

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 12 November 2018

Present:

Michael Mills, Graham Alston, Jo Bamber, Pania Gray, Mike Hutchins, Stephanie Moore, Ben Milne, Grayson Lawrence (6.30pm until 8pm), Declan Lynch

Apologies:

Martin Richardson

In Attendance:

Dirk Bylsma, Marie Chouremootoo

Michael Mills will Chair the meeting in Martin Richardson's absence. Michael welcomed Declan Lynch as the new Student Trustee and thanked Grayson Lawrence for his service. He also acknowledged the attendance of one guest.

Presentation from Marie Chouremootoo, Head of Department - Languages

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

During the presentation there were questions from the Board about:

- Why do only a few students take a language all the way through to NCEA Level 3? In a lot of cases it's how they prioritise their studies for their likely career path, for which the ongoing learning of a language may not provide benefits.
- What are the lessons learned from the China trip to look out for as part of future trips to new destinations? If strong numbers choose a specific language in Years 8 & 9, this will often lead to a larger senior student group wanting to go to that country to experience the culture to support their language learning.
- How has the teaching staff changed? In the last 5 years there has been a full change in the Languages teaching staff. Marie has replaced Heather O'Brien who retired as HOD during the last year. The rest of the team are young staff who have brought a real energy to the department.

Michael Mills thanked Marie for her presentation.

Michael Mills opened the formal meeting proceedings with a prayer.

Declaration of Interests

Nil

Correspondence

Trip Applications

Applications for 2020 were received from:

1. Rugby Development XV to Japan - April 2020
2. Hockey to Malaysia - April 2020
3. Science to Europe - July 2020

While no application was received for a 2020 China trip, Marie did state earlier there would also likely be an application for a 2020 trip.

There was a range of discussion points covering:

- concerns raised at the number of trips planned and the financial impact this places on parents.
- Would like to see some structure around the number of trips offered in each year i.e. Curriculum vs Languages vs Sports.
- Could there be more domestic trips or if going overseas not going as far e.g. Australia or the Pacific Islands.
- Having a cycle for a certain type of trip creating an expectation that the trip will occur.
- Belief that trips linked to languages should have priority (based on Marie's comments in her presentation about languages being linked so tightly to culture), followed by other curriculum subjects (e.g. commerce) and finally extra-curricula (e.g. sports) in terms of providing added value to the HIBS learning experience.
- Suggestion of having a timeline calendar to stage trips for these different 'areas'. Say a trip from each category in each year. This strategic direction could be provided by SMT.
- Trips that are approved for 2019 are: Tahiti (language), Waterpolo, Commerce (curriculum) and International Service (Special Character).
- Requirement for fundraising especially for sports trips. Board mindful of the impact on the HIBS community when we ask a lot for International Service (circa 80k) and Relay for Life (circa 100k).

The emphasis from the discussion was that there should just be one fundraising drive in each year based around trips. The consensus was that this benefit should go solely to IS, reflecting how the proceeds are used and the alignment with our Special Character.

The key messages are:

1. Concern at the price of overseas trips;
2. Resubmit the applications based on there being no fundraising component to determine viability;
3. Could all three trips reconsider there destinations.

At this stage the Board is not saying no to any trips. Needs to be comfortable that the pricing is not excessive by removing the fundraising element and that the rationale for the trips is supported by the destinations proposed (and could not be achieved elsewhere at less cost).

PPTA advising of a Paid Union Meeting on 13 November 2018

Message from the Board they appreciated the notice. No issues with this occurring.

NZSTA outlining key dates for Board of Trustee Elections 2019

The Board acknowledged that there was a clearly defined timetable to follow. There was agreement that we should follow the schedule which will mean the election day will be Friday 7 June 2019.

The first step on the pathway is to appoint the Returning Officer. It was agreed we would make this appointment now. **Graham nominated Dirk Bylsma for the position and this was seconded by Michael Mills. This was passed unanimously.**

Approval for the previous Minutes for the date of 10 September 2018

Amendments were added to the draft minutes by Pania Gray 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 was to be reviewed by the Finance Committee to assess thresholds. This was done and the policy is submitted for ratification later in this meeting.

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. Dirk advised he had notification from the Sports Coordinators that they had distributed sports injury reporting information to all sport managers and coaches. Both Pania Gray (Touch) and Jo Bamber (Waterpolo) advised they have not received this information. Dirk advised he would carry this forward to the next meeting to find out why this was not correctly distributed.

Board Meeting Interest Register

Now shown to be updated by all Trustees. (Complete)

Charter Meeting

Meeting scheduled on 19 September 2018 occurred. (Complete)

Auditors Report

Dirk had gained clarification from the Auditor on the status of the 10 Year Property Plan for an Integrated School. The Auditor had mistakenly provided a templated response for a State School. As Michael Rania had already submitted the Management Report he was proposing not to make this change. Instead he has provided us with the changes that will be the basis for future years' reports.

The statement about Trip revenue and expenses could also not be changed now. Dirk had advised this had been modified before we received the original draft report. This shouldn't

imply any blame on the school as the financial statements had been prepared in this form for many years, while the Auditor had never previously questioned this treatment.

The Board wanted to express their discomfort that the Auditor had taken this stance. In its view, these comments remain a mistake.

Student Trustee Elections

The election occurred on 21 September 2018. Declan Lynch the successful candidate is present tonight to take up his position for the next 12 months.

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

There was a review undertaken of the current Work Plan. It was noted that policies O1 - O6 are not being presented at this meeting. It was proposed these be reviewed by the Policy Committee in the near future. The 2019 Work Plan will be provided at the first meeting of the New Year.

Principal's Report

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

- The move to digital examinations didn't start well. During an English examination the NZQA server went down for a period of five minutes. After the break they managed to get everyone logged back in again, except for one student who had to complete the examination by handwriting. The Board did express concern that these type of glitches will place additional stress on the students.
- At our last meeting I was reporting that we had no loss of staff for 2019. Now I have three staff who have chosen to leave at the end of the year:
 - Ben Milne has resigned to move to Otago where his wife's family operate a large farm in Central Otago. With him having a young child this was seen as the ideal time to make the move before they need to look at schooling. This position of Commerce teacher is currently advertised. We thought we had one good candidate but they were not able to move to Wellington unless her partner could get a position (unlikely).
 - Dmitri Fedoulov has resigned to move to Australia where he and his wife are moving to be closer to their daughter. He has secured a teaching position in Queensland. The position of Assistant HOD of Maths is advertised and we have offered the position to a strong candidate who was interviewed today.
 - Sarah McGovern has made a late decision to take up training in a different educational area. The position was advertised last week and we are hopeful of attracting a Spanish language teacher.

In all cases we believe we can fill these positions as the school attracts good young talent through us having a great reputation.

- Craig Stevenson has been appointed as Director of Junior School to replace Peter Watt who has resigned this position. Peter will retain his teaching hours and we are

looking to provide him with a contract to assist with the preparation of our grounds. With Craig vacating the Senior House Master role we have now appointed Kent Lawton to this position. With Ben and Craig's departure from being Housemasters we have advertised these positions internally. Currently we have four staff applying for two positions with interviews to occur this week.

- Canteen Online is up and running as a Pilot until the end of the term. From a list of three providers we chose to run with Kindo. We are planning a full launch to the whole school at the start of 2019. The Board thought this was a great initiative to allow parents to have input into what they purchase through the canteen.
- We had one vacancy in Year 9. We went out to our Parent base looking for existing brothers at this level. We received two applications so had to make a selection. Mike asked if another vacancy occurs at Year 9 through until the start of 2019 can we fill this position with that other brother. The Board were supportive that this occur. The school has been approached by the parents of a brother who would be in Year 8 next year. Mike believes he could lose a Year 8 student before the end of the year. Despite the approach from the parent, the Board wanted the school community to be notified of any place which becomes available. There was a suggestion that, to help streamline the process, we survey our entire parent base to create a waitlist. This would provide us with a comprehensive list of current siblings. It would mean we wouldn't have to continually contact all of our parents each time a position becomes available. **A process for creating a waitlist of current students' siblings be carried out at the start of the year was proposed by Pania Gray and seconded by Jo Bamber. Carried with full support.**
- As it's been two months since our last meeting we have had three students in this period stood down for two days. Two were Year 8 boys for inappropriate use of a someone else's mobile phone. The third was a Year 12 student who was stood down for making a racist comment.

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:

- There is a Paid Union Meeting tomorrow afternoon for general members of the Union. School will close at 12.30 pm at the end of period 4.
- Staff are starting the process to ensure their appraisals are up to date. Graham Cobbum undertook an education session at the last teacher only day to ensure staff develop sound processes.
- This is a busy time for outdoor activities with staff in many locations covering Year 8 camp and Year 10s undertaking their Duke of Edinburgh experiences.
- Junior exams were completed last week. Staff are now going through the marking process to ensure they meet the reporting deadlines.
- With NCEA exams underway a lot of students have taken up the opportunity to gain extra tutoring from teachers. The Board thought this was a great initiative as it provides a more structured environment to studying at home when they can get

distracted. At present this is only offered on an individual teacher basis. The Board asked could a notice go out to parents that the library and other areas would be available for students to study at exam time. Ideally this should be marketed to parents at the end of term 3, then there would be an understanding of demand so this could be resourced effectively. Teachers will often make themselves available to support students if contacted beforehand.

Student Trustee Report

Grayson Lawrence handed the mantle of this report over to Declan Lynch who advised:

- Leavers Assembly was a great success. There was a really strong Haka to see the Year 13 Leavers depart.
- Senior students are now fully focused on studying as they prepare for exams.
- Junior students are happy that exams are now finished. They gain the advantage of having PE almost everyday.

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 as part of a self review. At the last meeting we dug deep into the Integration Agreement as it relates to assessing Special Character for new entrants. The BOP looked at their processes and were able to show compliance with the agreement through measuring this against the Association of Integrated Schools checklist.

On the property front there has been a big focus on replacing our sewer pumps. Previously we had decided to get CityCare to undertake the upgrade. Then CityCare advised they had lost their service contract with Wellington Water, so with this change would not now be in a position to undertake our work. With the loss of CityCare it was recommended that we now get CCL to complete this work. During the October School holidays when CCL were doing their inspection the pump system went into fault mode. Upon inspecting it was established our current pump hasn't been working for sometime. After organising for the pit to be cleaned, CCL provided a temporary loan pump which they have installed. The full pump replacement will be done in the next school holidays.

Health and Safety

Dirk advised that there is a Health and Safety meeting scheduled for next week. Also the new building Warrant of Fitness was issued at the end of September.

Finance

Management Accounts

Jo Bamber presented the Management Accounts for the 9 month period ending 30 September 2018 that showed a profit of \$247K. When compared against the same period

last year this represented a negative variance of \$157K. The other major contributor is the loss on the Trip Account of \$103K which stems from the costs of South African Rugby trip that occurred this year. The majority of fundraising activities were recognised in the prior year as income. As shown the Finance team are striving to achieve a breakeven result for the full year which the forecast presently shows a loss of \$3K. Taking account of the loss on the trip account this year versus the profit last year you could therefore understand the higher than forecast loss.

The question was raised as to why we show as having a working capital deficit. Dirk explained that we top up cash flow from the Proprietor's Advance. This year we have drawn \$190K of the \$480K allocation which is not included as a Current Asset. A large proportion of the balance of this advance will be drawn later in the year to meet salary commitments. Over and above this amount we have a starting balance of \$512K that can be drawn at anytime.

The Board accepted and were satisfied with the form and accuracy of the Management Accounts for the period ended 30 September 2018.

Budget 2019

Jo then presented the budget that had been prepared by the Finance Team. She advised this had been fully assessed by the Finance Committee at its last meeting at the end of last term. The report that is presented is in the form that we utilise for management reporting along with assessment by curriculum, sports and a capex budget. In support of these numbers there is a budget allocation by GL code that is phased across individual months showing when we expect the revenue or expense to occur. This will enable us to provide management reporting next year that is benchmarked against budget.

The one area that continues to represent increased cost is our Outdoor Education programmes. We want to offer quality programmes with the camps especially from Year 7 to 10 without looking to cut corners. To date the Year 9s pay \$90 (+\$20) per term as an Activity Fee for their Ruapehu Camp that includes two days skiing, which goes nowhere near covering the cost of this camp. To cover these increased costs we propose lifting the activity fee to \$95 for all students which represents the fee for your time at HIBS. Mike advised that in all his time at HIBS the Activity Fee has not been increased. This should contribute close to an additional \$50K to ensure these trips can be adequately funded as there are no camp fees obtained from parents. In addition to assist with the rising cost of Duke of Edinburgh the Board of Proprietors have approved an additional allocation of \$12K per annum.

The overall budget shows we will realise a surplus of \$5K. The Board were satisfied with all the explanations.

It was proposed by Pania Gray that we should accept the Budget in its proposed form for 2019, which was seconded by Graham Alston. This was carried unanimously.

A separate resolution was proposed by Pania Gray in support of lifting the Activity Fee for all students to \$95 per term commencing in 2019 to specifically cover the

increased costs of Outdoor Education Programmes, which was seconded by Graham Alston. This was carried unanimously.

Policy Review

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

G18 - Delegations

This policy had been distributed to the Finance Committee to set delegation levels. There was some discussion on the requirement to advise all staff of the delegation policy. It was agreed this clause should remain as specified, as this document outlines the delegations that the Principal holds with some of those responsibilities being sub-delegated to specified staff. It was agreed that all budget holders within the school should sign an authority letter which records their delegations.

Clause 9 (i) in the body can be removed as this is only relevant to State schools that require support from the MOE for new buildings.

It was proposed that this document be reviewed again in 12 months (November 2019) as this policy does represent a significant level of change in process. This will allow the Finance and Policy Committees to see how this works from an operational perspective then implement change as required.

Policy G18 with the above changes was moved by Pania Gray, seconded by Jo Bamber and ratified by all members.

G20 - Special Character

Stephanie Moore advised that this policy had now been overviewed by Sharon Dalgety who had provided some changes which the Board of Proprietors supported. The Board was satisfied with changes with no questions raised.

Updated Policy G20 was moved by Stephanie Moore, seconded by Pania Gray and ratified by all members.

No In Committee Business

General Business:

2019 Draft Charter Review

Following the meeting on 19 September 2019, it was proposed the structure of the document be changed to avoid duplication and make it a more streamlined document. This work was

undertaken by Mike Hutchins, Viv Hullena and Craig Johnson with the layout now giving priority in order to:

1. Starting with Vision that outlines the six key objectives that will enable students to ensure they can reach their full potential.
2. The next stage was looking at Annual Goals. Two key academic goals will be set after the 2018 results are known. The Board acknowledged there was a strategic focus and pathway for developing Wellness and progressing our Māori strategy and looking at what we are doing for students with special learning needs.
3. This enabled Business as Usual aspects to be shown separately and not clogging up the document.

There was some discussion on catering for elite sportsmen as well as trying to gain (continued) participation in sport by all students. Mike explained that the reference to programmes for "elite" sportsmen in the draft charter just referred to those boys who were playing in organised sports teams. Concern was raised about identifying talent too early and placing them in the top teams too early. The impact on other senior students could be detrimental. Concern was also raised about boys getting to about Year 10 and dropping sports for a range of reasons. It was acknowledged by all that it "needs to be a work on" to get the balance right.

Overall the Board were supportive of this draft framework. It was agreed that this should be distributed as a Google document to allow more direct feedback.

Agenda items for next meeting

The next meeting is only scheduled as a 30 minute meeting before joining the Board of Proprietors. It was proposed that this meeting should just focus on:

- Review of this meeting's minutes
- Oral update from the Principal
- Update on Health & Safety
- Proposed Trips

Reflecting the brief nature of this meeting no formal Agenda will be issued.

9.08pm Meeting Closed

Next Meeting Monday 26 November 2018 at 6.00pm

Agreed.

M Rochel

26.11.18

Actions Required:

1. Policy Review
Review of O1 - O6. As this is a review these may be able to be done by this being internally circulated to all members.

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. Work Plan
Updated Work Plan to be provided at the first Board Meeting of the year.

4. Trips
Sports trips to provide a revised budget to show is it feasible without fundraising before a final decision to be made.

Could the Science trip revisit the destination rather than heading all the way to Europe.

5. Charter
Send the draft Charter out as a Google document to enable Board Members to provide feedback direct to the document.