been a very strong advocate for the College and all her support is very much appreciated.
- Marc Ellis – Tony meet with Marc in Auckland and it is hoped he will come back and speak to the senior boys at some stage.
- Celebrity Debate – tickets are on sale for this fundraising event to be held on 5th April 2016.
- “Call to Arms” letter 2 – there will be letters sent to the younger Old Boys to promote the Memorial Window panels.
- Replica Memorial Window – window panels continue to be bought and we are close to having raised \$300,000 from this project.
- NZCT Application – this application which is still being compiled is requesting \$200,000 in funds.
- Peter Schuyt, on behalf of the Board, thanked Tony for his huge amount of effort and commitment to the College and wished him all the best in his new role.

4.3 Finance Report

Heather Benfield spoke to the finance report it was noted that

- Heather expects the school to have a surplus for 2015 of between \$100-\$200,000.
- The Chair noted that the target is to break even and end up with a surplus. As such the indicative result is very positive and reflects higher numbers of international students.
- We have approximately 82 international students at present. Mike Ellett is away at present looking at the German market for international students.

4.4 Maintenance and Hazard and Property Reports

- The Maintenance and Hazard Report was taken as read.
- Property Report – This was received and noted. Peter Schuyt thanked the team for the huge amount of work which has gone into the hall project to date. Special thanks was given to John Mills for all his work.

4.4.1 Hall

- John Mills noted that the design for the hall is going well with the funding looking good, although the MOE funding is still to be confirmed. The team are looking at the possibility of getting the Demolition contract priced early so the site is clear well before construction begins.
- It is essential to meet the time line to have a functioning hall for the 150th next year.
- Ian Rattray from Building Consultant IR Group Ltd spoke to the Board he noted that
 - Document reports and design will be complete by the end of the week.
 - The Management Consultant pays a Quantity Surveyor to prepare a final quote for stage one of the design.
 - Ian's recommendation is that the College go out to procure a contractor for the build. At present he notes there is a lot of demand and competitive pricing for bigger projects.
 - The project is going to be uploaded on the Government website <https://www.gets.govt.nz/>, responses on tenders will come via the website.
 - The College can evaluate who can provide the best value for money, we are effectively ready now to start the process. By the end of April we could have a prospective supplier providing real numbers for the work and then a possible start date of May/June.
 - There are 3 key roles in this project; a Procurement Sponsor – this is a governance role – Ian suggested that John Mills fulfils this role. The next level is a Procurement Owner which represents the school – Ian suggested that Heather Benfield fulfils this role. The third level is a Procurement Officer which completes the forms and paperwork – Ian has nominated himself for this role. The evaluators are Stuart Gardyne and structural engineers alongside the previously mentioned positions.
 - The documentation is ready for stage one of the build with a ceiling of \$7.5 million which includes the funds from the Ministry, but excludes the fees etc. It was confirmed that funds were available to meet that commitment. Stage 2 has yet to be designed in detail, however a holding amount of \$1m has been put in place. The tender will not include stage 2, but will refer to the potential extension of stage 1.
 - The Government will ask for a definitive figure to commit to for stage 1.
 - Continue to design stage 2 set of documents to obtain a schedule of rates for potential contractors. If stage 2 is pushed out too far then it won't be completed by October 2017.
- Charlotte Gendall noted that the departure of this Board due to the triennial elections coincides with the decision around the go ahead for the hall. Peter Schuyt noted that things need to keep moving and asked that John Mills consider staying on the Board for an extra couple of months to assist with the project.

A recommendation was put in front of board after robust process to endorse the structure and release of tender documents and supported papers on <https://www.gets.govt.nz/> for stage one with an estimated, pre fee investment of \$7.5m and potential for stage 2.

Resolution proposed by Charlotte Gendall and seconded by Rena Day.

All in favour.

Ian Rattray left the meeting at 7.50pm

5.1 Curriculum Report

This report was received. Dave Thorp spoke to this report and noted that

- Our participation rates in NCEA go up and down depending on the international student numbers.
- Roll based figures are slightly misleading as they don't include discussion on retention.
- Best result at level 3 with 85% pass rate. Dave Thorp is very happy with this and the work done by the Deans and HODs. We are 20 points above other decile 8-10 schools.
- Wellington College have a big group of students who come from outside of zone to deal with and aim to improve however this also makes the school richer in diversity
- Ross Dunn is doing extremely well and getting great results.
- Another group in Year 13 who need assistance are the ones who have drifted, but passed to date, through their college years. These students have guidance in selecting appropriate subjects for their pathways and capabilities.

The HOD minutes were taken as read.

The Board acknowledged the success in last years' exams and scholarship and the success with McEvedy as well.

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

This was noted. Peter Schuyt will frame up a document for the Board, there are certain things that the Board need clarity on such as strategy and policy It is important for the Board to understand the new requirements. Dave Ashby is waiting for a document from the Ministry to see what changes need to be made to our policies after which he will get an outside firm in to audit policies at the school.

6.3 Ministry Roll Return – March 2016

Tabled.

6.4 Commerce Department Proposal for Trip to USA 2017

The Board acknowledged the level of detail in this proposal but suggested that work needs to be done on an overall template to create a summary sheet. One concern came to light regarding too much free time available to students in the evenings which is when the risk of something going wrong is greatest. The proposal is to be taken back to the Senior Management Team.

Other Matters

Strategic Plan

The Chair asked that the Board go through the plan personally and want them to feel comfortable with its content and timelines. The executive team has been given the go ahead to get started before formal adoption of the plan. Daryl Bean noted that Te Piringa and Whakaruruhau are to go through this document together also. Once the document has been defined and formally adopted it needs to be communicated to the groups within the college community. The plan is due into the Ministry by 31 March 2016.

The Board resolved to adopt the Strategic Plan subject to ongoing review, change.

Communications Update

- A meeting regarding the international website was held last week. There is a potential budget of \$10,000 available to make improvements to the existing site. Charlotte said they want to get some better imagery of the school and would like to invest in a photographer to create the appeal needed. Mike Ellett will edit the written material, and a marketing person will be consulted. The income that comes from this area is very important to the College.

General Business.

- Daryn Bean noted that a pōwhiri was held for new students at the beginning of the year, and it was suggested that this needs to be considered in maybe November of the year prior so all who wish to be involved are able to be included.

Date of Next Board Meeting: Monday 11th April 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.35 pm.

Signed: _____ Date _____
Chairperson