

# HIBS Board Meeting Minutes

(Online Meeting commenced at 6.00pm)

Date	Attendees	Apologies
13/05/24	Ang Bingham, Reid Hebden, Anita Guthrie, Suzie Chang, Joel Swift, Craig Nicholson, Andrew Rae, Nigel Blair, Trevor Lawrence, Tom Gordon, Byron Lynds, Jeanie Moore and	

Owner	Agenda Item	Motion/Minutes	Action Items
Jeanie Moore	Presentation – Commerce	Jeanie stated: <ul style="list-style-type: none"><li>• Her notes were taken as read.</li><li>• She is very pleased with the boys' progress in Commerce.</li><li>• Commerce is very strong in the School, with Accounting being the number one option and Economics being the number two option at Year 11.</li><li>• The new Level 1 NCEA changes are creating a lot of extra work for staff. It has changed from Economics, Business Studies and Accounting to Commerce.</li><li>• HIBS will continue to teach Economics and Accounting.</li><li>• The new Commerce course gives students very little grounding to set them up for Levels 2 &amp; 3.</li><li>• There isn't a lot of Information from NZQA. Teachers still don't know what is going to be in the exam at the end of the year.</li><li>• The Commerce Department would like some release time to work on planning the new Level 1 course.</li></ul>	

Jeanie asked the Board if requested, would they be happy to write a letter in support of reviewing the Level 1 Commerce changes to going back to individual subjects. The Board said if there was a request, they would be happy to do this.

The Board asked whether the NCEA changes are having a large impact around the school or in particular areas? Tom said all Departments are finding it challenging, particularly Science due the lack of guidance and also Commerce due to the significant changes.

The Board asked whether or not the target for Year 13's this year is realistic, given last year, the Year 12's received lower than the target. Jeanie said they still want to enable the boys to get University Entrance. With Business Studies they can get 14 credits through the internals. There are few Commerce students that walk into the final exam without the 14 credits. However, Teachers do encourage all the boys to sit the end of year exams.

The Board asked what could be a positive incentive to get students to turn up to exams. Joel said last year he didn't see any Year 12's not turning up to exams, however he was aware of Year 13 students leaving as soon as they were allowed (after 45 minutes). Joel believes a message needs to go to parents as the boys possibly wouldn't listen. The Board believes most parents went through a totally different education system and some don't fully understand how NCEA works.

The Board commented how creditable the results were from the Commerce Department and congratulated Jeanie and her team. Jeanie said she is very fortunate to have a great team of experienced teachers.

#### USA Trip

Jeanie, along with four other Teachers, four parents and 39 students (20x Yr 13 and 19 x Yr 12) travelled to New York in the April holidays. Jeanie thanked the Board for approving the trip which was a great success.

Jeanie showed the Board some photos including educational tours of Wall Street, Macy's merchandising and the United Nations, as well as recreational time at a Basketball game, a football game and Universal Studios.

The Board asked if there was anything they would do differently next time around health and safety. Jeanie said a full review was completed upon their return.

She said they had plenty of Teacher support and with the students being older (Yr 12 & 13), they were much more manageable. The only thing they would look at next time is perhaps not going to a shared hostel, which at times proved difficult sleeping.

Jeanie left the online meeting at 6.33pm.

1.1. Declaration of Interests

Nil

1.2. Correspondence

Ex-HIBS parent offer of sponsorship

Tom stated:

- After the BOP meeting last week, it was agreed that with support from the BOT, Tom will reply to the parent requesting that she directs her funds towards current HIBS families that are facing financial hardship.

- Tom to respond to the ex-HIBS parent with the BOP recommendation

The Board of Trustees moves to support the BOP recommendation.

Nigel moves and Suzie seconds.

**Resignation from Trustee**

Suzie has accepted a role where being on a School Board would be a conflict of interest. Ang is very sad to receive this news but reluctantly accepts Suzie's resignation. The Board congratulates Suzie on her new role but said they will be sad to see her go. Tom thanked Suzie for all she has done and welcomes her to stand again when her contract ends.

1.3. Confirmation of Previous Minutes: 11 March 2024

The Board accepts the minutes of the 11 March 2024 meeting are a true and accurate record.

Anita moves the 11 March minutes and Nigel seconds.

2. Updates

2.1. Principal's Report

Taken as read.

Tom stated:

- He interviewed a Te Reo Teacher this afternoon.
- We are about to advertise with TES (UK equivalent of our Education Gazette). He is hoping to interview some candidates in London in early July.

TG

The Board asked about the Science vacancies. Tom said we have a new Physics Teacher starting on 4 June and a new Chemistry Teacher (who is currently overseas), starting at HIBS in Term 3.

The Board asked if overseas Teachers receive any immersion training. Tom said they will receive NCEA training.

The Board asked if there is a trend around the student stand downs. Tom said the recent stand downs are for similar reasons, ie. inappropriate behaviour. Two weeks ago there was a very moving assembly that focussed on kindness and tolerance. All Year 13s stood on stage with their arms around each other showing the school they are united. Craig Johnson and Craig Stevenson delivered messages about what HIBS stands for and what we will and will not tolerate, ie. disrespect towards women, racism and any form of hate speech. Joel said that looking from up on stage, he believes the school got the message that inappropriate behaviour will not be tolerated and punishments will be a lot harsher.

#### **Junior Pastoral Survey**

The Board asked whether the percentage data for Years 7, 8 & 9 is increasing or decreasing from previous years? Tom said Craig Stevenson looks after the Junior School and the Junior Pastoral Survey. He couldn't be here tonight but will attend the next meeting to discuss this and answer any other questions the Board may have.

The Board asked Tom how Open Day went. Tom said it went really well with approximately 700 attending and a lot of positive feedback. Applications have closed and we received more than last year which seems to be an upward trend each year. They are currently in the process of reading the applications.

The Board asked about the overnight trip list. Tom re-iterated as per the School Docs policy, himself or Craig Johnson approve the overnight trips and the Board reviews the processes and procedures.

The Board asked if reviews could be completed after each international or high risk trip. Trevor said reviews are currently completed and he will be reminding staff of this. Tom recommends a short report is given to the Board after every international trip.

- Craig Stevenson to attend the next BOT Meeting to discuss the Junior Pastoral Survey results

The Board asked if students that have an overexcited trauma response need a specific safety plan when on school trips, and if so, would additional support be given. Tom said he would investigate this.

The Board notes and accepts the May Principal's report.

Andrew Rae was disconnected from the meeting at 7.07pm due to a power cut.

- TLA to provide the Board with a short report after every international trip
- TGO to seek information about students who have an overexcited trauma response on EOTC trips

TL

## 2.2. Staff Trustee

Trevor stated:

- The Cricket trip to Australia previously approved by email may not go ahead due to rising costs (\$4,500 for seven days). Tom said they are looking at an alternative in New Zealand.
- The new initiatives for staff wellbeing are much appreciated by staff.
- Julie Rich has set up a social club committee.
- The Variety Show is coming up.
- Winter sports have started.
- There was a feeling of burnout by the Teaching staff at the end of Term 1. The end of Term 1 is busy with two parent interviews, Open Day, Relay for Life and reports. It has been proposed to see if we could change the parent teacher interviews.

- Martin Burrows to look at timing of Parent Teacher Interviews

The Board asked if the parents that attend Parent Teacher Interviews are those that they want to see? Trevor says many Teachers contact parents they really want to see. Interviews are only one way of communicating with parents. Tom said Parent Teacher Interviews are incredibly valuable for all parents and he will get Martin Burrows to look at the Teachers' proposal.

The Board appreciates the honesty from the Teaching team. They have high confidence in the SLT and Pastoral Team to get a good resolution on these things.

JS	2.3. Student Trustee	Joel stated:	<ul style="list-style-type: none"> <li>• Octathlon this year wasn't as enjoyable due to the weather. Tom said the date for Octathlon was pushed back due to Year 7 Camp but next year it won't be.</li> <li>• The New York and Taiwan trips went ahead in the holidays.</li> <li>• Some teams went away for pre-season tournaments.</li> <li>• He attended the Rugby trip to Gisborne which he said was good fun.</li> <li>• Relay for Life was last Term. The Cancer Society came to Assembly and were presented with a cheque of approximately \$166,000. The Board congratulated the School on the great effort for this valuable event.</li> <li>• There is a sports exchange with Rathkeale tomorrow.</li> </ul>
BOP CN	2.4. BOP	Craig stated:	<ul style="list-style-type: none"> <li>• The BOP met last Thursday.</li> <li>• Most of the discussion was around the building and capital works programme and finances.</li> <li>• The fire sprinkler system keeps springing leaks. Three have been fixed in the last couple of months.</li> <li>• We need to replace the heating system in the Auditorium which no longer works.</li> <li>• The BOP are asset rich but are currently cash poor.</li> <li>• The BOP AGM is being held at the next meeting on 20 June. We won't be in a position to have the new constitution available at this AGM as we are still working with Gibson Sheat.</li> <li>• There was discussion about the Junior Pastoral Survey.</li> </ul>
BL	2.5. Health & Safety	There has been no Health & Safety Meeting since the last BOT Meeting. Byron stated:	<ul style="list-style-type: none"> <li>• There have been a significant number of animal bones on the sports fields which seagulls have left. These have been cleared from the sports fields. He has contacted Rentokil and is awaiting their response to see what we can do. Peter Watt is monitoring this.</li> </ul>

### **Health & Safety Statement**

Health & Safety Statement approval for 2024.

Motion - The Board accepted the Health & Safety Statement for 2024

Moved by Nigel seconded by Anita.

TG 2.6. Finance

Byron stated:

- He presented the 30 April 2024 Management Accounts which have been taken as read.
- Everything is going to plan.
- There has been a recent change in the MOE insurance programme – we are allowed to get the risk management scheme, meaning we now have cheaper insurance on contents. Our excess has gone from \$2K to approximately \$100 for items valued below \$1,000 and \$500 for items above \$1,000.
- From the BOP point of view, land and building insurance is extremely high and has gone up significantly.
- The BOT has become cash rich which is why he has put money into term deposits.

The BOT accepts the P&L and Balance Sheet.

Suzie moves and Nigel seconds.

The Board asked what happens if our parents decide to not pay their donation? Byron said during the GFC there was an expectation for parents to stop paying donations but it didn't happen. In fact, parents recognised the importance of education in difficult times and were more diligent in paying their school fees.

### **Proposal to Reduce the BOP Finance Grant**

Motion – to accept or not the proposal on behalf of the BOP.

Byron stated:

- The BOP had a large increase in their costs in the past 24 months with interest rates and insurance. With capital projects in the pipeline, they require cash.
- The BOT however is doing really well financially.
- It would make sense to try and equalise the two entities.
- It is expected the BOT will have a \$200K profit and the BOP are expected to have a tight cash deficit.
- It is proposed the BOP reduce the grant paid to the BOT to \$35K per month.

The Board agreed the financial situation of both Boards would benefit from the reduction paid by the BOP to the BOT. The Board asked if this was a permanent or interim change. Byron said he thinks this reduction should be for approximately 2-3 years.

The Board asked if the BOT has a big surplus, is there an opportunity to create a hardship fund for families. Byron said it would be something that could be considered.

Byron said next time there is an increase in fees, the BOP should look at increasing their portion. It was agreed the fees would not increase in 2024.

The Board agrees to the reduction paid by the BOP to the BOT to \$35K per month.

Ang moves and Suzie seconds this.

Ang said given the length of the meeting, the last two topics on the Agenda would be deferred until the next meeting on 10 June. Suzie is invited to attend the next meeting to discuss these topics.

The online meeting ended at 8.27pm.



Ang Bingham  
Chairperson