

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 10 September 2018

Present:

Martin Richardson, Michael Mills, Graham Alston, Jo Bamber, Pania Gray, Mike Hutchins, Stephanie Moore, Ben Milne, Grayson Lawrence

Apologies:

Mike Cornish

In Attendance:

Dirk Bylsma, Scott Miller

Pania Gray opened the meeting with a Karakia.

Presentation from Scott Miller, Senior Advisor - Community Engagement & Reintegration, Department of Corrections

The HIBS Board approached Scott to gain information on the set-up and operation of the Te Korowai facility at Rimutaka Prison. Scott was happy to present to the Board. He had provided a written response to the points raised ahead of the meeting(attached as an Appendix) which formed the basis of his presentation. At the conclusion he took questions from the Board Members and provided the following responses:

1. How long do residents stay in this facility? The target date is re-settlement elsewhere within three months but this isn't always going to be achieved. Corrections has agreed with MSD that residents can't exceed an 18 month stay period.
2. Do you anticipate the facility could grow? The building's maximum capacity is the current number of occupants. Why place this facility close to built up areas? Corrections is using the old training facility to allow former prisoners (convicted sexual offenders) to integrate back into the community. They need to be able to access public services but this access is subject to a lot of controls. There is a greater emphasis on public safety rather than the rights of the released prisoner.
3. What are the risk controls? Every placement is approved by a panel and their risk profile is assessed individually. Staff are onsite 24 hours a day. The residents must be electronically monitored. There are house rules that include no alcohol and drugs.
4. Is there something HIBS should be looking to do to ensure safety? A school is marked as an exclusion zone which means the residents can't enter into this area without raising an alarm. As these movements are well scrutinised this provides an added safeguard for people who are focused on readjusting to community life.

Before Scott Miller departed the Board Chair thanked him for taking the time for attending our meeting.

A subsequent question was asked: should we be formally letting our community know? It was felt this was not necessary as the topic had been discussed in the media. If anyone

wants more information they can access these minutes online to see the process the Board went through to fully understand the safety considerations for HIBS students with the opening of the Te Korowai facility.

Declaration of Interests

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

Jo Bamber wanted it recorded that she was doing some consultancy work for the school that involves applying for grant funding.

Correspondence

Moore Stephens - Audit Report for the year ending 31 December 2017

Dirk went through each of the findings to show how each item was mitigated. It was noted that each item had been adequately addressed.

Two questions were raised by the Board that needed to be taken back to Michael Rania:

- The statement under Audit Readiness for Overseas Trips doesn't accurately portray the situation. It almost implies we were hiding revenue. It had been accounted for in a trust account for the last 10 years plus. The Board asked that the report fairly reflect the circumstances as to why there was a change of treatment.
- Do we need to complete a 10 Year Property Plan for our budgeting process as i this is only a mandatory requirement of a State School. Requested that we investigate what is required for an Integrated school.

Approval for the previous Minutes for the date of 13 August 2018

Amendments were added to the draft minutes by 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 still Work in Progress. This will be carried forward for assessment at the next meeting on 12 November 2018. The thresholds will be assessed by the Finance Committee prior to the next Board Meeting.

Travel Planning and Procedures

Draft document provided by Graham Alston was reviewed at the last Finance Committee meeting. This was updated with all the feedback and is now available for circulation to all

users. It was noted that this wouldn't be a Board policy but would be used as a guideline for the Senior Management Team. (Complete)

Sport Injuries Notifications

For sports injuries that needed to be reported, it was determined that where there is a head injury or someone needs to go to hospital then it needs to be reported. Coaches and Managers need to have access to good reference material as to their obligations and HIBS' expectations of them, which could be in the form of a sports handbook. It was also discussed whether this could be an online tool. Continue as work in progress until this can be considered by the Sports Committee.

Board Meeting Interest Register

Google document circulated with updates completed. Follow-up those who have not yet provided their updates.

Provide link to Tomorrow Schools and NCEA review

Link provided to all Board Members. (Complete)

Health & Safety Statement

Update in place in six locations around the school. (Complete)

Charter Meeting

Meeting scheduled to occur on 19 September 2018. (Complete)

GST on Overseas Trip Receipts

MOE obtained an opinion from PWC that determined GST doesn't need to be deducted on Parent contributions. (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:

- This week we commenced a digital trial for NCEA level 1 English. While this represents the future for examinations the trial in its current form is less flexible than a conventional examination e.g. no ability for a reader/writer student who needs extra time allocated.
- We have a group of Year 7 & 8 students who are competing in the national final of Tournament of the Minds in Wellington this coming weekend. They are competing against 7 other teams with the winner having the opportunity to compete in an Australasian final in Darwin. This is an entry level for HIBS for this programme and through building on this experience will allow us to extend to older year groups in the future.

- There were three candidates for our HOD of Maths vacancy. There were no internal candidates. Mike advised he has a preferred candidate (current HOD of Maths at a prominent Wellington Secondary School) and he has offered him the position. He expects to have a response in the next 24 hours.
- Events of note in the last month were the Wellington Premier Football Final which HIBS won and there was a fantastic atmosphere at the senior Ball. Both events left the senior students and staff buzzing.
- There was a large number of Parents who attended the information evening presented by Chris Bowden - a lecturer from Victoria University. A separate session was run for staff with positive feedback. This is something we could run again next year. When approached Chris was reluctant to run a session for students, but next year, perhaps HIBS could look to incorporate a presentation as part of our Men of Character programme.
- Student numbers currently stand at 648. We are forecasting to have 652 at the start of 2019 consisting of 96 students in years 7 - 10, with 93 in year 11, 90 in year 12 and 85 in year 13. Ideally we would like to be sitting at 655 to provide a buffer to ensure we stay at or above 650. Mike advised there was a chance that we could be looking for 2 students in year 9 and there could even be one gap in year 8. If this occurs we will use the opportunity to fill places in year 9 as we have done in the past by firstly advertising to brothers. While we don't normally take entrants in year 8 it was asked as an exception that we advertise to brothers to fill this one spot.
A motion was put forward by Martin Richardson to advertise new positions in year 9 if required and also advertise to brothers if a vacancy occurs in year 8, seconded by Graham Alston, and passes unanimously.

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

Staff Trustee Report

Ben Milne raised the following points:

- All the staff thoroughly enjoyed the presentation from Chris Bowden on Teacher Only Day. He felt that the school has provided the staff with good resources to be informed about the issues facing our young men.
- There were eight staff who attended the Year 9 camp at Mount Ruapehu. While the weather was disappointing, the participants still got involved with all the scheduled activities.
- It's been a busy last few weeks with staff travelling with students for Tournament week and the Aims games.
- Focus now turns to the senior students as they finish their internals so they are well placed for examinations in term 4.
- The awards season starts next week with Arts and House awards occurring before the end of term 3 and Sports awards in term 4.
- PPTA award negotiations commenced today. The staff are keen to see what will be the end outcome.

Student Trustee Report

Grayson Lawrence was overjoyed at the First XI result and support from staff and students on the night.

The Ball was a fantastic night that was enjoyed by all who attended.

He felt he gave a rousing speech to the student assembly to promote interest in being the 2019 Student Trustee. There are three candidates who have been nominated for the position that closed last Friday. The election will occur on Friday 21 September.

The Board wished Grayson the best of luck with the debating final that will occur at Parliament later this week.

Board of Proprietors

Stephanie advised that with the major property development work being completed that the focus had moved to looking at the Proprietor's internal structures which included:

- Using the Association of Integrated School handbook as a benchmark for our processes.
- establishing a Memorandum of Understanding between both entities
- the introduction of specific policies.

Health and Safety

The staff Health & Safety Minutes were tabled and accepted.

Stephanie raised could the H&S Plan for the year be added to the Work Plan so it will be included in the schedule for the March/April 2019 meeting.

Finance

Management Accounts presented for the 7 month period ending 31 July 2018 showed a profit of \$436K. When compared against the same period last year this represented a negative variance of \$233K which is a significant change in one month. Dirk advised salaries is a major contributor caused by the timing of the pay periods i.e. there was an extra pay in July whereas in the prior year this occurred on 1 August. The impact on a pay period is approximately \$95K. The other major contributor is the loss on the Trip Account of \$111K which stems from the costs of South African Rugby trip that occurred this year. The majority of fundraising activities were recognised last year as income.

The Finance team are striving to achieve a breakeven result for the full year.

The Board accepted and were satisfied with the form and accuracy of the Management Accounts for the period ended 31 July 2018.

Policy Review

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

G5 - Trustee Remuneration and Expenses

This was described as a tidy up of the current policy, **Updated Policy G5 was moved by Pania Gray, seconded by Stephanie Moore and ratified by all members.**

G6 - Staff/Student Trustee Role Description

Again this policy just required an update. **Policy G6 was moved by Pania Gray, seconded by Stephanie Moore and ratified by all members.**

G19 - Complaints and Protected Disclosures

This policy was described as being road tested last year when there was a complaint which proved this document to be an effective business tool. **Updated Policy G19 was moved by Pania Gray, seconded by Stephanie Moore and ratified by all members.**

G20 - Special Character

Stephanie Moore advised that this policy had yet to be overviewed by the Board of Proprietor and Sharon Dalgety. It was felt that this policy gives life to the Deed of Integration. Once we receive wider feedback the Policy Committee can bring this back to the next meeting.


No In Committee Business

General Business:

To note there would be a Special Committee Meeting on Wednesday 19 September 2018 to underpin the 2019 Charter planning. This document needs to be submitted to the Ministry in the first term of next year.

7.56pm Meeting Closed

Next Meeting Monday 12 November 2018 at 6.00pm

Confirmed

Michael Mills - 12/11/2018

Actions Required:

1. Policy Review
Review of the Delegations Policy raised by the Auditor. In the interim the schedule containing the thresholds will be reviewed by the Finance Committee prior to this coming back to the Board - Policy Committee by November 2018.
2. Sports Coaches/Managers access to school guidelines
Information in the form of a handbook will provide guidelines e.g. reporting thresholds for sports injuries - Sports Committee.
3. Board Member Interest Register
Declaration of Interests, Google doc to be updated by all Trustees.
4. Charter Meeting
Meeting to occur on Wednesday 19 September 2018 in conjunction with the Senior Management Team.
5. Auditors Report
Seek clarification from the Auditor on the status of the 10 Year Property Plan for an Integrated School. Also revisit the statement under Audit readiness on the accounting for Trip revenue and expenses.
6. Student Trustee Elections
Three candidates, election to occur on 21 September 2018.