

**Hutt International Boys' School Board of Trustees**  
**Minutes of Meeting on Monday 13 August 2018**

**Present:**

Martin Richardson, Michael Mills, Graham Alston, Jo Bamber, Mike Hutchins, Ben Milne, Grayson Lawrence

**Apologies:**

Pania Gray, Mike Cornish, Stephanie Moore

**In Attendance:**

Dirk Bylsma, Peet Hoeksma

Martin Richardson opened the meeting with a Prayer.

**Presentation from Peet Hoeksma - Head of Department for Social Sciences**

Peet provided a full written presentation which is attached as an appendix to the minutes.

At the conclusion of the presentation there were questions from the Board about:

- Success of internal versus external assessment? It was noted that with just about every subject that the student will do better with internals, which is a result of the student being able to be more selective.
- How much local content covering the NZ Wars is included in the curricular? There is exposure in every year starting in Year 10 with Battle Hill through to Year 13 history that covers the period of colonialism in the build up to the signing of the Treaty of Waitangi. Peet explained there is sufficient choice to ensure New Zealand topics can be covered as part of a research project.
- Why are there lower numbers doing Geography? Peet believes this could be marketed better as the subject provides the study of populations, the environment and physical aspects of Earth. It relates to so many career paths that are detailed in the handbook through providing a broad focus.

Peet wanted to thank the Board for allowing him to have sabbatical leave last year. He put this to good use by working with the Defence Forces which included a deployment overseas to the Middle East. At the conclusion of Peet's presentation he excused himself from the meeting.

**Declaration of Interests**

Martin Richardson noted as there would be discussion on setting the Audit Fees he wanted it noted that he is an employee of Audit New Zealand, a business unit of the Office of the Auditor General.

## **Correspondence**

### Moore Stephens - Audit Proposal

Was discussion on the history of events relating to the Proprietor's Receivable in which the Board felt that the Moore Stephens approach was combative. Also with the reclassifying of the Trip account it was brought up as a late change for something that had existed for many years. Dirk advised the reason we didn't pursue a change was the support that Byron Lynds had offered through the Audit process. If you do decide to change you have to justify it and you have no choice as to what firm will be selected.

While there is an increase of 7% in fees this was a common level of increase when Dirk had canvassed other schools. There is an ability for the OAG to approve increases up to 15%. It was noted there was an error in the Auditor's calculation for years two and three where GST had been calculated at 9% instead of 15%.

**Jo Bamber proposed that we accept Moore Stephens fee structure and this was seconded by Michael Mills. Unanimously passed.**

### **Approval for the previous Minutes of 11 June 2018**

Amendments were added to the draft minutes by Pania Gray and Martin Richardson with the updated draft brought forward to this meeting.

### **Previous Matters Arising**

We went through the list of items from the last meeting. Items covered:

#### Policy Review

The Delegations Policy is in draft and is up for consideration and feedback later in the meeting. This will be carried forward to be assessed at future meetings.

#### Covered Walkway

Code of Compliance issued by the Upper Hutt City Council last week. (Complete)

#### Board Candidates

Martin advised the introductory meeting for prospective Board candidates was held on 31 July 2018. It was pleasing to see eight people attended who wanted to learn more about how the Board operated. Martin acknowledged that Paul Kennedy, Ambresh Kapoor and Ismail Rasheed were in attendance at this meeting. (Complete)

### Travel Planning and Procedures

Draft document provided by Graham Alston was reviewed at the last Finance Committee meeting. Good progress had been made with this document and Graham was now looking to update the draft so it could be finalised at the next Finance Committee meeting. It was noted that this wouldn't be a Board policy but would be used as a guideline for the Senior Management Team.

### In Committee Minutes

Minutes for this year circulated to all Board Members. (Complete)

### Sport Injuries Notifications

Advised this was not working as intended. Would discuss an amended structure under Health and Safety later in the meeting.

### Board Meeting Interest Register

Google document was circulated with the last minutes to be updated. It was noted that not all Members have completed the updates.

### Board Meeting Minutes

The Minutes from the last meeting would be signed today then published on the website. This process will be followed for future meetings. (Complete)

### Charter Meeting

Meeting scheduled for 19 September 2018. It was noted that Michael Mills couldn't make this meeting as he will be away overseas for greater than a month. (Complete)

**The Minutes from the previous meeting were proposed by Martin Richardson and Seconded by Michael Mills. Accepted with full support of the Board.**

### **Principal's Report**

Mike Hutchins asked if the majority of the report could be taken as read. Points he was keen to highlight:

- There was a detailed NCEA report included to enable credits to be assessed in specific bands. There was some confusion how the report should be read. Mike Hutchins advised that it was best focus on the first four columns which provided clarity to all.
- John Meli has resigned to take up the IT Manager at St Pats Silverstream which is a promotion. This school vacancy was advertised and we have amazingly received 113 applications. The successful candidate was David Jiang who comes with excellent references and he will start on 30 August 2018.
- Sharon Dalgety and Mike Hutchins met with Chris Bowden who was recommended by the MOE crisis team as an expert of adolescent mental health issues. He has an excellent balance through having a Doctorate and being very down to earth. He will talk to the staff on the Teacher Only Day. There will also be a session for parents on

28 August which will come at no cost. Chris is from the Hutt Valley and is keen to support the local community.

A couple of questions were raised by the Board:

- The Charter meeting and Budget process are both run independently with little apparent link between the deadlines set for the two processes. Ideally it was felt in a perfect world they should be updated simultaneously as to provide a quality curriculum you need funding, so strategic decisions should be taken alongside budgetary ones. It was agreed greater alignment would be achieved by having the Charter meeting early.
- The Board felt it was imperative that members of the Senior Management Team attended the Charter meeting so that ideas on future strategic direction could be shared and discussed. This would be an action point to invite Viv Hullena, Sharon Dalgety and Shaun Alaifea to this meeting.

**The Board acknowledged the work done on completing the Principal's Report and unanimously accepted its content.**

### **Staff Trustee Report**

Ben Milne as the Staff Trustee wanted focus on today's staff meeting that covered the NCEA review that is currently out for consultation. Points raised:

- The meeting had started with a presentation from Mike Hutchins then the staff got to discuss this in more detail in smaller groups.
- Recorded views from all staff to enable a submission from the school staff to be collated. Consensus from staff was:
  - Process did offer real consultation between the Ministry of Education and the wider sector.
  - If the system is diluted then vital knowledge will be lost reducing the skill levels before students heading to University.
  - Quality of results more important than quantity.
  - Maintain the current flexibility of NCEA.
  - Keep Level 1 with an exam structure.
- There can be a big difference in the numbers from schools who go on to tertiary study which means the drivers will vary from one school to the next.
- Mindful of added workloads on staff as part of any change.

Timetable for submissions is due by 16 October 2018 which can be submitted by anybody. With the information that was collected from staff will form the basis of a submission from Mike Hutchins. Board members questioned should the Board be looking to complete a submission as well. It was also mentioned that there is currently a review being undertaken on Tomorrow Schools which is also open for submissions.

It was proposed as an action point that the Secretary should provide information to Board Members of both reviews so they can determine if they want to make a submission individually or jointly.

## **Student Trustee Report**

Grayson Lawrence was excited that the School Ball will occur this coming weekend.

There will be a student assembly next week and Grayson was motivated to promote to the senior school the importance of his role as part of the lead up to student elections in September.

He raised the major issue facing students who come to school from Lower Hutt is the impact of recent changes to the train timetable meaning:

- Arrival at school is exactly when class starts and if it is running late then students are late to school. Students are encouraged to take the earlier train which arrives at school at 8.10am.
- At the end of the day the train now doesn't leave until 3.40pm, which is 15 minutes after the end of the school day. The issue is the volume of students who have to wait for 10 minutes on a platform that is not suitable for this volume of students. This is a controlled environment as there is always a teacher on duty.

Grayson was keen to understand on behalf of affected students whether there is a possibility to change the start and finish of the school day to line up with the train timetable. Mike Hutchins advised that HIBS already runs later than most other schools and if we extended the school day further then it would make it difficult to line up with after school sports events.

Mike advised that the school leadership met with TransMetro to get an explanation for the reasons for the changes. It was made clear that timetables needed to be aligned with other transport networks meaning we wouldn't expect any further changes in the near future. The issue we wanted the rail network to look at was extending the Trentham platform.

The Board didn't see it as a bad thing if students arrived 15 minutes before class meaning there is plenty of time to be prepared for the school day.

## **Board of Proprietors**

No report as there was no member present.

It was noted that purchase of the centre of the Race Track settled on 31 July 2018.

## **Health and Safety**

It was asked that in the future could the student representative attend Health and Safety meetings as it is important that a student view would be conveyed at this meeting.

As part of the Health and Safety meeting there was a collation of individual incidents that are being reported to the Board. It was felt that this level of detailed disclosure of personal

information wasn't appropriate to be disclosed at a Board level. The key for the Health and Safety Committee is this can be shown that all school incidents are being reported.

It was identified that not all sports injuries are being reported through to Kaymar. There seems to be a disconnect between the office and individual sports events. Consensus was the Sports Committee should take ownership for controlling the recording of sports injuries with them having the relationship with Managers and Coaches. This should include HIBS students playing home & away and visiting students to HIBS. The Sports Coordinators will have the ability to report outcomes to the Health and Safety Committee.

In June we updated the Health & Safety statement that is located in the gymnasium. It was asked if this could also be located in other strategic locations around the school.

## **Finance**

Management Accounts presented for the period ending 30 June 2018 which show financial performance is tracking closely with the same time last year. The form of this report is extracted straight from Xero and was approved by the Finance Committee when they met on 2 August 2018. There was a couple of questions from the Board:

- Professional fees for the last two comparative periods were between \$10K - \$15K. This year the cost primarily related to the cost of appointing an overseas teacher. It was asked in future should we be allocating a budgeted amount for Professional Fees, which the Finance Committee will assess as part of the budgeting process.
- It was asked why our primary comparison is last year's actual not budget. It was explained that when the budget was set it wasn't allocated on a monthly basis and if spread evenly doesn't provide a good comparison. Instead the functions of the school are consistent from one year to the next making the prior year actuals a fair comparison for this year to explain variances. In future, Dirk Bylsma advised that he intends to produce a budget profiled across the year which actuals can be tracked against from 2019 onwards.

### **The Board were satisfied with the form and accuracy of the Management Accounts for the period ended 30 June 2018.**

For the year ending 31 December 2017 overseas trip receipts and payments were reclassified from Trust Funds to Income and Expenditure, The Auditor raised the issue that should payments from parents include a GST component even though there is no GST on overseas expenditure. The Finance Committee supported the need to get a ruling from the Ministry of Education as this impacts many other secondary schools, whereas an independent opinion will come at significant cost. To assist the Ministry with their assessment we have also provided an example which highlights the increased financial cost to parents.

## **Policy Review**

The Policy Committee had reviewed the following policies for ratification by the Board at this meeting.

### G1 - Board Roles and Responsibilities

Updated Policy G1 was moved by Martin Richardson, seconded by Graham Alston and ratified by all members.

### G7 - Responsibilities of the Principal

Updated Policy G7 was moved by Martin Richardson, seconded by Graham Alston and ratified by all members.

### G8 - Relationship between the Board and the Principal

Updated Policy G8 was moved by Martin Richardson, seconded by Jo Bamber and ratified by all members.

### G9 - Relationship between the Chair and the Principal

Updated Policy G9 was moved by Martin Richardson, seconded by Graham Alston and ratified by all members.

## **Policy Consideration and Feedback**

The Policy Committee was keen for the Board to review the draft of G18 Delegations Policy as this represented a major rework when compared to how this policy is presented currently. There was constructive feedback to enable the committee to produce a Policy that will be workable for the Board, Principal and Staff. It was acknowledged that it is important that the new policy needs to be consistent with other policy documents where they refer to delegated authority or financial limits on certain functions (procurement for example). It was proposed that the main policy would be separated from the threshold levels which would be contained in a schedule making it easier for updates in the future. The goal is to have this policy in place by November 2018 and the Policy Committee was hopeful of bringing this back to the next meeting for ratification.

**Into Committee 8.20pm**

**Out of Committee 8.42pm**

### **General Business:**

8.43pm Meeting Closed

**Next Meeting Monday 10 September 2018 at 6.00pm**

Approved  
Nick Rochel  
10.9.18

### **Actions Required:**

1. Policy Review  
Review of the Delegations Policy raised by the Auditor - Policy Committee by November 2018.
2. Travel Planning & Procedures  
Finance Committee - work in progress.
3. All Sport Injury Notifications  
Take the control for sports injuries to the Sports Committee for collating. This will be reported to the Health and Safety Committee for reporting.
4. Board Member Interest Register  
Declaration of Interests, Google doc to be updated by all Trustees.
5. Provide link to Tomorrow Schools and NCEA review  
Secretary to provide Board Members with where they can access this review material.
6. Health & Safety Statement  
Secretary to update other strategic locations around the school.
7. Charter Meeting  
Secretary to invite Senior Management Team members to attend meeting on 19 September 2018.
8. GST on Overseas Trip Receipts  
Secretary to work with the Ministry of Education to get an opinion that GST is not included on parents contributions.