

**Wellington College Board of Trustees  
held in The Pavilion on  
Monday 15 May 2017 at 6.00pm**

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**Present:**

**Mrs Heather Benfield**  
**Mrs Taruna Bhana**  
**Ms Linda Clark**  
**Mr Gary Crawford**  
**Mrs Rena Day**  
**Mr Roger Moses** (Headmaster)  
**Mr Paul Retimanu**  
**Mr Peter Schuyt** (Chairperson)  
**Mr Richard (Sala) Sidler**  
**Mr Karl White**  
**Mr Masalosalo Taufale**

**Ms Robyn Hutchison** (Board Secretary)

**In attendance:** **Mr Dave Ashby** (Associate Principal)  
**Mr Phil Bergin** (Deputy Principal)  
**Mr Darrell Harvey** (Deputy Principal)  
**Mr Rob Anderson** (Deputy Principal)

**The Chair welcomed members to the meeting.**

He noted the following two items for inclusion on the Agenda:

- The Worksafe findings with respect to a recent Health and Safety investigation which was conducted at St Kentigern College (Auckland) and the need for some discussion in the context of potential implications for the Wellington College Board of Trustees.
- The draft update prepared by the Student Travel Policy Focus Group (tabled) which will be discussed in-depth at the next meeting.

**1. Apologies**

Lateness apologies received from:

- Mr Richard (Sala) Sidler
- Ms Linda Clark

**2. Minutes of the Previous Meeting**

The minutes of the previous Board meeting held on 10 April 2017 were confirmed as a true and correct record, subject to two minor hand amendments, and signed off by the Chair.

**Minutes Approved.**

### 3. Matters Arising

The Actions list from the previous meeting was noted and updated.

- The requested reforecast of International income is to be carried forward to the next meeting.

**Action: Mike Ellett / Heather Benfield**

- Noted that the School Charter is to be considered a living document and, as such, open to feedback from Board members at any time.
- Phil Bergin reported on the proposed Parents Evening which is now scheduled for 8 June 2017. Discussion around speaking fees for Richie Hardcore took place and Phil was requested to renegotiate on the basis of a Parents/Staff two-engagement package for \$2,000 + GST, plus accommodation and airfare costs.

**Action: Phil Bergin**

- 6.2.1: Mrs Benfield explained that payment of fees, other than for extra-curricular activities, cannot be enforced. Unpaid sums are currently visible on the College portal and it is considered important that parents are made aware that this information is accessible to select WC staff and Board members. A system is to be established in order to address this matter.

**Action: Heather Benfield / Gary Crawford**

## 6.2 Finance Report

### Financial Statements

Further documentation tabled:

- Income statement
- 2015-2016 EOY results
- Balance sheet- revealing a robust working capital position

Noted that an amount of \$32K, representing 150<sup>th</sup> Anniversary registration fees to date, is included. These funds are committed and, as such, are to be removed from the income statement.

**Action: Heather Benfield**

Noted that:

- A \$188,000 positive variance to budget operating surplus is reported year to date
- A full stocktake is to be conducted at the end of May which will verify the currently documented trading figures.

**Action: Heather Benfield**

Working capital is considered to be at a healthy level, despite the significantly increased expenditure as compared to last year.

### Audit

Reported that the audit process remains ongoing. Other than one issue highlighted around clarification of the relationship of the Development Manager position as between the Foundation and the College, Mrs Benfield reported that she is unaware of any outstanding issues. The Headmaster is currently addressing this issue with Deloitte.

**Action: Headmaster**

Any questions regarding the accounts are to be directed to Mrs Benfield via email ([h.benfield@wc.school.nz](mailto:h.benfield@wc.school.nz)) within the next week.

*Richard (Sala) Sidler joined the meeting*

The Chair, Headmaster and Gary Crawford to review the final set of financial statements.

**Action: Chair, Headmaster, Gary Crawford**

**The Board authorised the Chair and the Headmaster to sign off on the final accounts.**

**Action: Chair, Headmaster**

#### **Building Project Update**

Mrs Benfield advised that the project cost had been determined at \$8.5M, of which \$7M was to come from the Foundation. Currently, the amount outstanding on the contract is \$5.4M and the contingency sum remains at \$170,000.

Confirmed that, from a fundability perspective, the project is progressing well. Reference was made to the detailed report regarding the engagement with the contractor, architect and decision-making processes around the level of finish, etc. Feedback regarding progress in this regard was requested by the Chair.

Karl White reported that a number of meetings have been held with the architect and a strong message has been to Ian Rattray given regarding the requirement to stick to the original plan with regard to finishing. Meetings are being held on a 3 weekly basis with contractors.

Noted that the surrounding landscaping was not included in the contract and will need to be funded from capital expenditure in the next financial year.

The Chair requested a project update on a monthly basis, as well as an update regarding the \$7M Foundation donation.

**Action: Heather Benfield/Karl White/Charlie Gallagher**

*6.30pm Mrs Benfield left the meeting*

## **5. Project Updates**

### **5.1 Comparative Analysis of fees, including relevant on-costs (Mike Ellett)**

Mike Ellett tabled an updated fees chart showing comparisons with other schools. He drew attention to the International Students column which now shows the numbers, as well as their percentages of the total rolls in relation to each school listed. Noted that Wellington College figures, at 5%, compare favourably with other similar schools.

Noted that a significant constraint to growth is a dearth of homestay and other suitable accommodation for international students in Wellington. Campbell Institute, a proposed language school, is expected to pose significant competition regarding Wellington CBD accommodation availability.

With 75 students currently enrolled and a further 6 expected at the beginning of next term, it is considered that the College will, at that time, have reached its capacity in terms of its ability to cater for international students. One significant factor is the high

academic demographic of international students and the capacity of relevant classes to accommodate additional students, particularly as there are often associated language difficulties.

With a view to addressing some of the prevalent challenges, Mike Ellett put forward a recommendation that fees increase by \$1,000 p.a. per international student which will equate to additional annual income of \$65,000-\$70,000.

It was generally agreed that the current fees are comparatively low based on quality of educational experience when viewed against other Wellington schools. Mike indicated that he is confident that the market will accept a \$1,000 p.a. fee increase and added that the market should be tested on an annual basis to ensure that fees consistently sit at a realistic level.

An examination of the figures to be undertaken to address the issue of their falling behind YTD budget.

**Action: Heather Benfield**

Mike shared a recently received email which strongly indicates that Wellington College student sports programmes, especially relating to rugby, are stimulating considerable interest, in particular, in Japan.

## **5.2. 150<sup>th</sup> - Archives & Budgeting**

Darrell Harvey reported that Paddianne Neely, the Archivist, will be retiring at the end of May. Options for and costs relating to digitalising archived photographs are currently being examined with Fuji Xerox.

Fuji Xerox has provided a one day proposal in this respect, to be implemented this week, the cost of which is \$380 +GST which includes courier charges and covers the cost of scanning for 20 images. On the basis of how successful this "trial" is seen to be, the College will make a decision regarding whether or not to continue the project to completion with Fuji Xerox as service provider.

Darrell also advised that there is a parent who works for National Archives who has been doing some part-time work with Archiving and a costing has been obtained which is consistent with that of Fuji Xerox. The difference, and potential advantage, of continuing this arrangement is that the individual would be working on-site which would obviate the need for excessive handling and, thus, reduce potential for damage.

Both options are to be trialled for the purpose of assisting the decision-making process.

Darrell advised that an amount of \$20K p.a. will be available to the project and that he has received an assurance from the Old Boys Association that it will cover up to 50% of any additional costs over and above \$60K.

Darrell will update the Board on logistics once all information is to hand.

**Action: Darrell Harvey**

*7.00 pm: Linda Clark joined the meeting*

#### 4. **Critical Date Planner**

Tasks for current month noted and covered in Agenda.

#### 6. **Reports**

##### 6.1 **Headmaster's Report**

The Headmaster reported that the Business Manager job description is currently being prepared prior to the position being advertised through Kinetic Recruitment. The role will maintain a focus on Finance and Human Resources, with responsibility for Property lying with Kelwyn d'Souza's current role. The Finance component of the role is considered to be its primary mandate.

Attention was drawn to the Top Scholars Award function recently held at Parliament where Wellington College exhibited a high profile. Noted that Radio New Zealand featured publicity in this regard.

Academic Conferencing, scheduled for 17 May, to be reviewed in 2018 on the basis of the general response.

Provisional School Leaver (roll-based) results have revealed consistent performance excellence overall throughout a sustained period of time. It was noted that Maori/Pasifika results flag a need for closer scrutiny. One potential area to be addressed is the choice of subject areas which could be better aligned to the students' interests, competencies and academic aspirations. Darrell Harvey confirmed that there are initiatives in place to address this area of concern. He stressed, however, that there are significant costs involved.

Priority learning initiatives currently contained within both the National and College Strategic Plan need to be reviewed to focus specific attention on Maori/Pasifika teaching and learning needs. A Board-approved focus group will examine these documents to determine where opportunities for improvement may exist and bring their findings to the July Board meeting.

**Action: Focus Group: Salo Taufale, Phil Bergin, Paul Retimanu, Linda Clark**

Regarding the now-scheduled Parents Evening, the Chair drew attention to the need to ensure that the undertakings made by the College, following the March social media issues, are satisfactorily fulfilled. The Headmaster confirmed, in this regard, that a) a disciplinary process had been conducted; b) current Healthy Relationship programmes are being reviewed in consultation with the community and relevant agencies; c) implementation of professional development for staff; d) implementation of pastoral care programmes for select staff; e) implementation of approved student programmes; f) information sharing evening for parents; g) policy enforcement to preclude the use of the College name (or "WC") in unauthorised social media communications.

The Chair commented that there is a need for a regular conversation in this regard and for time-bound objectives to be put in place.

Darrell Harvey advised that the implementation of a 9 months, fixed-term Social Media Communications Officer role is imminent. The scope of this position is to monitor

social media activity to ensure full compliance with College requirements. A message alerting students to the implementation of social media monitoring and breach of policy consequences will be communicated. The position will be reviewed at the end of its term.

It is understood that there is a need for a consistent, structured and co-ordinated Communications Strategy. It was suggested, in the first instance, an audit of the College comms profile be undertaken to understand the current state. This will then allow, with the appropriate expertise, a broader Comms strategy for the College to be developed.

Research to be conducted with 5-6 similar colleges nationwide to provide strategic insight.

**Action: Headmaster**

*7.45 pm - Break for dinner*

## **6.2 Finance Report (covered above)**

## **6.3 Property Report / Maintenance and Hazard Report Hall Project**

It was confirmed that, should there be a push-out of the completion date due to events or circumstances outside of the control of the contractor, no penalty clause will be applied. Discussion and Q & A re the Contractors Report No. 14 followed.

Variation costs are being managed with Ian Rattray by Karl White and Heather Benfield. The Chair requested a one page summary breakdown of variations to the core design which will impact on final costs (with particular attention to choice v. no choice factors), also including information regarding the tracking of provisional sums towards estimates, i.e. cost variations.

**Action: Karl White / Gary Crawford**

## **Maintenance and Hazard Report**

Taken as read.

## **6.4 ICT Committee Report (No report for April)**

## **7. Liaison Reports**

### **7.1 Curriculum Report**

#### **Proposal: Bee-keeping at Wellington College**

Darrell Harvey reported that Dave Thorp is currently working with Mike Skinner to steps are put in place which will address Health and Safety concerns to the satisfaction of the College.

**The Board approved the proposal subject to Health and Safety policy requirements being fully met.**

## **Final NCEA Results**

Emphasis was placed on the fact that the results are roll-based, as opposed to participation-based.

### **7.2 Arts Report**

Attention was drawn to the Health and Safety Alert content of the report which pertains to the Stage Challenge event due to take place on 1 and 2 June. Considerable discussion took place regarding risk factors pertaining to the daily time commitment (17.75 hours) for both students and teachers engaged in the event.

Parental support was offered as a possible solution to assisting with this.

It is considered essential that all parents concerned are made aware of the situation, the SMT sign off on the risk management plan and that the Board be informed of that plan as soon as possible.

**Action: Kirsty Hazeldine / SMT/ Board Members**

Board commendation was afforded to 6 Year WC students who won the Wellington regional Sheilah Winn Shakespeare Festival.

### **7.3 Sports Report**

This report was received and taken as read.

Noted that Nigel Pollock has expressed intent to attend the June Board meeting for discussion regarding the final version of the Sports Review.

### **7.4 Health and Safety Report**

Karl White reported that on-line incident reporting software has been examined. A particular advantage of data and reporting being on-line is improved accessibility to information. The selected system (which includes a phone app) is expected to go live by the end of May, following which health and safety awareness presentations to staff will be conducted together with subsequent associated training programmes.

The new format reporting is expected to be rolled out in July 2017.

Some discussion took place regarding the Worksafe judgment in respect of the health and safety incident which recently took place at St Kentigern College (Auckland) and the learnings and possible implications for Wellington College, e.g. procedure for reporting "near miss" events.

Recommended that a risk identification/management plans be prepared for and that "near misses" be examined by the Board on a monthly basis as part of the Health & Safety Report.

**Action: Health & Safety Committee**

Communication requirements were highlighted to ensure that the Board is made fully aware of scenarios for which it is ultimately responsible at law.

Noted that Worksafe require site freezing with respect to serious injury incidents.

Noted that staff can improve diligence regarding the completion of EOTC forms which is a requirement for "out of the ordinary" student activities. Note that this links to the development of an enhanced travel policy.

### **Discipline Report**

Reported that the large number of stand-downs in Term 1 was largely attributable to a pre-McEvedy Shield event social engagement.

#### **8. Student Representative Verbal Report**

An Environmental Club has been established which will implement a school recycling initiative which will manage the collection of recycling bins from each room on a weekly basis. Additionally, a Climate Change presentation is planned for a school assembly.

#### **9. General Business**

- 9.1. A draft travel policy was tabled for Board consideration. It was agreed that each Board member is to review the draft and provide comments to Rena Day. The Chair thanked Rena for the work undertaken on this matter

**Action: Board members**

- 9.2 A proposed student trip to Fiji was discussed and, given that the SMT had concerns around some elements of the trip, the decision was deferred.

**Action: SMT**

- 9.3 Tuakana-Teina Scholarship : The proposal was discussed and it was agreed that the principles in behind the proposal were commendable and that the proposal will be factored into the Priority Learning Focus Group

**Action: PL Focus Group**

#### **9.4 Correspondence and Publications**

Folder circulated.

**Date of Next Board Meeting: Tuesday 20<sup>th</sup> June 2017 at 6.00 pm in the Pavilion.**

*The meeting concluded at 10.15 pm*

Signed:                     *Im Ache*                     Date           20/6/2017          

**Chair**