

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 13 May 2019

Present:

Martin Richardson, Michael Mills, Graham Alston, Jo Bamber, Mike Cornish, Stephanie Moore, Mike Hutchins, Declan Lynch, Pania Gray (joined the meeting at about 6.40pm)

Apologies: nil

In Attendance:

Karen Hope, Trevor Lawrence, Greg McMillan-Perry

Visitor Dave Bealing (parent)

Martin Richardson opened the meeting with a prayer.

Presentation from Greg McMillan-Perry - Head of Music Department

2018 Music Department goals	Outcome
Level 3 – all students gain E credits in their 14 but with a default of 40%	Level 3 – 25% (2) gained 14 + E credits 62.5% (5) gained 14 + credits (UE)
Develop teaching practices/learning opportunities that move away from reliance on MAC computers	Inquiry into OS neutral/fluid platforms showed that it might be worth pursuing moving to a combined MAC/PC computer room for music
Extend Year 10 students (level 1 and higher) for some aspects of the course	Three students achieved excellence in Performance

Goals for 2019

- Lift the UE pass rate at Level 3
- Level 2 – 90% gain 14+ merit credits
- Lift the 2018 total endorsement rate at Level 1 results from achieve to merit.

New Course

A new course has been introduced 'Broadcast and Studio Technologies Level 1'. This is an open course that suits students who have an interest in music technology and/ or radio broadcast. The course runs alongside the current Music programme and is taught within the same class. Students do not need to have any prior experience in music. Currently there are three Year 11 boys in the course.

General comments

- The co-curricular side of the Music department is extremely busy.
- Rehearsal timetables very busy, lots happening every day.
- Upper Valley Music Festival was a great success, bringing UH Intermediates and Colleges together to celebrate talent. The event was well supported.

- The HIBS Band who entered the recent SmokeFree Rock Quest made it through to the Regional finals.

Mike made the comment that he appreciates Greg's use of technology with his Music students and the mix of year levels in Greg's classes which Mike recognized, isn't always easy.

Greg McMillan-Perry departed the meeting.

Declaration of interests

Nothing to report

Correspondence

- Final banking staffing balance – The information confirms that we manage our staff allocation well against our time allocation
- School leaver qualification data – The data confirms that HIBS students are leaving school with significantly higher qualifications than National norms. ERO use this information to judge how well a school is doing.

Approval of the previous Minutes dated 8 April 2019

The draft minutes were brought forward to this meeting. There were no amendments proposed.

Previous Matters Arising

We went through the list of items from the last meeting. Items covered:

- Martin will present a draft Trips Survey later in the meeting.
- Tomorrow's schools Review submission was completed and emailed to the Tomorrow's Schools Independent Taskforce. A copy was emailed to the parents of the HIBS Community.
- The BoP submission for Tomorrow's Schools to be emailed to Karen.
- Chris Bishop was the only list MP to respond to our invitation to visit HIBS to discuss the Tomorrow's Schools Review. Chris was unable to make tonight's Board Meeting, however, Mike hopes to meet with Chris later this week.
- The Director of Finance and Property position has been filled. Mike thanked Jo and Graham for their excellent input with the applicant CV's. The position has been offered to Byron Lynds who has led our Auditor's team over the past few years. Byron has been consistently good to deal with as an Auditor at the school. The offer of position has been accepted by Byron and he starts on Monday 17 June.
- EEO, Mike to go back to Jane Dewar.

Pania Gray joined the meeting late, at this point.

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 report could be taken as read.

- SchoolTV.me has been launched to the HIBS community receiving 260 hits on day one. Rather than give parents access to lots of information at one time, we will email regular releases on different subject matters.
- Michael Mills asked if there would be any implications to our policies regarding 'Digital Wealth' (are amendments needed?). Mike will report back after the Staff meeting discussion on 'use of mobile technologies', (predominantly smartphones).
- At the recent Boys' School Conference Mike attended, Bradley Adams (a well-known and respected boys' school educationalist) asked Dr Phil Cummins to make sure to approach Mike and to pass on Bradley's thanks for the quality of material that was sent through from HIBS. Mike was pleased with the compliment, as we were the only school to be singled out by Bradley Adams.

Enrolments –

- Mike mentioned he is interviewing a boy tomorrow for enrolment this term in Year 8.
- We have 181 Year 7 Enrolment applications for 2020 of which, 24 are brothers.
- We received a late application for a brother entry. Ordinarily if an application is late we would not accept it. However, as enrolments are still being processed, it has been decided to give dispensation to consider this application with other brothers. This prevents the potentially messy situation of a brother waiting for someone to leave before entering HIBS as a priority student.
- In regards to being in the best position for future digital assessments, Graham asked the question whether we should consider introducing a typing skills course for students. Declan and Mike both confirmed that students currently have a two / three week course on keyboard skills included in the Year 7 curriculum.
- Review of NCEA came out today. Discuss possible implications to HIBS when we receive information from MoE. Pania mentioned that changes are likely in 2020/2021.

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

- It was great to get the parent/teacher evenings over with in Term 1. However, a review of timing of Parent/Teacher evenings is needed for 2020.

- It is looking likely that there will be Industrial strike action on 29 May.

Student Trustee Report

Declan Lynch advised:

- A strong start to the term. Morale is high with the recent RFL results raising \$144,000.
- Nothing of importance right now to bring to the Board.

Proprietors Report

Mike Cornish advised:

- Nothing to report as they haven't met. Meeting is on 27 May.

Health and Safety

- Minutes attached.
- Paula from PJ Safety Solutions Ltd identified some Health and Safety risks in the Workshop Technology area. Mike confirms that Dan Waterson will complete most items on the list, except for 2 or 3.

Finance

- Dirk has completed Accounts to end of March.
- The Board discussed the challenge with locally raised funds now being recognised at the point in time that they are raised, which may not align to expenditure within the same financial period. The Board agreed that it would be useful for the Overseas Trip notes to clarify whether any deficits relate to timing only, or, are genuine variances from forecast. It was suggested that a table that reconciles the funds raised, anticipated expenditure and the actual expenditure against each approved overseas trip may be helpful in assuring the Board that any variances do only relate to timing.
- The Annual Report for 2018 is completed, signed off and on the website.

Policy Review

- Policies for review (G2, G4, G15, G21, O18, O7) to be placed on the August agenda
Health and Safety policy – refresh and keep it current.

In Committee Business

No business to be discussed

General Business:

International Trips – Parents survey

- Finalised survey to be converted to an online survey monkey.

- Pania asked if question 1 was necessary (what would we do with the information we gathered). Others felt that because Internationalisation is an important aspect of our Deed of Integration, if the majority of answers came back as 'not very important', the Board would need to strengthen the Internationalisation area in the enrolment process or if the majority of answers were 'strongly supports' this would give guidance to the Board about International Trips. Therefore, it was decided to keep question 1. but limit the answers to 4 options, remove 'It was the most important factor'.
- There was a discussion whether to remove 'Service' in question 3. The decision was to keep service as an option so that we can gather feedback from the parent community about interest in more service trips (in addition to the Year 13 annual IS trip).
- Pania asked for 'Year 13' to be included in Question 8 – 'OTHER THAN Year 13 International Service'.
- Question 9 remove the top row i.e. (1 week football tour to Queensland etc.) and include 'can't afford it' or 'not interested'.
- Question 10. Include – 'Fundraising to be left to individuals, no fundraising through the school'. 'Fundraising through the school should only be for RFL and IS'.
- Survey needs to be sent to parents before the new Board is appointed.

Board Elections


Are underway.

Meeting Closed at 8.00 pm.

Next Meeting **Monday 17 June 2019 at 6.00pm**

Actions Required:

1. 'Digital Wealth'
Will there be implications to our current policies? Mike to report back after Staff meeting discussion on 'Use of Mobile Technologies' (predominantly smartphones)
2. Review of NCEA
Discuss possible implications when we receive information from the MoE.
3. Equal Employment Opportunities
Mike Hutchins to see Jane Dewar.
4. Financial Accounts
Provision for a clear explanation in the Overseas Trip notes for the deficit.
5. Policy Review
August Agenda – Review following policies G2, G4, G15, G21, O18, O7.
6. International Trips – Parent Survey
Finalised parent survey converted to on-line survey monkey and emailed to parents.

Minutes approved

 Jo Bamber
 Deputy Chair
 3.7.19