

**Wellington College Board of Trustees
held in the Pavilion on
Monday 20 June 2016 at 6.00pm**

Present:	Mr Daryn Bean	
	Mrs Taruna Bhana	
	Ms Linda Clark	
	Mrs Rena Day	
	Mr Roger Moses	(Headmaster)
	Mr Peter Schuyt	(Chairperson)
	Mr Richard (Sala) Sidler	
	Mr Masalosalo (Salo) Taufale	
	Mr Karl White	
	Mathew Wong	
	Mrs Penny Basile	(Minute Secretary)
In attendance:	Mr Dave Ashby	(Associate Principal)
	Heather Benfield	(Business Manager)
	Mr Philip Bergin	(Deputy Principal)
	Mr Darrell Harvey	(Deputy Principal)
	Mr Dave Thorp	(Deputy Principal)
		Mike Ellett

The Chair gave a special welcome to all new Trustee's. A meeting of the elected BOT's met on Friday, 17th June and co-opted Taruna Bhana, Daryn Bean and Sala Sidler onto the board, this leaves one potential vacancy.

1. Apologies

Apologies were received for tonight's meeting from Gary Crawford.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 16th May 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 actions points were noted

4.2 *Finance* - Provide a tour around the college for new trustees, and any other BOT members who wish to join in, during the summer is a more appropriate time for this.

4.2 Finance – A special meeting of the board needs to be arranged prior to the scheduled 25th July meeting to discuss the tender proposals. Details to be advised.

Other matters - The minutes from the meeting of new trustees held on Friday 17th June to be included in July's board papers. Invites the Director of Sport to the July BOT meeting, invite the Cultural Director to the 22nd August meeting.

Other matters – Dave Thorp to report on the review points of strategic progress in July update in HM's absence.

Reports

4.1 Headmaster's Report

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

- A warm welcome was extended to Sala, Daryn and Tarana and the Headmaster introduced the senior management team and explained their role to the new trustees.
- The Headmaster noted that there is a shortage of teaching staff in certain subject areas. There were 58-60 principals jobs that turned over in the country last year.
- Tia Greenstreet has made a positive start to her role as HOD Careers and Transition.
- Two advertised teaching positions have been appointed internally, Stephanie Glover to HOD Commerce, John Henderson to TiC Accounting and Victor Mau to a permanent full time role of English and Language teacher. Stuart Slater has rejoined the staff in a .4 capacity, fixed term, interim role as a Guidance Counsellor.
- Roger Moses' sabbatical starts in week 10 of this term, he will be looking at appraisal for senior staff during this period and also visiting other schools. Robert Anderson returns from his sabbatical at the start of term three.
- The Pisa 2015 results were included with some interesting observations to be made;
 - Students in year 10 are selected at random and this sets a benchmark where in NZ Wellington College stands.
 - In the subjects of science, maths and english Wellington College is above the national level.
 - The results show that our students are ambitious and competitive and have a desire to do well.
 - A large proportion of the pupils assume they will move onto University and get a degree. A number will head in the trades direction.
 - Bullying issues were raised at year nine level. It is noted that it is rare to get bullying at a senior level.
 - Generally speaking the results are positive.
 - The College receives tremendous support from home with very supportive parents who provide access to educational resources in the home.
- It was noted that the previous Board approved the French Shared Histories trip to France. The Board Chair agreed that the Board were happy with this in principle but there can't be different standards for trips and it is up to the senior management team to make sure that this has gone through the thorough review process.

4.2 Finance Report

Heather Benfield spoke to the finance report it was noted that

- The Business Manager asked that the Financial Forecast on the critical date planner be moved from August to July.
- Heather Benfield noted that there needs to be a meeting of the board prior to the next scheduled meeting on 25th July to look at the tendering programme and the timeline around this.

- Heather suggested she provide a tour around the college for new trustees, and any other BOT members who wish to join in, during the summer is a more appropriate time for this.
- To provide new trustees with an understanding of the property and finances at the college the Chair proposed that a workshop be run by Heather Benfield to cover this.
- Financially the school is doing well and it has a small surplus. There is a half year review next meeting which will look at how we are forecast to perform for rest of year.
- The college has received an unqualified report from the auditors, no matters have been raised for the Board's attention. The Chair acknowledged and thanked Heather Benfield and her team for how well they have done.
- Heather wished to raise the Board's awareness of the Executive Officer's at both Upper Hutt College and Linfield College in Auckland who have recently been charged with fraud. At Wellington College there is a robust system in place as requested by a previous Audit to prevent such fraudulent behavior being able to take place at the College.
- There has been no response nor further correspondence regarding the College Parents letter and the BOT funding support.

Memorial Hall/Performing Arts Centre

- The tenders for the work closed last Thursday, seven companies have tendered for the work. Based on the tenders received we can afford to build the hall. There are four people on the evaluation group for this project Kelwyn D'Souza, Ian Rattray, Stuart Gardyne and Heather Benfield. John Mills is also available to provide his expertise. An evaluation form will be completed by this group to determine which tender to accept, this will be brought to the Board for approval prior to the next scheduled BOT meeting.
- The College requires ministry approval before work can commence on this hall project. The school needs to prove it can pay for the proposed work. The expectation is that Ministry funding will be received to cover the building component that is their responsibility.
- The work can commence at the end of July 2016 and it's expected completion date of stage one of the project is at the end of September 2017. This end date is just prior to the 150th celebrations scheduled to be held at the college.

4.3 Maintenance and Hazard Report

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

- The reshuffle of staff around to new areas of the school in anticipation of the hall project is slowly taking place.

4.4 ICT Committee Report

This report was received and taken as read.

- The strategic planning aligning ICT strategic planning was noted.
- The Chair noted that Taruna Bhana will be the board person engaged with IT.

5.1 Curriculum Report

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

- Dave Thorp reported that there was continued “tweaking” of junior assessment.
- The Departmental Reports have been summarised, and this summary has been included with this report. Dave Thorp noted that if any board member wishes to read the full report this can be arranged.
- The Chair noted that the common theme was that most staff want something in property type requests and this can be looked at collectively as to what can and can't be done.
- Rena Day noted the outstanding quality of the reports and that the college has amazing HOD's. It was thought beneficial to reflect on some of the reports and give some feedback from the board. Dave Thorp suggested going to a department for an HOD presentation would be useful.
- Rena Day suggested setting up a rotational process to give the individual board members a good understanding of what happens within a department and then report back to the whole board for 10-15 minutes at the next BOT meeting.
- Scholarships across the board are outstanding. At scholarship level over the last 5 years the college has achieved 730 scholarships. The Headmaster noted that we do have outstanding HOD's across the whole school.

5.2 Arts Report

This report was received and taken as read.

- The Chair requested that Kirsty Hazledine come to the 22nd August BOT meeting to speak for 10-15mins on how things work in this department and answer any questions the Board may have.

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.

- Karl White noted that the Health and Safety Committee comprises of Andrea Shaw, Arina Tulutua, Karl White, Patrick Smith and Greg Sharland.
- The Chair requested that every two months a report on the progress against the recommendations from the independent report was given to the board.

6.3 Chinese Study Trip Proposal 2017

- This was tabled and as long as the Senior Management Team has been through the details rigorously to cover all aspects of the Health and Safety Act then the board agreed to this.
- Linda Clark requested a schedule of proposed trips. This will be emailed out to all board members.
- A policy is being worked on at present regarding trips.
- Mathew Wong noted that not all trips should focus on overseas travel and NZ locations should be considered.

6.4 Discipline Report

This was received and noted.

- Since this report went out one other student was stood down.

6.5 NZSTA President and Board Election

This was noted.

6.6 International Student Report – Mike Ellett spoke to this

- The International Director looked to the board of trustees to ratify the fee schedule for 2017. An outline of fees and costs of the international programme was distributed.
- A lengthy discussion regarding homestays, comparison fees at other Wellington schools, the type of student the college wished to attract, the marketing plan for the remainder of the year and the redevelopment of the current website ensued.

The Board of Trustees signed off on the recommended fees for 2017. This fee is to be reviewed annually.

Other Matters

- Late sports report received and noted. Dave Keat has requested a 15minute slot in the 25th July meeting to give an overview of the Sports Department, provide some statistical information on WC Sport and also raise a few issues with regards to health and safety in the sports area. The Director of Sport will be invited to come and speak at the July meeting.
- Stephanie Kane and Matthew Beattie are scheduled to speak about the 150th celebrations at the July meeting.
- The Chair requested that in future the board papers be emailed out earlier in the week, on a Tuesday of the week prior to the board meeting.
- Mathew Wong noted that the Student Council was going well with some items being referred to the Senior Management Team.

Date of Next Board Meeting: Monday 25th July 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.05 pm.

Signed: _____ Date _____

Chairperson