

**Wellington College Board of Trustees
held in the Pavilion on
Monday 19 September 2016 at 6.00pm**

Present:	Mr Daryn Bean Mrs Taruna Bhana Ms Linda Clark Mrs Rena Day Mr Peter Schuyt (Chairperson) Mr Masalosalo (Salo) Taufale Mr Karl White Mathew Wong Sebastian Daellenbach
	Mrs Penny Basile (Minute Secretary)
In attendance:	Mr Robert Anderson (Deputy Principal) Mr Dave Ashby (Acting Headmaster) Heather Benfield (Business Manager) Mr Darrell Harvey (Deputy Principal)

Kirsty Hazledine – Cultural Director
Charlie Gallagher – Advancement Manager

1. Apologies

Apologies were received for tonight's meeting from Roger Moses who is currently on sabbatical leave, Gary Crawford and Sala Sidler.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 22nd August 2016 were confirmed as a true and correct record.

Minutes Approved.

3. Matters Arising

The action list from the previous meeting was noted. The following points were added:

- 4.3 Clarification is required on the last paragraph of the letter received from the Ministry of Education regarding the approval of the building project – Heather Benfield.
- 6.3 150th celebrations, liaison around budgets and resources. The cost to the college needs to be established with a timeframe and budget - Darrell Harvey and Heather Benfield.

Other matters Mike Ellett to be invited to speak at an upcoming BOT meeting when he returns to NZ to report on regulatory changes and what this means for the college and also to speak to the review of fees for 2018 – Penny Basile.

Reports

4.1 Headmaster's Report

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

- Staffing – resignations have been received from Jane Armstrong who is currently on maternity leave and John Henderson.
- Rob Anderson reported that Tara Webley is extending her maternity leave for another 12 months, Kim Tattersall is resigning as HOD languages but remaining teaching, Grace Zhang is taking two terms off for maternity leave, Lizzie Dixon who is presently on maternity leave has resigned, both Jane and Lizzie are keen to do some stints of relief. Liz Steer is taking 12 months' maternity leave and Matt Caughley has applied for 12 months leave without pay which will be granted if a suitable replacement can be found.
- Sports tournament week was held during week 6, the top schools come from the north island, the big Auckland schools are heavily funded which can make it hard to compete with these schools nationally.
- Due to the building work on the hall exams will be held in sports and language centre this year.
- The new student rep Seb Daellenbach was welcomed to the meeting.

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 August 2016.
- Heather reported that she is happy with finances and they are tracking nicely and staying within budget.
- Recovery on donations is down slightly from last year. The Headmaster will send out the last reminder letter to parents in term four.
- The college is in a strong financial position at present.
- \$15,000 of old style sports uniform has been written off. The Chair suggest promoting this heavily discounted gear in the collegian. The student representative suggested advertising this in the daily notices.

4.3 Property and Maintenance and Hazard Reports

These reports were received and the following points were noted

- Karl White reported that demolition on the hall was under way with the asbestos presently being removed.
- The level of disruption to the school at the moment is minimal.

5.1 Curriculum Report

This report was received and taken as read.

5.2 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.

- An adjustment was made to the student group travel policy (N.A.G. 5.21) then the proposed changes were agreed and accepted by the Board of Trustees.

6.3 Ministry Roll Return

Tabled.

6.4 Attendance Report

This report was received, Darrell Harvey noted the following points

- That Maori and Pasifika students are consistently at the lower end for attendance in class.
- Wellington College is on a par with other schools with attendance. The Deans in particular work very hard with these students, with a plan in place for most of these boys if they come through the gate.
- Daryn Bean noted that it was the out of zone students that are showing poor attendance. Darrell Harvey responded that this was true for years 9-11 but not in years 12-13.
- Darrell reiterated that there is a high correlation between attendance and achievement at school.
- Incentives have been offered to some of these students previously, such as breakfast club.

Kirsty Hazledine – Cultural Director

Kirsty thanked the board for the opportunity to speak to them about what happens in the Arts Department. The following points were noted:

- Apart from some competitive events the emphasis in the Arts is not on winning. The focus is on the personal development of students providing them with life long skills.
- 37% of Wellington College staff are involved in the Arts programme.
- There is not the same parental involvement as in sport. Pacifica and Maori parents are great, they prove invaluable in fundraising and costume making.
- Stage Challenge is put on every second year alternately with a major production. There is a massive sense of achievement when it is pulled off. The process and experience is invaluable to the students involved.
- The arts office provide lunch time clubs such as language clubs, chess, science fiction club, politics club - all of which are thriving and really important for boys who don't want to do mainstream things. Kirsty noted that her role also oversees stage challenge and other major productions, brings theatre groups into the school, runs interschool debating, the biannual cultural extravaganza and runs the Year 9 drama festival.
- Peter Schuyt thanked Kirsty for all her efforts in her department.

Charlie Gallagher – Advancement Manager

Charlie was invited to speak to the board, the following points were noted

- Charlie is a Wellington College old boy and understands that it is pivotal for the hall to be established as a place for the whole school to celebrate its successes in education, sports and the arts. He is excited about the challenge he has taken on.
- Consultant Chris Klassen came in to guide Charlie towards success in raising the million dollars required.
- Charlie stated that a fundraising campaign is more than asking people for money it is reconnecting old boys to what we have here, an amazing college.
- Over the next 2-3 months Charlie will be making a targeted approach to certain people of influence, there is a feasibility test he runs to establish these potential donors.
- Major donors are key to this operation and everyone deserves the opportunity to be asked if they can help or know someone who could. Apart from raising funds for the hall donors could be interested in the endowment fund and also the 150th celebrations next year
- In advancement 95% of money comes from 5% of people. His job is to find out who the 5% are.
- There are possible naming rights for items within the hall for donors.
- We have a year to get the money for stage two of the hall project. Charlie has asked for assistance with connections to help the school.
- The upcoming 150th is very important, so many old boys will come back for this. An idea is to create an 1867 club. Being a donor allows a person to become part of this club, they will be kept in touch with what is happening at college which allows the donors to feel appreciated and part of something.
- The Headmaster's dinners will be back on the agenda for the new year.
- Peter Schuyt asked how many individuals who have donated and would consider donating again? He noted it is early days and ideas are starting to flow and that everyone has got accountability to come up with ideas.
- Linda Clark reported that at Wellesley College students are invited to buy a brick when they leave the school, this idea is planted at year 9 when they start.
- By the time stage one is completed Charlie wants to have the additional million pledged to commit to stage two, this will be in about 15 months' time.
- The Chair asked that Charlie comes back to the board every 3 months with an update.

Other Matters

- It was noted that the Sonic wall that has been installed has some flaws, the software is returnable if we are not satisfied with its performance.
- Discipline Report – Dave Ashby noted that two junior boys were stood down this term. He also thanked Rena Day for participating in a discipline meeting at the college, there has been no further incident with this particular student.
- Student Representatives Matt and Seb voiced the following questions on behalf of the students
 - Could recycling bins be placed on each level of the tower block?
Dave Ashby reported that bins have been provided in the past and not utilised for their intended purpose. The Chair noted that it would be good for a group of

students to take a look at energy efficiency and sustainability within the school and to drive this idea forward.

- Seb reported that students have enquired as to whether the top car park could be turned into a mountain bike track.

The Business Manager reported that due to present building work the top car park will remain as such for at least the next 18 months.

- Students who ride a bicycle to school have voiced concerns about security for their bikes, as they are expensive and parts off them have been stolen in the past. As the college wish to encourage students to continue to cycle to school Dave Ashby will bring up this issue at a senior management meeting.

- Peter Schuyt thanked Mathew Wong for his contribution and participation over the past year at board meetings and wished him well for his future.
- A NZSTA newsletter has advised of changes around potential funding to schools. Darrell Harvey has looked at the formula within the different levels in our cohort. The school would have to prioritise staff. Subject choices may be cut. Heather Benfield noted that we have been given our funding for next year and it is higher than for 2016. The Chair asked for regular feedback on this and the implications for the college.

Date of Next Board Meeting: Monday 17th October 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.15 pm.

Signed: _____ Date _____
Chairperson