

**Wellington College Board of Trustees  
held in the Pavilion on  
Monday 25 July 2016 at 6.00pm**

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<b>Present:</b>	<b>Mrs Taruna Bhana</b> <b>Ms Linda Clark</b> <b>Mr Gary Crawford</b> <b>Mr Peter Schuyt</b> (Chairperson) <b>Mr Masalosalo (Salo) Taufale</b> <b>Mr Karl White</b> <b>Mathew Wong</b>
	<b>Mrs Penny Basile</b> (Minute Secretary)
<b>In attendance:</b>	<b>Mr Dave Ashby</b> (Associate Principal) <b>Heather Benfield</b> (Business Manager)
	<b>Ian Rattray</b> <b>John Mills</b> <b>Dave Keat</b>

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**1. Apologies**

Apologies were received for tonight's meeting from Roger Moses who is currently on sabbatical leave, Daryn Bean, Rena Day and Sala Sidler.

**2. Minutes of the Previous Meeting**

The minutes of the previous Board meeting held on 20<sup>th</sup> June 2016 were confirmed as a true and correct record.

**Minutes Approved.**

**3. Matters Arising**

The action list from the previous meeting was noted.

**Reports**

**4.1 Finance Report**

Heather Benfield spoke to the finance report it was noted that

- International contribution is sitting in a negative position to budget. This is due to the agents being paid out earlier than budget and this will reverse.
- Trading contribution is down in the stationery shop. Gary Crawford queried this and Heather Benfield explained that student workbooks income is now being captured in curriculum income.
- The uniform shop carries out a monthly stock take.

- Salaries – a positive (unspent) variance of \$122,000.00, this figure will reverse out. This will be shown in the full re-forecast next month.
- The donations levels are good and the next reminder letter goes out to parents and caregivers over the next couple of weeks.

### Memorial Hall/Performing Arts Centre

Peter Schuyt acknowledged the huge amount of work which has gone into this process to reach this stage of decision making and the recommendation to award a contract.

Ian Rattray lead the discussion, supported by John Mills and Heather Benfield and the following points were noted

- The BOT seeks to procure the services of a main contractor for the build of the College Hall / Performing Arts Centre. The project is replacement of the existing crown asset, and there is an amount of ministry funding involved. The new building has been designed around the College requirements and the College has followed the government's procurement rules and policies. The process also followed that previously presented to, and agreed by, the Board of Trustees.
- The project was posted as a single stage tender, there were 7 tenders in total. All tenders were valid and were circulated, excluding price to the evaluation team along with a scoring matrix. Each member scored seven responses and then held a moderation meeting to discuss the scores regarding non priced attributes only. The tenders were then shortlisted to five contractors. During the second stage price was overlaid and then responses were ranked.
- Price comparison was also reviewed with innovation opportunities presented in the tender. Following the second stage of the review a shortlist of two was established.
- Further analysis was completed by the review team on the 2 shortlisted tenders and the team unanimously agreed that, based on the proposal, price and innovation, that Maycroft would be the preferred and recommended main contractor.
- It is proposed that the work begins during the first two weeks in August which would see completion toward the end of August or start of September 2017.
- The recommendation therefore is to accept the Maycroft tender as the preferred supplier to fulfil the main contractor role.

The Board then discussed the funding and cash flow associated with the build process incorporating the successful tender amount. The availability of funding from the Foundation, Ministry and surplus funds within the College matched the overall build cost of Stage 1 of the new Hall/Performing Arts Centre. A spreadsheet was tabled and worked through with the Board noting that this was to be presented to the Ministry.

Each Board member was asked to comment on the proposal. The Board Chair noted that he had received support for the recommendation from Sala Sidler and Daryn Bean (both apologies for the meeting)

### **Peter Schuyt moved that**

- 1. The Board of Trustees agree to accept the Maycroft tender, subject to Ministry approval, also authorising Peter Schuyt to sign the contract on behalf of the College Board of Trustees and**

2. **Agree to submit to the Ministry the project funding analysis as tabled at the meeting.**

**Seconded - Gary Cawford**

**Passed unanimously**

**The Board thanked again the project team, particularly John Mills, recently retired Trustee, for his leadership over the course of the project.**

Peter Schuyt asked for regular reports back on progress, and that every third meeting or milestone he would like Ian Rattray to come and update the board.

Ian Rattray noted that there will be fortnightly site meetings and monthly meetings regarding project control group which will require a Board representative to attend. Karl White was nominated for this role.

### **5.1 Curriculum Report**

This report was received and taken as read.

### **5.2 Arts Report**

This report was received and taken as read.

### **5.3 Sports Report**

This report was received and taken as read. Due to the new sports uniform there is old stock remaining in the uniform shop. The Chair suggested to promote the outdated stock as training gear and try and sell for cost price.

Dave Keat spoke to the board about sport at Wellington College.

It was noted that

- The sports co-ordinator network across Wellington works effectively. Wellington College is well resourced and supported. The role has changed with the demographic of the school.
- Looking to provide direction for sport, there is a huge variety of different sports which creates challenges. He is trying to build links between the sporting codes and encouraging students to play across the codes.
- Communication is very important especially the link between school and parents. Mathew Wong reported that the student council has concerns with Facebook notifications for cancellations because Facebook is blocked at school. The WC app is another alternative to communicate to students.
- New Health and Safety requirements affect sport and organising trips away. An onsite registration process is underway to eliminate large amounts of paperwork.
- Dave Keat noted that the tennis/hockey turf needed to be redone. Peter Schuyt noted that if it was a health and safety issue then this becomes a priority. Dave also noted that the artificial turf, due to incredibly high use, needs to continue to be well maintained. He said parts of this turf are worn.
- Wellington College has a high involvement of students in sport at school. 73% of our boys are involved in sport and this number has been maintained since 2005. However, there is a trend of a decrease of staff involved in sport. Teachers who are coaching sport is down to 16%. Large numbers of teachers are involved in the Arts this is

reflective of the school as a whole. Senior management are concerned with these decreasing numbers and want to encourage more staff to be involved. NCEA has created more work for teachers which could be one of the factors in the decreasing numbers. Dave Keat reported that the gaps in coaching are being filled from the community, through clubs and the boys taking up coaching roles.

- The numbers for the College's traditional sports such as cricket and rugby are decreasing, both these codes have paid administrators. The College is maintaining high numbers for social teams.
- The Sports Council has had a review of sport at the College which will bring some new ideas into overseeing sport.
- Brand WC is up and running with new uniforms which look smart and are recognisable as being Wellington College.
- The Sports academy is working positively on students' strength and conditioning as well as an injury prevention programme from ACC.
- Interclub rivalry is a problem and Dave would like to see cross code links.
- Peter Schuyt thanked Dave Keat and noted that 70% student participation rate in sport highlights that the level of participation is huge, particularly when coupled with the student involvement in the Arts.
- Dave Ashby, on behalf of senior management, also thanked Dave and Amanda too, on the large numbers of boys involved at sport in the school.
- Salo Taufale has been involved in sport at the college since the early 90's and he has noticed that there is much better communication between the top team coaches.
- Linda Clark spoke about future proofing sport by thinking in advance about what is going to happen the following year, talk to the parent community and look at running parent coaching courses.

### **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.

- The Health and Safety Plan was presented, it was suggested that if an item is coded red it can be recoded on the chart if a course of action is complete.
- ACC treatment - our nurse is qualified to do this.
- Introducing a waiting room for the sick bay.
- Karl White reported that his experience is that hazards reported to Kelwyn are dealt with promptly.

### **6.3 Roll Returns June 2016 and July 2016**

Tabled.

### **6.4 Minutes for meeting held 17 June 2016**

These were received and noted.

**6.5 Attendance Report**

This was noted. The Chair asked that Darrell Harvey speak to this at the next BOT meeting.

**Other Matters**

- Matthew Wong reported that the walkway from the maths block to the outside doors by the link way is a choke point with students. Heather Benfield said the doors cannot be made bigger, but she will put this to the property committee to come up with a solution.
- Sala and Salo met with the Pacific Island cohort and sat in on their recent meeting in which they want to bring some matters to senior management or board level to allow the board to get a summary of actions. There have been constructive conversations around how they can be involved in 150<sup>th</sup> celebrations.

**Date of Next Board Meeting: Monday 22<sup>nd</sup> August 2016 at 6.00 pm in the Pavilion.**

The meeting concluded at 8.06 pm.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson