

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 18 February 2019

Present:

Martin Richardson, Michael Mills, Graham Alston, Pania Gray, Jo Bamber, Mike Hutchins, Mike Cornish, Stephanie Moore

Apologies:

Declan Lynch

In Attendance:

Dirk Bylsma, Trevor Lawrence

It was noted that Trevor Lawrence was attending this meeting with Ben Milne leaving as a teacher at the end of 2018. Mike Hutchins explained with there being less than 6 months until the next election there is an exception whereby the position can remain vacant to avoid the need for two elections in a short period of time. In the interim it would provide an opportunity for staff who had an interest in the position to attend meetings on behalf of the wider staff. For this meeting Trevor Lawrence is in attendance.

Martin Richardson opened the meeting with a prayer.

Election of Officers

As it is the first meeting of the New Year Office bearers need to be elected. Martin passed the meeting over to Dirk Bylsma until the Chair was elected.

Positions to be elected:

Nominated for Chair was Martin Richardson by Graham Alston, seconded by Pania Gray. All were in favour, elected unanimously.

Martin as the elected Chair took back control of the meeting.

Nominated for Deputy Chair was Jo Bamber by Pania Gray, seconded by Michael Mills. All were in favour, elected unanimously.

Nominated for Treasurer was Graham Alson by Martin Richardson, seconded by Pania Gray. All were in favour, elected unanimously.

Nominated for Secretary was Dirk Bylsma by Martin Richardson, seconded by Pania Gray. All were in favour, elected unanimously.

There was also a confirmation of the current Committees with the positions to remain unchanged:

Finance: Graham Alston, Jo Bamber, Martin Richardson and Mike Hutchins

Policy: Michael Mills, Pania Gray, Stephanie Moore and Mike Hutchins. The Student and Staff representative would have a consultative role.

Declaration of Interests

Mike Hutchins for correspondence provided below.

Correspondence

Request for Mike Hutchins and Viv Hullena to attend the IBSC Conference in Montreal 26 - 29 June 2019

At this time Mike Hutchins left the meeting while this was discussed. It was felt the school gained significant benefit from sending a contingent of senior staff to the conference last year on the Gold Coast. As this conference is further afield it would be a good decision to send the Principal and Assistant Principal with the total cost of \$10,900 being covered from the Professional Development budget.

Confirming this proposal was agreed by Graham Alston and seconded by Pania Gray. All were in favour.

Approval for the previous Minutes for the date of 26 November 2018

The draft minutes were 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. These would be reviewed this year as part of the schedule of other policies to be considered as part of the Work Plan.

Work Plan

The 2019 plan was presented to the meeting. It was noted that in June we will need to give consideration for inducting new members post the election. We will also look at the schedule of when Committee meetings should occur. This will be updated and brought to the next meeting.

Survey Trips

No progress was yet made since the last meeting. Mike Hutchins will work with Trevor Lawrence to template the form of a survey. Key considerations the Board raised were:

- Curriculum v Sport trips

- Expectations around trips within New Zealand, Australia, Pacific Rim (link to our Special Character) and further afield.
- Think carefully how the questions are tailored so the parents can agree or disagree

Delegation Letter to HODs

The form of a letter to staff was tabled. One change was added relating to their own personal expenditure.

Charter

The document was circulated to add comments. This is still work in progress and is on the agenda.

China Trip

There was potentially a conflict of interest with Catherine Chen's husband being the travel agent. It was asked if they could gain a comparative quote. This was underway and we are just waiting on House of Travel to come back to us with the detail.

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

Principal's Report

Mike Hutchins asked if the report could be taken as read. He was able to provide an update on recent changes:

- Canteen Online was up and running. With this being a new channel we are marketing this to parents through the weekly "What's on at HIBS" publication. Currently we have 192 registered users which is pleasing after a short period of time. We have had no adverse feedback from parents on the removal of cross-counter sales of sugar drinks. While this will have an adverse financial impact the focus is now on providing nutritional food, which the Board fully supported this change.
- School roll currently sits at 649. Mike explained the current Year 13 is a smaller group meaning next year working on the same formula we should be sitting at around 655.

It was queried with it being a new year should the NAG's and ticks be updated. Mike explained that this hasn't been done as the Charter is not yet finalised.

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

Staff Trustee Report

With Trevor attending the meeting as a guest the Board was keen to get a report from him. Trevor advised:

- Pleasing that we had such a strong teaching group. The only vacancy is resulting in commerce teacher David Graham having to work out his time with Scots College until the end of week 7, which in the interim this is being covered by a reliever.
- Talked about the issues facing other schools that are facing financial hardship.
- In the future that there could be looming industrial action if an agreement is not reached.

Student Trustee Report

Declan was away in a leadership role with Year 7 camp so couldn't attend today. Dirk read a statement from him:

'The boys are excited for the year ahead of us and feeling very confident in the senior leaders and school theme this year of "All In". Hopefully this year holds a lot of potential which we can put to use to do our best in leaving a positive impact and legacy on the students.'

Proprietors Report

Mike Cornish advised they had not had their first meeting for the year which would be next week that would cover:

- An overview of the school to look at the maintenance projects that have been completed in recent times.
- Start the planning phase for a Pavillion. This would be in conjunction with a storage facility for equipment now that we have our own Groundsman.
- Continuation of our Self Review in conjunction with the guidelines from the Association of Integrated Schools.

Health and Safety

Stephanie Moore commented on:

- Pleasing that the Health & Safety checklist had been completed by all staff. Can we set up a spreadsheet to show the completion rate which can be added to each year.
- At the first Health & Safety Staff Meeting ensure that we review the 2018 plan which will provide a template for 2019.

Finance

Draft results for the year end 31 December 2018 were attached that show a surplus of \$211K. Notes to the accounts detail material variances. No questions were raised.

With the year end adjustments as part of finalising our accounts should see our surplus drop to being in a range of \$100K - \$150K. Capex spend was approximately \$40K higher due to the threshold of \$1K for Minor Equipment being exceeded across a range of purchases. Overall on a cash basis the surplus may drop to just under \$100K.

We are well underway with planning for completing the year end financial statements. Our draft results have to be submitted to the Auditor before 31 March 2019. With the transactions now finalised reconciliations are now being completed. The aim would be to have a Finance Committee meeting in mid March to review the Kiwi Park Model draft.

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

Charter

Mike Hutchins advised that there was a Maori strategy meeting (incorporates Parents) to be held on this Wednesday. The outcomes of this meeting will be added into the document.

As part of adding in the 2018 academic results it was noted that we had 268 students sit NCEA across the three year levels with only 4 students (all in Year 13) not gaining this accreditation.

The Board thought it would be a good idea that there was an introductory paragraph linked to the plans and objectives that would outline the link to our Special Character.

The Charter would be circulated as a Google document allowing Board Members to update their comments. Ideally we would like feedback by Monday 25 February.

Policy Review

No update. Policies for review in 2019 will be added to the Work Plan.

In Committee Business

No business to be discussed

General Business:

Tomorrow Schools

The Board was keen to assess our approach for lodging a submission. The discussion raised a number of questions:

- What do we want to say publicly.
- Look to gain wider parent input.
- What are the most important things we want to include in our submission. Agreed that we should focus on our results with the importance of the Special Character benefits.
- The clarity around how Integrated Schools will be impacted. May require input from both Boards.

It was agreed for our Submission to gain the most traction then it should address the 8 key topic headings in the initial report. Mike Hutchins would put in place a shared document to enable Board Members to refine their views. Everyone was mindful that we only had one more formal meeting before submissions needed to be tabled.

Board Staff Dinner

The event is to be held this Thursday night.

Meeting Closed at 8.32 pm.

Next Meeting Monday 11 March 2019 at 6.00pm

Approved.
M. Richards 11.3.19

Actions Required:

1. Policy Review
Review of O1 - O6. To be scheduled with the Work Plan for 2019.
2. Work Plan
Updates provided from Board Members to be incorporated into the 2019 document.
3. Survey on Trips
Draft survey template to be provided to the Board.
4. Delegations
Distribution of the letter to be issued to HODs reflecting the rules around spending under their budget.
5. Charter
The opportunity for Board Members to add comments.
6. China Trip
Gain a comparative tour company quote.
7. Health & Safety
Staff H&S meeting to review the 2018 plan which will assist with preparation of the 2019 document. Produce a spreadsheet to record completion of the staff checklist.
8. Tomorrow Schools Submission
A template Google document will be circulated to all Members to enable input so this can be reviewed at the next meeting.