

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 11 March 2019

Present:

Martin Richardson, Michael Mills, Graham Alston, Jo Bamber, Mike Hutchins, Stephanie Moore, Declan Lynch

Apologies:

Pania Gray, Mike Cornish

In Attendance:

Dirk Bylsma, Trevor Lawrence, Viv Hullena

Graham Alston opened the meeting with a prayer.

Declaration of Interests

Nothing to report

Academic Achievement - Review of comparative NCEA results for the prior year

Summary qualification data was distributed by Viv Hullena that showed 2018 NCEA results in each year including individual benchmarks. Also showed how our Maori and Pasifika students performed. Then there was a comparison against selected State, Integrated and Private schools. The key messages that Viv outlined were:

- NCEA Level 1 - Pass rate 100%. Good trend when measured against prior years. We had a new goal to achieve 85% to achieve endorsements but slightly missed this mark at 81.4%.
- NCEA Level 2 - Pass rate 97.7%. High pass rate which was consistent with the prior year. 71% were either endorsed with merit or excellence, which was only surpassed by two decile 10 girls' schools.
- NCEA Level 3 - Pass rate 95.5%. The goal was 25% Excellence Endorsement, however the result was markedly lower at 14.1%. It was acknowledged that the issues that faced this cohort were extreme with the loss of one their members and we believe this had a significant impact on academic results. It was also stressed that Year 13s have a lot of leadership activities so that school work isn't the only focus for most of the boys.
- The UE pass rate at 83.1% was lower than we have seen for some years. When compared against other schools we measure this was only surpassed by two decile 10 girls' schools. The question was asked, was there many students who missed out that wanted to go to University. There were two, and these students will have to do extra work themselves to enable themselves to reach this mark as HIBS doesn't have a lifesaver function to get people over the mark. Mike advised that UE is a very good qualification to have, even if there is not an immediate plan to attend University. As part of our process we want all the students to achieve this mark.

There were very strong results from our Maori and Pasifika students, though as shown this comes from small numbers.

Martin thanked Viv for presenting this report. It was acknowledged that events have helped shape our goals. We shouldn't lose sight that our results overall are very good and in most cases exceed other schools that we benchmark against.

Viv Hullena departed the meeting.

Correspondence

Letter from Craig Stevenson on behalf of IS2019

For the trip to Vietnam they will be working with the Blue Dragon Children's Foundation who rescue Vietnamese children in crisis. Consistent with our Special Character we have in the past provided a donation annually of \$1,000 to International Service. The Board of Proprietors and PSA also provide donations.

Confirming it was agreed by Graham Alston that we would provide a donation of \$1,000, seconded by Jo Bamber. All were in favour.

Letter Chris Bishop Invitation to Public Meeting on Tomorrow's Schools Review Taskforce

It was likely there would be a big contingent from the Board that would attend this meeting. It was acknowledged there could be some good points raised that will assist with finalising our own submission.

This raised some good discussion as there are a lot of meetings on the issue at present. It was also asked with Chris Hipkins, Education Minister being the local Member of Parliament was there an opportunity at the right time for him to visit HIBS.

Email from Victoria Wilkes praising the Commencement Service

Martin wanted to share this email as it is great to get endorsement that we are doing things right. She specifically praised the way we included te reo Maori and waiata in te reo into this event.

Approval for the previous Minutes for the date of 18 February 2019

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. The initial focus moved to finalising the Enrolment Policy which would be discussed later at this meeting. The schedule for the year showed there weren't as many policies as last year to be reviewed and in a lot of cases they wouldn't require significant rework.

Work Plan

It was acknowledged that the BOT election will be held on 7 June 2019 and the results will not be finalised until 13 June 2019. It was agreed that the 10 June 2019 meeting should be moved forward a week until 17 June 2019 to enable the new Board to convene. There would be no HOD presentation at this meeting as the focus will be induction.

Survey Trips

Trevor Lawrence provided a framework that should be directed towards parents of students who have already been on trips. It was felt this had a good purpose for measuring the success of a trip.

Trevor felt he could not produce a framework of questions that would cover the full spectrum of parents from Year 7 - 13. The discussion moved to the purpose of trips and what benefits are obtained, which can be quite different depending on the type of trip e.g. Language, Commerce, Science or Sports Trips etc.

There was also the question around fundraising and if this doesn't exist then does this exclude some participants.

It was asked should there be a purposeful programme of trips that occur from one year to the next. This was perceived to be difficult especially when this relies on staff to organise these in their own time.

There was a positive sentiment that the questions to everyone could be linked to our Charter and reflect our Special Character. Martin Richardson said he would relook at the schedule of questions. This needed to focus on are we as a school servicing the best interests of parents.

Delegation Letter to HODs

Letter was sent to all HODs, signed documents returned - Complete

Charter

The document was sent to the Ministry of Education within the set time-frame - Complete

China Trip

Comparative quote obtained from House of Travel. Prices very consistent whereby the key difference was one included tipping and the other didn't. Satisfied with the pricing - Complete

Health & Safety Plan

Will be covered later in the meeting.

Tomorrow Schools Submission

Document was circulated. It was agreed Board Members should add their edits to the document that Mike Hutchins had circulated. Martin Richardson will review the edits and pull the final document together.

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

Principal's Report

Mike Hutchins asked if the report could be taken as read.

There was interest from the Board on the path the school had looked pursue on Wellness. Craig Johnson in conjunction with Craig Stevenson, Sharon Dalgety and Victoria Miller have been very impressed by the Australian schooltv.me product. In Wellington, Queen Margaret College have purchased the product and have found it very worthwhile. This is a tool that offers short videos as a reference place for parents, staff and students. As a school we also get to track who uses the product. At a cost of \$4,000 this would be paid for from our budget that was allocated for Wellness. It's likely we would trial it for a year but before we commit to it Mike Hutchins will get Chris Bowden's opinion on whether this is an effective tool.

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

Staff Trustee Report

With Trevor Lawrence attending the meeting as a guest the Board was keen to get a report from him. Trevor advised that it was a very busy time of the year with a number of events over a short period of time:

- Relay for Life;
- Parent Teacher interviews held over three time periods, one of these during the school day;
- Commencement Service;
- Open Day.

As Open Day and Relay for Life are regarded as school days there is an extra day off on Monday 1 April 2019.

The only cloud on the horizon is whether there could be potential industrial action on 3 April 2019.

Student Trustee Report

Declan Lynch advised the student body had enjoyed Octathlon and Commencement Service. They were now looking forward to Relay for Life that would be launched at Assembly tomorrow.

A suggestion he had from students was could Maori be offered as a Language in Year 7. Mike Hutchins replied that the school kept an open mind regarding this but was comfortable with the split between Spanish and Chinese in this year as it provides students with the taste of an International language which is consistent with the components of our Special Character. Mike also mentioned that while Steve Gordon didn't have a full teaching load with Maori at present, but this would reach the upper threshold once Maori is offered all the way through to Year 13.

It was asked if Declan had a comment on the removal of the direct purchase of sugar drinks from the Canteen. While he had received a lot of flack from students he accepted the nutritional and health reasons why the school had made this decision. He realised for these reasons that this wouldn't be a decision that would be overturned.

Proprietors Report

Stephanie Moore advised at their last meeting that they had a guided tour of all the projects that had been undertaken over the last six months while also discussing other plans for the future.

She also stated they will complete a submission on Tomorrow's Schools that would be framed from the Proprietor's perspective. It was suggested that both Boards should compare their submissions to avoid any inconsistencies.

Health and Safety

Stephanie Moore advised with the Health & Safety Plan there was a couple of BAU items that could be removed. Martin wondered whether there was a need for a H&S Audit twice a year, so it was agreed this could be limited to once a year but this would be added into the Work Plan for the August meeting.

Subject to these amendments being applied Martin Richardson recommended approval of the H&S Plan, Seconded by Stephanie Moore. All were in favour.

Finance

There was no updated Finance report for this meeting with us only being able to lock down January 2019, which represents a minimal number of transactions with school starting in the last week of this month.

Originally it was planned to have a Finance Committee meeting to overview the Draft Financial Statements in late March 2019. It was agreed this would serve a limited purpose as there would likely be changes. It was thought the optimal time to have this meeting was mid May 2019 if we are able to obtain Audit sign off earlier in the month.

Policy Review

There was a big focus in the last month on the Enrolment Policy. Michael Mills after gaining a lot of feedback chose to undertake a substantive rewrite of this policy. The new policy provided a set procedure to run through which more closely follows the Deed of Integration and results in a more streamlined approach.

There was some discussion on whether the Enrolment Committee should be ratified. It was agreed that the Principal can convene the Committee that will include a representative from the Proprietor.

As part of a line by line review there were edits to be updated. **Subject to these changes being updated Martin Richardson ratified the Policy, Seconded by Graham Alston. All were in favour.**

In Committee Business

No business to be discussed

General Business:

There was a request to consider the purchase of a 5th Van. As it was not urgent it was agreed that this could be firstly considered by the Finance Committee.

Meeting Closed at 8.19 pm.

Next Meeting Monday 8 April 2019 at 6.00pm

Approved.
M Richardson

Actions Required:

1. Policy Review

Policies O1 - O6 to be reviewed. There will be eight further policies that will require review throughout the year by the Policy Committee.

2. Survey on Trips

Martin Richardson to revisit the questions consistent with the Charter that could go out to the entire Parent body.

3. Tomorrow Schools Submission

All Members to provide their contribution to this document. Prior to the close date Martin Richardson will edit the updates contained within the document.

Chris Bishop public meeting to be held on Wednesday 20 March 2019 at the Petone Rugby Club.

4. Work Plan

The meeting date on 10 June 2019 will be moved forward a week to enable the newly elected Board to sit on 17 June 2019. This meeting will incorporate an induction process so there will be no HOD presentation at this meeting.

H&S Audit outcomes to be presented to the August meeting