

**Wellington College Board of Trustees
held in the Pavilion on
Monday 22 February 2016 at 6.00pm**

Present:	Mr Daryn Bean	
	Mr Gary Crawford	
	Mrs Rena Day	
	Mrs Charlotte Gendall	
	Mr Colin Green	
	Mr John Mills	
	Mr Roger Moses	(Headmaster)
	Mr Mark Rees-Thomas	
	Mr Peter Schuyt	(Chairperson)
	Mr Sala Sidler	
	Mathew Wong	
	Mrs Penny Basile	(Minute Secretary)
In attendance:	Mr Robert Anderson	(Deputy Principal)
	Mr Dave Ashby	(Associate Principal)
	Mr Phil Bergin	(Assistant Principal)
	Mr Darrell Harvey	(Deputy Principal)
	Mr Tony Robinson	(Development Manager)
	Mr David Thorp	(Deputy Principal)

Election of Chair and Deputy Chair

Peter Schuyt was nominated to remain as Board Chair by Charlotte Gendall and seconded by Rena Day.

Peter Schuyt nominated Charlotte Gendall to remain as Deputy Chair this nomination was seconded by Sala Sidler.

There were no objections.

The Board noted the resignation of Inia Eruera from the Board. As a replacement for Inia, Peter Schuyt moved that Daryn Bean is co-opted to the Board, Roger Moses seconded this. Peter welcomed Daryn Bean to his first Board meeting.

It was noted that the sub committees will remain the same

1. Apologies

Apologies were received for tonight's meeting from Heather Benfield, Mark Rees-Thomas and Ian Russon.

2. Minutes of the Previous Meeting

The minutes of the previous Board meeting held on 23rd November 2015 were confirmed as a true and correct record.

Minutes Approved.

3. Matters Arising

The action list from the previous meeting was noted. New points raised were:

- Remuneration of support staff and benchmarks around this.
- Proposed track and field tour and Commerce Department trip in 2017 requires more information, the template for the South American trip is a good base to go by. The Board need confidence that it is set up in the right way regarding health and safety etc before approval is granted for either trip. The Board requested that a standard template be applied to applications for school trips and that the senior management team sign off on the trip before the board is approached for approval.
- The Critical Date Planner subject to agreed changes can continue in 2016. This included the regular scheduling of reviews of progress on strategic plan initiatives.

Reports

4.1 Headmaster's Report

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

- There is to be a new HOD for Careers due to Mr Rosenthal's retirement.
- The College was vandalised overnight and many of the buildings and the turf were covered in Graffiti which was discovered on Monday morning. The police have been informed. This attack is related to the upcoming McEvedy Shield. A full school assembly was held to get the message across that no retribution is acceptable.
- The Headmaster outlined the approach that will be taken for attendance at McEvedy and that approach was endorsed by the board.
- Wellington College topped the country in scholarships for the 4th time in 5 years – an outstanding achievement.
- The Strategic Plan. This was produced by Mark Vincent of Insight Plus. The process was robust, with a lot of involvement from both staff and students. This plan can be changed and is seen as a working document. The Chair asked that the BOT have any points of clarification and refinement to the Headmaster before the next board meeting. **BOT approval is sought for the Strategic Plan – Peter Schuyt noted that this document was taken as a final draft, to enable the management team to go through it and commence the progression of the associated initiatives, but this will not be promoted publicly for another month until final board comments have been received. At the next board meeting, any changes to the final draft are to be outlined to the board.**
- Dave Ashby is working on Health and Safety. A substantial discussion was held as to accountabilities and the framework that will be implemented at operational and governance levels. It was confirmed that the college will engage outside auditors to evaluate our health and safety frameworks.

4.2 Development Report

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

- Wellington City Council – Nicola Young is working hard on the College’s behalf to obtain funds for the hall.
- Major Donors – Tony has a meeting with a high profile old boy and possible donor. He also met with another potential donor who was considering a donation also.
- “Call to Arms” Letter 2 – a second and final letter will go out once construction begins. The letter will concentrate on those who have not yet donated.
- Memorial Window initiative – these continue to be purchased.
- Celebrity Debate – this is being held on 5th April in the Firth and Brierley. The Premier A Debating team will be taking on a team of celebrities. This is the only school-wide fundraising occasion of the year.
- NZCT application – this needs to be completed by 15th March. As part of the application there needs to be a minuted resolution from the Board that this application takes place.

Peter Schuyt proposed that the NZCT application be lodged, this was seconded by Rena Day. All Approved.

4.3 Finance Report

In Heather’s absence it was noted that the Business Manager is working through year end figures at present. Peter Schuyt hopes there will be a draft at the next meeting along with the first couple of months’ results.

4.4 Maintenance and Hazard and Property Reports

The Maintenance and Hazard Report was taken as read.

4.4.1 Hall

The BOT seeks MOE consent under section 69 of the Education Act to take an interest in the new College Hall building to be built on the college site. The new building replaces the existing MOE owned building. The new hall is being fully funded by the BOT with funds secured through the College Foundation.

The BOT requests MOE capital funding of \$993,500.00 to replace the area in the existing Hall building that houses the computer suite classrooms. This will allow the MOE to withdraw from the remediation project planned for that part of the building. This funding will be combined with the BOT funds to undertake the construction of the new building.

The BOT will take on full responsibility for the entire project and will deliver the new building to meet both building code and MOE design standards.

The BOT confirms that they will be, as part owner, responsible to maintain and insure their share of the building in perpetuity and will allow for all costs including depreciation.

The Board noted the schedule of college owned property alongside related depreciation and maintenance charges and felt comfortable with the affordability of the ongoing maintenance costs.

Resolution

Moved by Peter Schuyt and seconded by John Mills. All agreed.

The Board received an update from John Mills – re building progress and costings – and Gary Crawford – re loan agreements.

It was agreed that for the next board meeting a fuller presentation on the timeline, costings, finances, longer term financial forecasts and loan terms would be received.

4.5 Communications Report

Charlotte Gendall noted the following points;

- There has been a meeting with the uniform subcommittee, brand review is something that will need to be revisited.
- Communication of the plan for the building work to be done closer to the time of commencement.
- Sponsors of individual teams on shirts to be discussed. A discussion regarding brand through Auckland Grammar's experience to be arranged with the Headmaster, Steph Kane and Vicki Hughson in attendance.

4.6 ICT Committee Report

This report was noted. Taken as read.

5.1 Curriculum Report

This report was received and taken as read.

- International student website. Dave Thorp noted that he would discuss an update with the website committee. There is no website expert in the school, the College contracts a man from the Wellington Loop for our school website.

5.2 Arts Report

This report was received and taken as read.

5.3 Sports Report

This report was received and taken as read.

- The decision has been made by the Senior Management Team that it is optional for students as to whether they attend the McEvedy Shield on 1st March. The students who do wish to attend must sign a behavior contract. Students not going can either be supervised at school or remain at home.

6.1 Correspondence and Publications

These were noted.

6.2 Resignation letter from Board Member Inia Eruera

This was noted.

6.3 Proposal for Commerce Department Trip in 2017

The proposal needs to be far more explicit. A template such as the one used on the trip to Peru needs to be adopted for this and future trips.

6.4 Careers/Tourism Self-Review Report

Noted and taken as read.

6.5 Health and Safety Report

Dave Ashby spoke to this he noted that;

- The new Health and Safety at Work Act comes into force in April this year.
- The obligations are high for the Board. This needs to be more than a tick box exercise. Evidence of compliance must be provided. Boards aren't individually responsible but the Headmaster is.
- It was recommended that a health and safety section be introduced and remain in the board papers to allow for regular reporting on health and safety matters.

6.6 BOT Elections 2016

Possible candidates should be approached before nominations close on 20th May 2016.

6.7 Legalwise Seminars

Noted.

Other Matters

Timetabling

- Updated timetabling policy was presented for acceptance by BOT.

Moved to be adopted by Peter Schuyt and seconded by Roger Moses. All carried.

Student Representative

- Student council going ahead.
- Mathew Wong brought up his concerns with no student car parking available at the College. It was explained to Mathew that this is due to the lack of parking space, parking is very rarely offered to students especially not in city schools, it is also a health and safety issue.

Nigel Pollock

Nigel Pollock is coming to the April meeting to explain where he has got to and where to from here regarding the sports review.

Date of Next Board Meeting: Monday 14th March 2016 at 6.00 pm in the Pavilion.

The meeting concluded at 8.45 pm.

Signed: _____ Date _____
Chairperson