

**Hutt International Boys' School Board of Trustees**  
**Minutes of Meeting on Monday 26 November 2018**

**Present:**

Martin Richardson, Michael Mills, Graham Alston, Pania Gray, Mike Hutchins, Ben Milne

**Apologies:**

Jo Bamber, Declan Lynch, Mike Cornish, Stephanie Moore

**In Attendance:**

Dirk Bylsma

Martin Richardson opened the meeting with a prayer.

**Declaration of Interests**

Nil

**Approval for the previous Minutes for the date of 12 November 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 review of O1 - O6 was not yet completed. As this is just a revision we don't expect there to be many changes. If this is the case Michael Mills will look to circulate these updates to the Board by email to gain approval.

Sports Coaches/Managers access to school guidelines

Information in the form of a handbook that incorporates reporting for sports injuries was circulated to all summer codes. (Complete)

Work Plan

Current Plan is attached. The updated Plan for 2019 will be presented to the February meeting.

Trips

To be addressed as part of this meeting. Refer correspondence where there is a new request.

Charter Meeting

Document was circulated as a Google document for Board Members to add feedback. Overall the Board were complimentary of the structure and flow of the document. Further

updates will be added by SMT in late January 2019 to allow the document to be presented to the February meeting.

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

## **Correspondence**

### Trip Applications

New applications for 2020 was received from:

1. China - April 2020

Existing application for 2020 carried forward are:

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

Independent of these applications it was suggested could we survey our parent body to gain feedback on overseas trips. This could cover:

- Expectation on cost;
- Destinations;
- Type of trips i.e. Languages, Curriculum & Sports.

Survey can easily be done using a Survey Monkey tool. It was suggested that this could be a task for Trevor Lawrence in his role of being the gatekeeper for international trip applications.

As a survey will go out to all parents (years 7 - 13) this will likely produce a range of views. This will take account of parents who have previously been involved with trips and others who have had no exposure. With the information received this should provide insights for those planning future trips.

It was acknowledged by the Board that teachers do a great job in managing the overall trip process.

It was agreed in future that there would only be one naming rights sponsorship which will go to International Service each year. Moving forward all other trips need to be assessed without having a fundraising component, If there was to be a special request for fundraising then as per policy this would need to be approved by SMT on an exception basis.

It was noted with the China application could contain conflict of interest if the travel agent was a relative of Catherine Chen. While the prices seem reasonable any conflicts need to be disclosed. If a conflict does exist we would expect to see a comparative quote.

As all the trips above carry the support Principal and SMT the Board had no objections to the trips planned. On that basis approval was issued to advertise all four trips in the Newsletter that will go out this week.

Independent of approving the trips it was agreed that a survey should be conducted in term 1 of 2019.

### **Principal's Report**

As it had been only two weeks since our last meeting there was no formal written Principal's report. Mike Hutchins was able to provide an update on recent changes:

- Pleased to advise that we will be fully staffed again for 2019 with
  1. David Graham as Commerce teacher (replace Ben Milne) who is presently at Scots College. Under his current contract he needs to provide one full terms notice. This will mean he will likely not start until week 7 of 2019 but this could be earlier if a replacement is found. In the interim we will need to cover this period with relievers.
  2. Paul Firth as Assistant HOD of Maths (replaces Dmitri Fedoulov) will join us from Wellington East Girls.
  3. Sean Jonen as Spanish Teacher (replaces Sarah McGovern) comes to us from Heretaunga College.
- No change with the school role since our last meeting. There was one further stand down for a student making a racist comment.
- There is one minor issue for 2019 with Year 8 Spanish. While we have 48 students wanting to take this subject the timetable doesn't allow us to split the class in half. At this stage we are looking at having a class of 22 and 26. We have always made a commitment not to have classes with more than 24 students. It was noted that this is not a condition under the Integration Agreement. Mike was comfortable to approach the parents of the students who would be in the class of 26 to outline the facts and the rationale. He saw this as a one off event that would not impact the educational environment. The Board were supportive of this approach.

### **Staff Trustee Report**

Ben Milne raised there was an expression from the staff that there should be still a representation at the three meetings before the election in 2019. There is an exception not to have an election during this intervening period (< 6 month), which avoids the need to have two elections within a short period of time. It was suggested that those who had an interest of standing could join the board meetings as a guest on rotation. This had the full support of the Board as it would allow them to gain an understanding of what the role entails. We ideally would allow them to provide a staff report to the Board.

## Health and Safety

The minutes of the last staff H&S meeting that occurred on 21 November 2018 were attached. Receipt was acknowledged though there was no questions raised.

## Finance

Nil report

## Policy Review

As outlined earlier policies O1 - O6 are not being presented at this meeting. It was proposed that once these are reviewed by Michael Mills and the Policy Committee these could be circulated to the wider Board by email.

Policies for review in 2019 will be outlined in the Work Plan.

## General Business:

No requests

Meeting Closed at 6.55 pm.

There was now an informal meeting with Board of Proprietors who were meeting at the same time.

**Next Meeting**

Monday ~~11~~<sup>18</sup> February 2019 at 6.00pm

Approved  
M. Reed

**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. Work Plan  
Updated Work Plan to be provided at the first Board Meeting of the year.
3. Survey  
Parents to provide feedback on the composition of international trips.
4. Delegations  
Letter to be issued to HODs reflecting the rules around spending under their budget.
5. Charter  
The opportunity for Board Members to add comments.