



ST PETER'S
CAMBRIDGE
ALUMNI

**Minutes of the St Peter's School Alumni Incorporated
Annual General Meeting
Held in the Functions Room, St Peter's School
Saturday, 18 April 2015 at 3.00pm**

Present: Quentin Allan, Nigel Browning, Philip Coles, John Coles, Doug Dibley, Ross Duder, Tim Fookes, C Michael Gill, Nitin Khare, Bex McGuire, Raewyn Nel, Steve Robb, Geoff Styles

In Attendance: Hilma Gill

The meeting commenced at 3.20pm

Formal welcome and opening of the Annual General Meeting by the Chairperson, Philip Coles.

School Prayer read by Ross Duder.

1. Apologies

Apologies were received from Karen Brock, Tim Calder, Craig Gerzon, Rowena Harper, Stella Ivory, A Robert Miller, David Nicoll, John Sear, Laurie Sanders, Allan Spence, Victoria van der Spek (nee Gough), Janey Wackrow, Al Welch, Linda Pelham, Jack Yates, Tony Ivanson, John Duder, Bill Johnston, Julian Hughes, Don Currey, Noel Dwan,

Moved *"that the apologies be accepted."*

McGuire / Styles (*Carried*)

2. Previous Minutes

Moved *"that the minutes of the previous AGM be accepted as a true and accurate record."*

Fookes / Duder (*Carried*)

3. Matters Arising

Nil

4. Chairperson's Report

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Philip Coles spoke to his report.

Presidents Report 2015

Firstly welcome back to school and for making the time to attend this years AGM,

It has been a busy few weeks, with the Broadhurst Reunion last week which was attended by 150 old boys and their wives,

The reunion was spread over 3 days and it gave them chance to catch up with their old friends, Tour the school and the farm, eat in the dining room and sleep in the dorms along with attending Chapel

There were many wonderful stories and was a very special few days.

A project that we are proud to be associated with is the new designated Flag Day area located down behind the Golf Academy and along side the Te Awa Cycle Track,

We have committed some funds to this over the next 3 years; we look forward to report back to you on this development

Along with this we now have a Flag Day shield that is awarded at Junior Prize giving to the winning house, 2014 was the first year that this shield was presented,

It became apparent to us that nothing was being presented at either Junior or senior prize giving's, we have all experienced this wonderful event so it was only fitting that a shield be produced that reflected flag day.

There have been 2 very successful reunions in 2014, Steve and Claire hosted the London event and is again hosting another event in London in September,

The other reunion was Wellington, where Patricia Steel and 2 other staff members hosted a very well attended event there,

Other reunions this year are Hamilton on June 11 and dates to be set for Auckland, Wellington and Dunedin

Upcoming events

This year's school production on the first week of May is the Musical the Wedding Singer-

Every year the School productions wow us all with their amazing talents and skill, the staff, parents of the children that are performing, work amazing ling hard for months and are here today rehearsing.

This year on the second night May 2, we are co hosting a pre production BBQ in the Valentines room; invitations were sent out yesterday, please contact school to purchase tickets for the production itself.

The National Fieldays at Mystery Creek are being held from 10th to 13th of June,

The school will once again have a stall in the main pavilion, all very welcome, this year we will be hosting our Hamilton Reunion on the Thursday night at our stall.

Last year was the 11th anniversary of our Winter sports day in June. This was a Afternoon full of entertainment and games,

This years Sports day is June 25 and is open to all ages to join a team,

For more information contact Nitin Khare 0212172507, thanks again for all you do Nitin for arranging this day

The website is an ongoing project along with Face book and other social Medias,

We are very grateful for the time and effort that Raewyn Nel and Quentin Allan put into this, for all up coming events please refer to these sites and links.

I would like to take this opportunity to thank the committee, Raewyn Nel, Rebecca McGuire, Ross Duder, Nitin Khare, Tim Fookes, Geoff Styles and Linda Pelham,

Being part of a committee is a voluntary role so your hard work and commitment is very much appreciated,

Juggling life and family along with driving long distances to attend meetings, can sometimes not be easy, so thank you so much for what you all do.

With all AGMs, people come and go, this year Linda Pelham is leaving us,

Linda's professional life has given her an opportunity to move into another role which is in another town,

Because of this Linda cannot continue with the committee, so many thanks Linda for her contribution.

Big thanks to Sandra and Marc from the Finance team for all you all do behind the scenes. But it is Shae and the team at the Communication Department that we have the most to do with, so big thanks for all you do.

Finally I would like to take this opportunity to thank Steve and Claire for their dedication and hard work over the last 20 years,

It is you Steve and both past and present board that have recognize the schools full potential and have developed the school into a first class learning environment,

There truly is not another co educational school like it the country; we too thank you for your role as Patron of the Alumni,

Thanks once again for attending today's AGM and for having the confidence in us to represent you as members,

We look forward to working positively over the next 12 months with all school departments.

Moved *"that the Chairperson's report be accepted."*

Khare / Duder (*Carried*)

5. Treasurer's Report and Financial Statement

Rebecca McGuire presented the 2014 Financial Statement (*Appendix 1*)

Treasurers Report 2015

St Peters School Alumni works from three accounts.

- Loan Account - Balance 31/12/2014 - \$226,934
- Westpac Cheque Account - Balance 31/12/2014 - \$53,569
- Westpac Business Saver Account - Balance 31/12/2014 - \$ 13,380

Loan Account

St Peter's School Alumni have a loan agreement with St Peter's School Trust Board to lend \$220,000, but can increase above this if Alumni deposit extra funds into this account.

This account earned \$11,962 in interest (starting at 5.15% and finishing on 5.72%) the last financial year- Dec 2014. This money can be repayable at any stage giving 30 days' notice. (Page 10 clause 6- Notes to the Financial Statements)

Scholarship Fund

St Peter's School Alumni have a Scholarship fund with St Peter's School Foundation Incorporated to the value of \$206,774 earning interest of 5.15% (now in 2015 at 5.72%). The interest of this account is the amount available for scholarships. This account needs funds deposited into it to keep up with inflation and keep the capital amount earning as much interest as possible. This scholarship account was gifted to the foundation and is not able to be retrieved; it is a lifelong agreement between the Alumni and the Foundation.

Income and Expenses

Major Income for the year is:

- Subscriptions - 50% of \$250 = \$125 life membership of the alumni subs are deposited to the Alumni Current Account.
- Interest accrued over the financial year.
- Donations/fundraising.

Major Expenses:

- Events=Pre production function, Alumni games, trophies,
- Promotion/publicity.

Where To From Here

Yearly commitments over the next 3 years:

- \$5000 to the Flag Day reserve conservation. First payment was 22/11/2014 and two more payments in 2015 and 2016

Looking Forward:

- Interest rates have increased from 5.15% to 5.72% giving an income increase.
- Investment proposal set to go.

Moved *"that the Financial report be accepted"*

McGuire / Fookes (*Carried*)

Financial Statement prepared by Sandra Morrison.

6. Principal's Report

Steve Robb spoke to his report.

2015 Principal's Report to Alumni

Roll

- ↗ Up to 1,082.
- ↗ 263 new students.
- ↗ Largest ever Year 12, 233
- ↗ Increase of 20 at Year 7, up to 81
- ↗ Boarding strong at 402

School Goals 2015

With the focus on the Founder with the Broadhurst era reunion this year we have used this philosophy of education as our overriding motto Body, Mind, Spirit

Trust Board Strategic Goals

These include -

- ↗ Excellence in Teaching and Learning
- ↗ Financial Sustainability
- ↗ An orderly succession of the new Principal for 2016
- ↗ Further developing our key partnerships
- ↗ Growing the understanding of St Peter's School internally and externally

A large number of Annual Goals are set so that the above goals can be achieved.

Major Projects

Natioanl Park Outdoor Learning Centre

This is still to receive Resource Consent.

The six shelters have been rebuilt in strong materials. These have been useful for camps and will be used along with the chalets.

Business and Entrepreneurial Centre

The second stage of this development has been concluded with glass walls. Sponsors of the four rooms will be sought. A new Boardroom has been developed.

An official opening is due for June, 2015.

Demonstration Farm – Joint Venture with Lincoln University

This was officially opened on Thursday, 2 April. Seven sponsors have provided funding for the appointment of a Demonstration Farm Manager and other requirements.

The farm is an ideal opportunity for the school to showcase itself to link with industry and farming community, and to develop a top class farm in profitability and in sustainability.

The Joint Venture Forum oversees the Governance, Management and Farm Committees.

We are really appreciating the expertise, experience and wisdom of the Lincoln University Scientists and agricultural specialists.

Staff – Professional Learning Community

Our focus over the past year has been on a review of our curriculum Years 7 to 10. This has been helpful in ensuring a continuous, coordinated curriculum in Junior School, preparing effectively for Senior School options at Years 11 to 13.

Academic Results 2014 - Highlights

Year 11	NCEA Level 1	97.7% pass rate
	Excellence Endorsements	18.2%
	Merit Endorsements	52.3%
Year 12	NCEA Level 2	98.8% pass rate
	Excellence Endorsements	14,1%
	Merit Endorsements	46,2%
Year 11	NCEA Level 1	90% pass rate
	Excellence Endorsements	14.6%
	Merit Endorsements	35.8%

University Entrance	85%
NZQA Scholarships	22
International Baccalaureate Diploma	85%
Cambridge International Exams	99.1%

Academic Awards

First Award

Scholars Ties [75+ average across best 5 subjects] 91

Second Award

Silver Owls 53

Third Award

Founders Scholarship Medals 24

IB Top Scholars

Two students gained 40+/45 and were honoured by the Governor General

New Chaplain

The Reverend Doctor Deborah Wilson was appointed as Chaplain January, 2015. The Reverend Wilson comes from the United Kingdom where she has been Head of Department, Religious Education for 22 years.

As our School's first full time female chaplain, Reverend Wilson has made a very positive impression on our school and we are delighted to welcome her to St Peter's.

Extra-Curricular Highlights

Cultural

- "Pippin" 2014
- "The Wedding Singer" 2015
- Wearable Arts 2014
- Stage Challenge 2015
- Autumn Showcase
- The Principal's Variety Concert

Sport

- Rowing second overall in NZSS Rowing Regatta. 13 medals
- Tennis Girls silver
- Basketball Girls third in New Zealand
Girls third in New Zealand
New Zealand Reps 3 x 3
- Athletics 5 medals in NZSS Athletics
New Zealand Reps
- Golf New Zealand U15 Golf Champion
New Zealand Rep
- Lacrosse Sixth in New Zealand
- Equestrian North island Secondary Schools titles and placings
- Archery New Zealand Champion

Tours Abroad

- ↗ Japan [Curriculum]
- ↗ Australia [Food, Fabrics, Football, Cricket, Netball]
- ↗ USA [Athletics, Basketball]

Student Exchanges

- ↗ Gordonstoun School, Scotland

- ↗ Rowland Hall, Utah, USA
- ↗ Somerset College, Somerset, South Africa
- ↗ Diocesan School for Girls, Grahamstown, South Africa
- ↗ Trinity Grammar, Melbourne, Australia
- ↗ Ruyton Girls' School, Sydney, Australia
- ↗ Queenwood School, Sydney, Australia
- ↗ St Hilda's School, Gold Coast, Australia

Other school exchanges to establish relationships with -

- ↗ Punahou, Hawaii
- ↗ Lichfield Cathedral School, England

Broadhurst Years Reunion

Congratulations to Chair of Foundation, Mr McLaughlin on a superb event in April. His vision, drive and tenacity, coupled with Alumni, Communications, staff and student support ensured highly successful events for the 160 present.

A blueprint for future reunions!

Scholarships

Thank you for your ongoing support of the Alumni's children with the Alumni Scholarship programme and the Organ tuition programme.

We are grateful for Alumni support.

London Reunion 2015

On Thursday 24 September, we would like to hold a St Peter's Reunion in the White Horse at parsons Green. Given the success of the 2014 event, could the Alumni consider funding this event again?

Farewell

At the conclusion of this school year, December 2015, I will have completed 20 years as Principal of St Peter's, Cambridge.

It has been a huge privilege to have been able to serve in this role. It has been extremely satisfying to see students and staff grasp the many opportunities which have been created for them to participate and strive in.

Thank you for your great support during my time as Principal.

I know you will support the next Principal in the same way and I look forward to seeing the Alumni and St Peter's go from strength to strength in the future.

Stephen F Robb
Principal

Moved *"that the Principal's report be accepted"*

Fookes / McGuire (*Carried*)

7. Trust Board Report

Raewyn Nel spoke to her report.

Trust Board Alumni Representative Report 2015

Welcome and thanks to those members who have attended the AGM.

For me, it has once again been a pleasure to serve as the Alumni's Representative to the Trust Board for another year. The Trust Board has continued as a stable and effective governing body to the school, chaired by old boy David Heald with John Erkkila as Deputy. New trustees who joined the Board during the year are John Mason, Monique Medley-Rush and Sarah Gordon.

The Board continues to make sure that the School provides a safe environment for the pupils and staff while maintaining and developing its facilities.

The Trust Board Strategic Goals include -

- Excellence in Teaching and Learning
- Financial Sustainability
- An orderly succession of the new Principal for 2016
- Further developing our key partnerships
- Growing the understanding of St Peter's School internally and externally

2014 was certainly another productive one for the Trust Board with the actual number of projects, again, too numerous to mention. However, of great significance are:

- Firstly, The Business and Entrepreneurial Centre, whereby the old Prep block was developed into a hub to deliver a range of programmes. This entailed major refurbishment and re-development of the existing building that increased the common area facilities (including a fully functioning boardroom, kitchen and communal workspace and an office for the Communications team) as well as four state-of-the-art teaching spaces. An aim of the centre is to deliver programmes not just to students involved in studying business and commerce subjects but school wide. An exciting feature of these programmes is the participation of industry leaders and experts who come into the school to interact with the students and also allow students into their businesses.
- Secondly, the joint venture between St Peter's and Lincoln University to form a demonstration farm on St Peter's existing dairy farm. This partnership will have a significant impact on the future of dairying in the Waikato region, not only for current farmers but also for our students who are the agribusiness leaders of the future. The overall aim of the farm is to promote the sustainable development of profitable dairying, primarily in the Waikato but also the greater North Island. This will be achieved through the implementation of proven scientific research and best practice farming coupled with scientific monitoring of impacts in a collaborative environment with farmers. The farm will be a 'best practice dairy farm in action', that is able to be observed and studied, not just physically but the strategy, practice data and results achieved.

As always the school is looking wonderful and those of you who come to the school regularly or attend the AGM must appreciate the continuous growth and improvement of the school. The Trust Board remains committed to maintaining and improving the world-class facilities of the school.

I am pleased to be able to report to you, again, that St Peter's continues to grow and develop as an outstanding school. And as Alumni I would like to thank David and the Board, Steve and staff, and the students for the care they take of the school.

END REPORT

Moved *"that the Trust Board report be accepted."*

Nel / Khare (*Carried*)

8. Election of Officers

Existing Committee	Elected	Term Expiry
Philip Coles	2008	2015
Rebecca McGuire	2011	2015
Nitin Khare	2011	2015
Geoff Styles	2013	2016
Ross Duder	2013	2016
Tim Fookes	2011	2017
Raewyn Nel	2009	2017

Election

Philip Coles, Rebecca McGuire and Nitin Khare were re-elected unopposed.

Gill / Fookes (*Carried*)

Doug Dibley elected to the committee.

McGuire / Styles (*Carried*)

9. Election of Patron

Jason Speedy

Fookes / Styles (*Carried*)

10. Appointment of Auditor

Moved "that the St Peter's School Alumni appoint the school Auditor to review the Annual Financial Statements."

McGuire / Fookes (*Carried*)

10. General Business

Honorary Life Members

Rational is to have a larger group to seed the idea that staff are Alumni. The list of names of people who have been identified as giving outstanding service to the school.

Patricia Steel, Bruce Richards, Robyn Richards, Alistair Gardner, Jenny Gardner, Ross Porter, Lynne Porter, Rosemary Todd, Lynn Brock, Mike Kilgour, Richard Cain, Simon Cushen, Alan Read, Barbara Read, Glenn Callis, Grace Thornton, Tim MacIndoe, Gaye Miller, Steve Robb, Clair Robb, Neil McLaughlin, Peter Dornoff, Colleen Egar

Moved "that the St Peter's School Alumni invites the above named people to become Honorary Life Members of the St Peter's School Alumni."

P Coles / Fookes (*Carried*)

The Alumni Preserved Capital Fund

The committee would like to propose investing \$150,000 into a preserved capital managed fund. As of February 2015, the current balance in the "School Loan Account" was \$308,374 that is earning an interest of 5.72% per annum. The committee has carefully considered the implication of this decision and feel that it is in the best interest of the Alumni to diversify its assets to achieve our strategic purpose (please refer to St Peter's Alumni strategy statement). The Committee acknowledges the risk involved which has led us to consider roughly half of the funds available for diversified investing.

The Alumni Committee was approached by the Foundation approximately 12 months ago to join in a proposed investment strategy that prompted the discussion of the Alumni's long-term outlook for its funds. The committee has monitored the performance of the Foundation's Capital Fund invested through Craigs Investment Partners for the last 9 months along with governance of its investment philosophies and have been very pleased with its progress. The Alumni Committee agrees on the Foundation's investment philosophy and their conservative approach to achieving it. Details below as reference.

The underlying philosophy behind any decisions should be to firstly protect the Capital Fund and to earn sufficient income to achieve its objectives. The secondary object is to grow the Capital Fund. Expressly the Alumni Committee is seeking to maximise returns (both income and capital growth) without taking undue risk in a manner that is consistent with best practice portfolio management. These objects can best be met by a balanced portfolio approach whereby the mix of equities (higher risk, higher returns) is balanced by similar levels of fixed interest and cash securities (lower risk, lower returns).

A conservative spread of investments should be considered with a spread of:

- Cash and Fixed Interest 35% to 55% (includes cash with School)
- Equities 35% to 55%
- Property (including Prop Funds) 0% to 25%
- Other Investments 0% to 5%

The Committee would like to seek advice from its members regarding the two options available for investing the funds:

- (1) In order to reduce fees and brokerage costs, the committee has been offered to invest alongside the foundation's portfolio. To ensure that the Alumni funds are distinguished under the foundation's investment portfolio, the fund manager will be instructed to keep Alumni funds separate but invested under the foundation's account name. The disadvantage is that the Alumni may not have much control of the funds entrusted under the Foundation.
- (2) Invest independently through Craig Investment Partners with mandates that fit the purpose of investing and achieving the committee's strategic purpose to its members. Disadvantage of this is higher annual investment management fees and brokerage fees. Roughly 0.25% additional annual management fee which is \$375 based on the initial \$150,000 investment.

The Alumni Preserved Capital Fund

Goal: To provide a conservative diversified portfolio of Alumni funds which can sustainably grow at a rate above inflation. Projected timeframe of investment is 5 years with annual review of performance and investment goals.

Purpose: The fund will allow the Alumni committee to draw income generated to fund future projects to benefit the school, its students and Alumni members. However, the income generated can be compounded to the capital if the committee sees fit.

Amount: \$150,000 nett

Conditions of Alumni funds when invested under the preserved capital fund: -

1. Funds can be withdrawn at any given time at the request of the Committee
2. Income only to be drawn if capital value is over \$150,000
3. Income to only be drawn to achieve Alumni's purpose
4. Funds may not be used for any other purpose unless decided by the Committee

Moved "that the committee and its Alumni members approve the diversification of \$150,000 in its current account to achieve capital growth and income for the benefit of achieving its strategic goals."

Duder / Fookes (Carried)

Report from Foundation Representative

Tim Fookes spoke to his report

Foundation Representative Report 2015

The Foundation has formed three sub-committees being Investment, Membership and Grants.

The Foundation investment funds with Craig Investments are going well. More funds still to be invested. Chris Saville (Chairman of Investment Committee) came to talk to the Foundation regarding investing money in their Investment Portfolio.

The Alumni Scholarship Fund sits at \$206,774 and \$5,400 has been paid out as scholarships. The organ scholarship did not cost as much as first thought so there are funds left over from the interest earned.

The Foundation thanked the Alumni for contributing \$15,000 over three years towards the Flag Day Ground project.

Farm Tour and Open Day will be held on 2nd April 2015.

Broadhurst Years Reunion is going ahead on 7-9th April 2015. Neil McLaughlin had made contact with most old boys. Neil is also thinking of the Thornton years as the next reunion. He would like to write a newsletter.

The joint function for the opening night of the production is being held on the 2nd May 2015. It was agreed that this was a good idea – use one large event to cut costs and enable people to mix with other groups from the school. The Foundation would like the opportunity to give a brief about the Foundation during this evening.

It's always great to welcome new donors to the Foundation for the benefit and future of our school.

It has been a good year for the Foundation with strong committee members.

Thank You
Tim Fookes

Questions about what the equity of the Foundation is. Not publically not know.

Broadhurst Era Reunion Report

The Broadhurst Era Reunion was held in April 2015. It was a very successful event with 160 attendees.

Ross Duder spoke about the huge contribution made by Neil McLaughlin in investigating, researching and updating the school database. At the end of the dinner, Jack Yates spoke about how he doesn't think that Broadhurst has been given enough recognition in his contribution to education in NZ and also current/recent parents have not recognised his philanthropy.

John Coles says Old Boys want to be called Old Boys. Don't want to be referred to as Alumni. Also, Miss Swears picture isn't hanging up in the dining room and want to have the painting restored there.

The reunion revived the spirit of the Old Boys. Just faded away when the secondary school came into being.

Doug Dibley left the meeting at 4.57pm

School Centenary Museum Project

Introduction

At the invitation of the Alumni Committee, this report has been prepared by Quentin Allan for the St Peter's Alumni AGM 18th April, 2015. The report recommends that the St Peter's Alumni supports the

establishment of a St Peter's School Museum, ostensibly as a 2036 Centenary project, but possibly within a different timeframe. This support could involve a combination of financial support (details to be discussed at a later time), donation of items, and voluntary work according to expertise and availability. The initial impetus for this proposal arose from Alumni involvement in the 75th Jubilee in 2011. Following discussion with various alumni who attended the 75th Jubilee, an informal proposal was prepared and posted on the Alumni Website (06/06/12). The possibility of a School Museum has been raised at various gatherings since, including the formal opening of the new Junior Block on date. More recently, at the invitation of Foundation President, Neil McLaughlin, a presentation was delivered to a gathering of Broadhurst era alumni (08/04/15). The proposal for the concept of a School Museum was greeted with overwhelming support, and followed by useful discussion on a range of themes, including time frames, possible locations and the importance of an oral history component to complement the photographic and documentary records. Most encouragingly, a number of alumni have indicated their intention to donate items to the School Museum. The concept of a School Museum is an inherently worth-while initiative, providing a unique opportunity to reflect on St Peter's historical legacy, at the same time looking forward to the future in the sense of providing a valuable educational resource for future generations of St Peter's students. Moreover, in the spirit of fostering co-operation and harnessing synergies, a project such as this will allow for cross-group collaboration between Alumni, Foundation, Parents Association, Trust Board, and School.

Discussion

The St Peter's Archives: Current collections

The St Peter's Archives (currently securely stored in the Library) comprise original photographs, school magazines, various historical documents, posters from musical productions and an interesting array of sporting, academic and cultural memorabilia. Already in place are the following collections:

- Photographs: school life; students, staff, alumni members
- School Magazines: St Peter's Chronicles, etc
- Jubilee Registers: and other publications by alumni, staff, and commissioned authors
- Reports: academic, certificates
- Papers: Parents' Association, Alumni, Foundation
- Correspondence: letters to and from staff, students and alumni members
- Press cuttings
- Programmes: from sporting events, musicals, concerts, plays

Access to the archives is available by appointment with Kay Greed of the Library and Information Centre. Archive items are regularly sourced for photographic displays and research projects. Recent published output includes the 1985 *50th Jubilee Register*, Francis Bull's 1986 MA Thesis from Waikato University, David McLaughlin's 1994 booklet on Lippincott: *St Peter's: An Architectural Heritage* and the Hamilton brothers' 75th Jubilee publication of 2011 *The Owl Spreads its Wings*.

Enhancing the St Peter's Archives: Possible future collections

Here is a list of possible future collections which would enhance the collection currently in the archives:

- Trophies: prizes, medals, badges, awards
- Uniforms: caps, ties, blazers
- Sports equipment: cricket bats, tennis racquets, rugby balls, skis
- Models: boats, cars, planes, trains
- Art Work: paintings, sketches, sculptures
- Music: original compositions, recordings; by alumni and staff members
- Paraphernalia: e.g. from scientific expeditions

The already substantial collection in the St Peter's Archives is naturally going to increase in volume and value over time, and will assume even greater historical importance as the years go by. Such a collection deserves a dedicated display area, hence this proposal for a dedicated School Museum.

Immediate implications for Library and Information Centre

The Library and Information Centre has recently taken over management of the Archives and Kay Greed has introduced accessioning protocols which allow detailed records to be maintained. At present maintenance of the Archives involves two part-time staff members each working approximately five hours per week.

If an appeal is successful in bringing in offers of donated items, this will result in an additional administrative load for the Library and Information Centre staff in terms of staff hours and storage facilities.

Kay Greed is in the process of drafting a letter which will provide guidelines and information for potential donors.

Presentation at the Broadhurst era reunion meeting 8th April, 2015

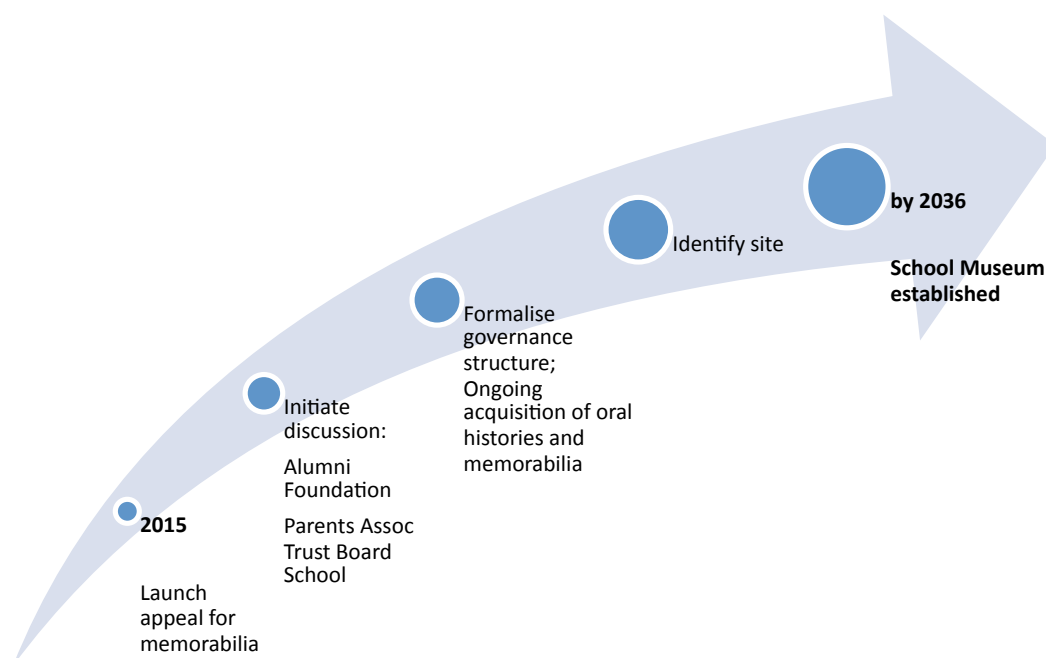
After consulting with members of the St Peter's Alumni, a presentation was delivered to approximately 140 participants of the Broadhurst era reunion – alumni and partners (08/04/15).

The presentation started by outlining a rationale for a School Museum, summarising current collections in The St Peter's Archives and indicating possible future contributions.

An appeal was made for donations.

For the purposes of this report, it is evident that the physical location for a School Museum is currently out of scope, and therefore not a high priority for consideration at this point; the details of location can be worked out in due course.

In terms of time-frame, the following timeline is proposed:



It was noted that a project such as this will provide a unique opportunity for cross-group collaboration between the St Peter's Alumni, the Foundation, the Parents Association, the Trust Board and the School.

Possible areas of responsibility

Possible areas of responsibility might be considered as follows:

School: Library and Information Centre; Communications Office

- Maintenance of archives
- Clerical support
- Logistical support

St Peter's Alumni; Foundation; Parents Association

- Fund-raising initiatives; possible financial support
- Donation of memorabilia
- Volunteers

Trust Board

- Moral support
- Governance support

Endorsement of the proposal by Vice-Principal, Patricia Steele

Patricia Steele was invited to address the group and she spoke enthusiastically in endorsement of the proposal highlighting both educational and community engagement possibilities. With reference to an Australian independent school, also with links to Gordonstoun, Trish suggested considering a location for the School Museum which would enhance links between St Peter's and the wider community – in practical terms, this might be provided in the form of a café, with access to displays and exhibits which would change periodically. Speaking from the perspective of an educator, Trish emphasised the potential educational opportunities for research and consciousness raising provided by a museum such as this.

Feedback from the Broadhurst era reunion meeting 8th April, 2015

- 1) The proposal for the concept of a School Museum was greeted with overwhelming support.
- 2) It was felt that the St Peter's Alumni Association should support this project financially.
- 3) It was felt that the project should be started now.
- 4) It was noted at this time that the Archives comprise a valuable repository of significant documents and memorabilia associated with the school; it was also noted that the Archives will continue to grow; therefore, current storage facilities and logistical mechanisms will need to expand to accommodate the growing collection.
- 5) In order to complement the existing and proposed collections, oral histories should be collected, starting as soon as possible. Could this be done as part of school history projects? Could alumni members assist in conducting interviews? Could the St Peter's Alumni Association provide financial support for the purchase of audio recorders? Could alumni members with expertise in oral history coordinate or contribute to this initiative?
- 6) Thematic collections might include documents and memorabilia relating to Lippincott's architecture, the St Peter's Sports Academies, the historic Cambridge Music Schools, St Peter's Farm, Urewera National Park (tramping and track maintenance), Waimarino, etc; it was suggested that the diaries of Arthur Broadhurst should be digitised and made available on the Alumni website. [*The whereabouts of the 1960 journal was queried*]
- 7) Numerous sites for a School Museum are possible; until a location is identified, it would be useful to have displays spread across the school; could purpose-built cabinets with plaques be built under the supervision of the woodwork department? Funds for purchase of materials could be made available by Alumni.
- 8) Consideration should be given to adequate storage (humidity and pest control), also periodic maintenance and cleaning.

- 9) A number of schools in New Zealand have successfully established School Museums – Wanganui Collegiate School provides one outstanding example – see Appendix 1 for further details.
- 10) Numerous alumni with expertise, time, and enthusiasm are available to provide voluntary support; however, this work needs to be coordinated by a School Museum coordination group.
- 11) Following the presentation, a number of alumni contacted Neil McLaughlin and indicated their intention to donate items for a St Peter’s School Museum.

Conclusion

- 1) A School Museum will provide a valuable educational resource for future generations of St Peter’s students.
- 2) The St Peter’s Alumni Association is uniquely placed to support the establishment of a School Museum.
- 3) Collections in the St Peter’s Archives (currently managed by the Library and Information Centre) are naturally going to increase in volume and value over time; these collections are the basis of a museum and they deserve a dedicated display area.
- 4) Although originally proposed as a 2036 Centenary project, alumni from the Broadhurst era feel that acquisition and development should start now.
- 5) Given the current age and life expectancy of founding pupils of St Peter’s, it is important that oral histories be collected sooner rather than later.
- 6) A School Museum working group is necessary to coordinate acquisition and development.
- 7) In addition to the numerous educational and cultural reasons for establishing a museum, a project such as this will allow for cross-group collaboration between Alumni, Foundation, Parents Association, Trust Board, and School.

Appendix

A case study: Wanganui Collegiate School Museum and Archives

Wanganui Collegiate, in the years running up to its 150th Jubilee, decided to make the establishment of a School Museum their jubilee project and to that end, they sent out requests for photographs, old film [8mm and electronic], books, correspondence, paintings, etc.

According to the Wanganui Collegiate website “This work enabled a massive historical display to be mounted on the occasion of the 150th celebration reunion. Featuring over 2500 historical photographs, the display was judged by attendees to be one of the highlights of the celebrations.”

A trust was established to administer the WCS Museum and professional advice sought from the Regional Museum, archivists and other experts. On-going initiatives requiring funding are indicated as follows:

- Acquisition of display cabinets;
- Creation of displays;
- Procurement systems to ensure current School records & photos etc are received into the Museum;
- Identifying missing team photos, tracking them down & acquiring copies;
- Putting programmes in place to involve current students;
- Scanning of important photos and storing digital files off-site;
- Producing PowerPoint presentations on the history & evolution of specific school buildings;
- Establishment of a "Friends of the Museum" group - volunteers who wish to help with aspects of the Museum, such as staffing it when open to the public and carrying out research (these volunteers do not have to live locally).

Interested parties are invited to visit the WCS Museum & Archives website:

www.collegiate.school.nz/our-school/wcs-museum-&-archives/128/

Here are the contact details for the current Chairman, WCS Museum Trust, Mr Richard Bourne:

Phone: (06) 345 2634 or (027) 4812 324

E-mail: r.bourne@xtra.co.nz

Richard has indicated that anyone from St Peter's who is interested in establishing a School Museum is very welcome to visit the WCS Museum for advice and inspiration.

[Quentin's report in here]

Moved "that the St Peter's Alumni should support the establishment, in principle, of a School Museum."

Allan / McGuire (Carried)

Moved "that the St Peter's Alumni should allocate an initial sum of \$5000 for the purchase of storage facilities, audio recorders, and for accessioning contributions to the St Peter's Archives; this money to be used at the discretion of the Library and Information Centre."

J Coles / Fookes (Carried)

Moved "that representatives from the Alumni Committee should initiate discussion with the following people about the desirability of a School Museum, and possible formation of a museum planning committee."

Foundation [Neil McLaughlin]

Parents Association [Philippa Lowe]

Trust Board [Steve Robb]

Communications Office [Jeanette Horan]

Library and Information Centre [Kay Greed]

School teaching staff [Patricia Steele, Richard Caine]

Allan / Fookes (Carried)

Moved "that Alumni Executive Committee report back to the 2016 AGM with progress."

Allan / Khare (Carried)

Investment of Alumni Funds in the Foundation

Christopher Lee spoke to the meeting about having two members of the Alumni on the Foundation's Finance Committee. Tim will discuss with the Foundation.

The Chairman thanked the members for attending the meeting and their input. `

The meeting concluded at 5:24pm

Chairperson

Date

*St Peter's School Alumni Incorporated
Special Purpose Financial Statements*

For the year ended 31 December 2014

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Statement of Financial Performance

for the year ended 31 December 2014

		<i>31-Dec-14</i>	<i>31-Dec-13</i>
		\$	\$
Revenue			
Subscriptions	2	30,000	32,875
Interest		13,472	11,074
Other Income		4,595	290
Total Operating Revenue		48,067	44,239
 Less Expenditure			
Events		5,179	1,297
General Expenses		3,016	2,015
Grants	3	-	20,000
Website		385	346
Total Expenses		8,579	23,658
 Net Surplus (Deficit)		39,488	20,581

Statement of Movements in Equity

for the year ended 31 December 2014

	<i>31-Dec-14</i>	<i>31-Dec-13</i>
	\$	\$
Net Surplus (Deficit)	39,488	20,581
Total Equity at beginning of period	285,710	265,129
Total Equity at end of period	<u>325,198</u>	<u>285,710</u>

Statement of Financial Position

as at 31 December 2014

	<i>Note</i>	<i>31-Dec-14</i>	<i>31-Dec-13</i>
		\$	\$
Reserves			
Accumulated Funds		<u>325,198</u>	<u>285,710</u>
		<u><u>325,198</u></u>	<u><u>285,710</u></u>
<i>Represented by:</i>			
Current Assets			
Bank Accounts - Westpac Banking Corporation	4	66,949	26,275
Account Receivable - St Peter's School Trust Board		<u>38,249</u>	<u>39,435</u>
		105,198	65,710
Investments			
Loan - St Peter's School Trust Board	6	220,000	220,000
 Total Assets		<u><u>325,198</u></u>	<u><u>285,710</u></u>

Signed on behalf of the Committee

Chairperson.....

Treasurer.....

Date:.....

Date:.....

Notes to the Financial Statements

for the year ended 31 December 2014

1 Statement of Accounting Policies

Basis of Preparation

The financial statements of the group have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand ('NZGAAP'). They comply with New Zealand Financial Reporting Standards ('NZSSAPs') ('NZ Old GAAP').

A new Accounting Standards Framework (incorporating a Tier structure and a separate suite of accounting standards for PBEs) has been issued by the External Reporting Board (XRB).

The Society is eligible to continue to report in accordance with NZ Old GAAP. The group qualifies on the basis that it is not publicly accountable and it is not large as defined in XRB A1.

There is no impact on the current or prior year financial statements of transitioning to the new Accounting Standards Framework.

Under the new Accounting Standards Framework the Society will have to transition to the new Not-for-Profit Public Benefit Entities (NFP PBE) Standards that will be based on International Public Sector Accounting Standards (IPSAS). The effective date for the new NFP PBE Standards is for reporting periods beginning on or after 1 April 2015. Therefore the Society will have to prepare its financial statements in accordance with the new NFP PBE Standards for the first time for the annual period ending 31 December 2015.

The Society has not been able to determine the impact of this transition as the new NFP PBE Standards are currently being developed by the XRB.

New Standards First Applied in the Period

The Society has adopted External Reporting Standard A1 Accounting Standards Framework (For-profit Entities Update) (XRB A1). XRB A1 outlines which suite of accounting standards public benefit entities must follow. The Society is eligible to report in accordance with NZ Old GAAP. There is no impact on the current or prior year financial statements of transitioning to the new Accounting Standards Framework.

These special purpose financial statements are prepared on the basis of historical cost.

Notes to the Financial Statements

for the year ended 31 December 2014

Particular Accounting Policies

a) Revenue

Revenue shown in the Statement of Financial Performance comprises amounts received and receivable in the ordinary course of activities.

- i) Subscriptions are recognised when students become Alumni.
- ii) Interest income is recognised as it accrues.
- iii) Donations are recognised when funds are received.

b) Taxation

- i) As a Charitable Entity, the Society is exempt from income tax.
- ii) The Society is not registered for Goods and Services Tax (GST).

c) Goods & Services Tax

All amounts are shown inclusive of GST.

d) Accounts Receivable

Accounts Receivable are carried at estimated realisable value after providing for debts where collection is doubtful.

e) Impairment

Annually the Committee assesses the carrying value of each asset. Where the estimated recoverable value of the asset is less than its carrying amount, the asset is written down. The impairment loss is recognised in the Statement of Financial Performance.

f) Differential Reporting

The Society is an entity qualifying for differential reporting exemptions as it has no public accountability and is not large as defined in the framework. All available differential reporting exemptions allowed under the framework have been adopted.

Changes in Accounting Policy

There have been no changes in accounting policies since the date of the last set of financial statements.

Notes to the Financial Statements

for the year ended 31 December 2014

2 Subscriptions

In 2002, the Society agreed, by resolution at an Annual General Meeting, to charge all students leaving St Peter's School ('School') a life membership fee and to share it equally with the School. The Society resolved to amend this amount to \$250 per new member at the 2010 AGM. In return the School undertook to maintain the Alumni membership database, provide administration support and pay for the cost of printing and sending St Peter's News to members. The School altered its fee schedule to make the Alumni life membership fee a compulsory fee. In 2011, a special offer was made to past students, in recognition of the School's 75th year, to receive membership to the Alumni for \$125. No administration fee was payable to the School from this money.

	31-Dec-14	31-Dec-13
	\$	\$
Gross Subscriptions	67,000	67,750
Less Portion paid to the School	(33,500)	(34,875)
	33,500	32,875

3 Grants

	31-Dec-14	31-Dec-13
	\$	\$

Grants were made as follows:

St Peter's School Foundation Incorporated		
- Alumni Scholarship Fund	-	20,000
Total	-	20,000

In 2013, the Society gifted funds to the St Peter's School Foundation ('Foundation') for the establishment of an Alumni scholarship fund to provide for tuition scholarships for children of Alumni.

4 Bank

	31-Dec-14	31-Dec-13
	\$	\$

Westpac Banking Corporation		
- Current Account	53,569	4,360
- Business Saver Account	13,380	21,915
	66,949	26,275

5 Grants Committed

Funds were committed toward the cost of building a chalet at the St Peter's National Park camp site and will be paid when the project is undertaken. Resolved as follows:

Resolution Date	Amount
28 April 2012	10,000

Funds were committed toward the cost of a Flag Day Zone as follows:

Resolution Date	Amount
22-Nov-14	15,000
(\$5,000 pa for 3 years)	

Notes to the Financial Statements

for the year ended 31 December 2014

6 Loan Receivable - St Peter's School Trust Board

The Association has loaned funds to the St Peter's School Trust Board ('the Trust Board') under a loan agreement. The loan is repayable on demand, with 30 days notice required, and the interest rate is to be the same rate as that offered for a six month fixed interest rate loan by the Trust Board's major lender, excluding the lender's margin. The interest rate is to be reviewed on the 31st of March and 30th September each year. The interest rate at 31 December 2014 was 5.72% (2013: 4.75%). The loan is unsecured.

7 Related Parties

The Society has a related party, which is the St Peter's School Trust Board ('the Trust Board'). The Trust Board receives the subscription fee on behalf of the Society, as described in Note 2.

A review engagement fee of \$600 was paid to PricewaterhouseCoopers for the Society by the Trust Board.

8 Contingent Liabilities

The Society has no contingent liabilities at 31 December 2014 (2013: \$nil).

9 Events Post Balance Date

There are no significant events requiring disclosure in, or adjustment to, the special purpose financial statements for the year ended 31 December 2014.