

## HIBS Board Meeting Minutes

(Meeting commenced at 6.00pm)

Joel opened with the meeting with a Karakia.

Date	Attendees	Apologies	
12/02/24	Ang Bingham, Reid Hebden, Anita Guthrie, Suzie Chang, Joel Swift, Craig Nicholson, Ben Carswell, Trevor Lawrence, Nigel Blair, Tom Gordon, Viv Hullena, Craig Stevenson, Byron Lynds and Lyanne Horsefield		
Owner	Agenda Item	Motion/Minutes	Action Items
	Byron opened the meeting due to the need to re-elect positions	<ul style="list-style-type: none"> <li>- Tom nominates Ang for the Chair position and Anita seconds <b>Moved – Ang Bingham - Chair</b></li> <li>- Anita nominates Reid for the Deputy Chair position and Ang seconds <b>Moved – Reid Hebden – Deputy Chair</b></li> <li>- Ang nominates Suzie for the Treasurer position and Neil seconds <b>Moved – Suzie Chang – Treasurer</b></li> </ul>	
Chair	1. Administration	Ang welcomes Nigel to the first BOT meeting for 2024.	
	1.1. Declaration of Interests	Craig Nicholson re. In Committee agenda item	
	1.2. Correspondence	- To be discussed In Committee.	
	1.3. Confirmation of Previous Minutes: 28 November 2023	The Board accepts the minutes of the 28 November 2023 meeting are a true and accurate record.	
		Nigel moves the 28 November minutes and Ang seconds.	
TG	2. Updates		
	2.1. Principal's Report	There is no Principal's Report – the first report will be at the 11 March meeting. Tom stated:	
		- It has been a good start to the year with the Year 7s full of energy and enthusiasm.	

- Our new staff have started well.
- Martin Burrows starts on 22 March as Deputy Principal.
- He is very grateful to Viv for staying on.
- The Year 7 camp is on next week.
- The Cricket season has begun – we have 11 teams playing on Saturday with some good victories so far. The 1<sup>st</sup> XI are currently unbeaten.
- HIBS gained 17 scholarships compared to 15 in 2022 and seven in 2021. We are certainly tracking in the right direction.
- Zhiheng Dai gained seven scholarships. He is off to study medicine at Otago. He is an outstanding young man and came to staff briefing when the scholarships were announced. As well as his academic achievements, he has coached and played sports for HIBS

On behalf of the Board, Ang passed on her congratulations to all scholarship recipients.

Tom thanked all the staff that have made a significant difference to our students.

- The Board asked about staffing. Tom said we have Iana Takarangi who is fluent in Te Reo – he works with the Te Reo students three days a week as they complete their studies via Te Kura (Correspondence School). We are not advertising as Iana is on a six month contract and is doing a great job.
- The Board asked if we could assist Iana in some further studies and Tom said there was the capability for this.
- Te Reo teachers are incredibly hard to find – the Tutor from Te Kura for Year 9 & 10 students has recently resigned.
- The School roll is 652 which is good. One Year 7 is leaving at the end of Term 1 due to family relocating. We have filled the gap.

TL 2.2. Staff Trustee

Trevor stated:

- It is good to get started again.
- There has been a first aid course for staff.
- At the staff only day he presented the new EOTC procedures (which were included in the Board papers)
- We have two international trips at the end of this term.

- The new IS team will be chosen shortly.

JS 2.3. Student Trustee

Joel stated:

- The Year 7s are happy and excited for camp next week.
- Year 13 leadership has chosen a new theme – ‘full send’.
- Octathlon is on later this term.
- He intends to speak at an assembly in the next couple of weeks to explain his role as Student Representative to the Board and to get feedback from the boys.

BOP 2.4. BOP  
2.5. Health & Safety

There has been no BOP Meeting since the last BOT meeting.

There has been no Health & Safety meeting since the last BOT meeting.

BL 2.6. SC: Finance

Management Accounts

The Board notes and accepts the Management Accounts of 31 December 2023. Suzie moves and Ang seconds.

Byron stated:

- The numbers aren't final as he doesn't have all of the year end journals yet.
- He has taken note of variances, giving explanations.
- Everything is looking good.
- Budgeted balance sheet - forecast for 2024 – end of this year's balances.
- Actuals are not quite actual as they are unaudited and the journals have yet to be finalised.
- Everything looks good. The working capital (ability to pay our current debt) is going up which is good.
- This year we have started with a lot of cash. A lot has gone into term deposits.
- The Audit starts the day after Easter.

The Board approves the budget balance sheet.

2.7. SC: Policy

Ang states:

- We are ahead of the game for the school cellphone policy.
- Tom said we are close to finalising a policy for the Senior students.
- Juniors will not be able to have their phone on whilst on school grounds.

- Joel said the Senior boys haven't really thought about the cellphone changes introduced by Government.
- We are ahead of many of the policies under review.

The Board suggested Policy identification is included in the Principal's Report each month detailing policies up for review. The Policy Sub-Committee can then be dissolved. The Board only require a list of documents that need to be reviewed.

The Board move to dissolve the Policy Sub-Committee and declare in the Principal's Report.

- Tom to include Policies for review in the Principal's Report

Anita moves and Reid seconds.

## 2.8. SC: Roll Growth

Tom stated:

- Nigel is joining the Roll Growth Sub-Committee.
- He will be running a meeting for the community (parents, old boys and any other interested parties) regarding the proposed roll growth. It will be the same information which was given to staff last year.
- The Board asked if Tom needed any assistance and Tom said he doesn't.
- The date is yet to be finalised.

- Tom to run meeting for the community re. the roll growth proposal

## 2.9. Enrolment Scheme

Tom stated:

- He received a letter from the MOE re. enrolment zone. The correspondence was noted and accepted. There is no further action required from the Board.
- He will be working with Martin Burrows regarding staff wellbeing and other items on the Charter to do with the culture of the school.
- He is working with Karen Hope on how the new enrolment scheme will be communicated to the community.
- The 2025 Year 7 intake will be under the new enrolment scheme.
- The BOP Special Character Sub-Committee are looking at preferences, along with Sharon Dalgety and Tom.
- He spoke to Chris Bishop to discuss the scheme but hasn't had a response.

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3. 2023 NCEA Achievement

Viv stated:

- Good NCEA results again this year. We are sitting amongst the top schools (statistics are not yet available).
- Level 1 were very strong with 100% pass rate – 82% combined endorsement rate.
- Level 2 – 98.8% pass rate.
- Pass rate with endorsements for Level 2 were a bit lower (fell short of our goal which was aspirational).
- Level 3 – 98.8% - there was one student that didn't pass despite huge interventions by all teachers, pastoral and Viv.
- UE pass rate was excellent with only seven not getting it. Of them four are going to Te Kura. The pass rate is currently 92.2% - she is optimistic the other boys will pass.
- Level 3 endorsement rate 56.4% which is higher than previous years.
- Merit endorsement at Level 3 was 43.4% which is phenomenal.
- A good number of monetary scholarships were received last year prior to Level 2 results.
- Three boys received three scholarships each – Ashton Harrison, Sithula Gamage and Samuel Gillingham.
- Aaditya Ramaswamy ranked in the top 12 students for University of Sydney and received a \$10K scholarship each year for seven years whilst studying medicine.
- We had a 100% pass rate for our Level 1, 2 & 3 Māori students. Pacific student achievements were also great.
- A little bit lower on pass rate of UE of 71.4% for Māori in Level 3.
- Numeracy and literacy – 98% of Year 10 passed reading, 72% passed writing and 96% passed numeracy. Really strong with that cohort.
- The four boys that didn't gain numeracy are in a targeted class.
- There are 25 boys that haven't passed the writing yet. All but one are in targeted English classes.
- Boys have the opportunity re-sit what they haven't passed in May and September.
- Sarah Tobin is doing a really good job targeting students with numeracy. She has recently taken on the Principal's Nominee's job.
- Lynlee Lawrence is also doing a great job with reading and writing with the boys.

- Literacy and Numeracy are one of our targeted three goals with both the Charter and ERO.

Viv said she has provided food tonight as her thank you to the Board. She has had two boys at HIBS (over a 14 year period) and appreciates the time Board members give up.

On behalf of the Board Ang congratulated the boys with the great results and thanked the teaching team at HIBS.

Tom also thanked Viv for her results and wished her well for her last academic assembly tomorrow.

Viv left the meeting at 7.07pm.

#### 4. EOTC

Trevor stated:

- At the end of 2023 he re-wrote the EOTC policy incorporating the new format.
- Forms that relate to EOTC are now more accessible for staff and feedback from staff has been positive.
- There is a new list for all EOTC trips that need to come to the Board, including a tick box for Trevor to say he has seen the documentation.

#### 5. Term 1 Overnight Trips

- A list of Term 1 overnight trips has been provided.
- Trevor and Tom oversee.
- We also have external agreements stating we are responsible for boys at night rather than the outside providers eg. Year 7 Kaitoke Camp. Tom signs these off.

The Board asked if parents on trips are Police vetted and Trevor confirmed they are.

The Board asked what the ratio is of first aid trained teachers vs students. Trevor said there is no policy around this, however a decision has been made by SLT for overseas trips whereby if there are two staff travelling, one must be first aid trained. For trips with more staff, at least two must be first aid trained.

Ang approves the Term 1 high risk overnight trips and Nigel seconds.

6. Regular Self Review

Ang states:

- The Board decided in Term 3, 2023 that we need to complete a review to see how effective we are.
- A survey will go to the community to gain feedback.
- The aim is to send this in approximately 4-6 weeks.
- It was agreed the questions need to be tailored to those that know a bit about what the Board does and those who don't.
- Ang will re-send the draft questions to the Board, asking BOT members to make a note if they believe the question should be changed/deleted.
- It was agreed Anita & Nigel will look at the current questions and Suzie and Reid will look at more specific questions.

- Anita & Nigel to look at questionnaire questions.
- Suzie and Reid to look at more specific questions for questionnaire.

The next meeting is on 11 March 2024 it will be Viv's last meeting. It was decided to farewell Viv at this meeting as well as recognising her at the Board/Staff dinner on 19 March.

Ang will send something around to the Board for comment and will ask Andrew to put some words together also. – farewell at last meeting.

- Ang to send request for comment for Viv's leaving
- Andrew Rae to put some words together

Joel closed the meeting with a karakia.

Joel left the meeting at 7.30pm

The Board went into Committee.

**IN COMMITTEE**

The Board came out of Committee at 7.50pm when the meeting closed.

A handwritten signature in blue ink, appearing to read "A Bingham".

Ang Bingham  
Chairperson