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

Meeting commenced 6:00pm

Declan Lynch opened the meeting in prayer.

Present: Kath Beare, Dave Bealing, Richard Longman, Jo Bamber, Dirk Bylsma, Mike Hutchings, Terrance Trego and Declan Lynch

In Attendance: Byron Lynds and Steve Jenkins

Apologies: Steve Penno, Stephanie Moore, Trevor Lawrence and Anton Weitzel

Declaration of Interests: Kath Beare and Mike Hutchins declared interest in the England Cricket Trip and Richard Longman declared interest in the New York Commerce Trip.

Presentation from Steve Jenkins for the Digital Technology department and HOD of Aviation.
Steve showed the Board a presentation starting with a video showing students learning Aviation, followed by the curriculum in Digital Technology over years 7 – 13.

The Board asked whether Aviation offers credits towards NCEA. Steve said yes, mostly for level 3 NCEA.

Dave asked how the student numbers were for Digital Technology. Steve noted that they were very positive with numbers in years 12 and 13 growing and often exceeding the numbers in years 10 and 11.

Steve thanked the Board for their support over the years.

Steve left the meeting at 6.42pm

Correspondence – Letter to HIBS Board (In Committee)

Approval of the previous Minutes dated 9 September 2019
The draft minutes were brought forward to this meeting with one amendment to be made:

1. Change the wording to the "approval of the previous minutes" to show less detail.

Previous Matters Arising

Student Representative
Byron has not contacted Metlink yet about late trains. Instances of the trains being late had reduced so the action point to be removed.

Declan raised the issue of the log trains passing through the station at high speed causing Eddy force. This is a health and safety risk. Teachers on duty need to ensure boys stand away from the railway lines to avoid risk. Mike is to raise the issue of both the speed of the log trains and the times they are travelling through Trentham Railway Station with Metlink.

Mike mention that Metlink are looking at the prospect of putting in a subway under the railway lines once they construct a second line. Dirk inquired whether there are any plans to place a pedestrian crossing on our side of the track. It was noted that, while this is a possibility, the road was not very busy and a pedestrian crossing may not be required.

The construction process creating health and safety issues for students was discussed. This will be addressed by the health and safety committee when necessary.

Health and Safety
The Health and Safety (H&S) audit report is not ready for the Board's consideration. Byron to present the H&S audit when ready.

Finance
Byron explained the current situation with the school canteen; it has made a significant loss of $10K in term 1, a smaller loss of $4.7K in term 2 and a $4K loss in term 3. This shows a positive trend.

Byron stated that the School uniform profits were misleading in the August management accounts as there was an error in the accounting software. This has been corrected and now shows positive profits as expected.

Policy Committee
To be discussed later.

Enrollment Scheme
Richard and Mike to write a letter in response to the MOE.

Dave Bealing confirmed the minutes were true and correct and Kath Beare seconded (given the amendments to be made). Accepted with full support of the Board.

Principal's Report
Taken as read.

- Mike described the situation in staffing; Peter Watt is being made a full time Groundsman and we have appointed 2 new teachers. These two new teachers seem to be very capable and have both accepted their contracts. They will cover Kate Baily moving on, Peter moving to the Groundsman and covering Dan Waterson and Debbie Smith who are over scheduled with periods – thus relieving pressure.
- The phone ban has been taken really well by the students with a massive difference noticed on the school grounds.
- Mike described the teacher only days prescribed by the MOE, following the new Teachers Collective Agreement, noting that there will be 4 teacher only days next year and 5 for the following two years. The MOE determine the dates for 2 of these days, but the other 2 are up to the school's discretion. The Board request that these are adequately spread across the year.
- The Sports Pavilion that the Board of Proprietors (BoP) have approved in principle was discussed. Mike, Steve Penno (Board chair of the BoP) and Byron visited the Scots College Sports Pavilion, which is a very simple structure broken into 3 parts; the center is a hosting area with a kitchenette, the left and right wings are the changing rooms. The school have contacted architects and are meeting with them this week. Mike described some of the expected difficulties including; getting power, water and sewerage to the Pavilion. He also noted that the BoP have expressed an interest in putting a shipping container on the other side of the field to facilitate toilets.

Staff Rep on Board – Trevor Lawrence

- Nil

Student Representative -Declan Lynch

- Declan thanked the Board for their support over the past year.

BOP report
The last BoP meeting was held on 26 August and an update on current projects was provided.

Health and Safety

- The minutes of the health and safety committee were read. It was asked whether the sun screen stations have been topped up ready for summer. Byron to follow and to ensure this has been done.

Finance
Business as usual.

- Byron presented the September Management accounts to the Board. It was noted that the forecast seems reasonable and are in line with forecasts this time last year. Byron has indicated that this will reduce following the year end manual journals that are raised around salaries.
- Byron reiterated that the canteen is financially improving each term as noted above. HIBS recently hosted Upper Hutt College students who told canteen staff that the food was great quality and reasonably priced. This reaffirmed that the canteen is good value for the students. Byron will keep a watching brief over the canteen.

Budget
The Finance Committee has reviewed the budget in detail during their meeting 22 October. Since then, the budget has changed to reflect; an additional staff member, an increase in the donation per year per student of $160 (initially when presented to the Finance Committee, it was a $100 increase) and a small increase in the BoP contributed to the BoT of $12,000 pa. The Finance Committee recommended the budget presented. The Board acknowledge the changes and accept a $160 increase per donations. Dirk moved that the budget be approved by the Board. This was seconded by Richard.

Lockdown speaker proposal
Byron presented a proposal to the Board to increase the number of lockdown speakers in the school from 3 to 14. These are used in emergency situations to communicate to the school at large. There would be a cost of $18,000 (exclusive) including the cost of labour. This was moved by Dirk. Seconded by Jo. Byron to action.

Policy Committee
Dave spoke to the policy changes prepared by the Policy Committee The policies that the board reviewed were:

- G2 Chair's Role Description *(Ratified)*
- G4 Trustees' Register and Code of Conduct *(Ratified)*
- G10 Reporting to the Board and Self Review Policy *(Ratified)*
- G15 Board meeting Agendas *(Ratified)*
- G21 Child Protection *(Amendments)*
- O18 School Trips *(Amendments)*

Discussion was had around who requires police vetting. Every effort should be made that Police vetting is carried out when people are involved in supervising any overnight trips involving the care of students. People involved with any unsupervised care of students 'should' be police vetted. Any supervised care 'may' be police vetted if the Senior Management Team (SMT) deems it necessary.

The fundraising for international trips (per policy O18) was discussed and how the approval was granted for such by SMT. The policy doesn't state that fundraising for IS is priority and it was suggested this be extended and the SMT to approve all fundraising events going forward.

Dave suggested that the BoT follow the MOE document for retaining documentation. The Board agreed with this assessment. Dave will prepare this policy.

The policy committee will continue to review the policies presented and will circulate the policies once further changes have been made.

General Business

Review of proposed overseas trip program for 2021
The SMT have reviewed and accepted the three proposals for international trips going to Tahiti 2021, New York (Commerce trip) 2021 and England (Cricket Trip) 2022.

Tahiti
It was raised that the Tahiti Trip should have 2 supervisors/teachers attend; currently there may not be enough people to justify the cost of 2 supervisors, however 2 supervisors would be necessary for health and safety reasons. The Board approved the trip given that it is possible to cancel the trip if there is insufficient buy in by students.

New York (Commerce Trip)
The Board noted that this has been a well-run and managed trip in past years and sees no issue with it continuing. The commerce trip was approved by the Board.

England (Cricket Trip)
Mike described the trip to the Board who agreed that it was an incredible opportunity. The disadvantages of this trip include; losing 1 full week of school for students who opt in, other sports may suffer as the students will miss two games of winter sports and some people invited in 2020 may not be the 2022 1st 11 team as it is over 2 years away. The Board were also concerned that the cricket trip would restrict the students who could attend IS in that year.

It was noted that the trip will need to be carefully budgeted for to reflect that the trip is away for a week longer than most other trips and they will be spending English pounds. It was noted that the school had to be mindful of the exchange rate when finalizing the total cost to students and parents.

However, the Board agreed that the opportunity this trip offers outweighs the negatives. The Cricket trip was approved by the Board.

Approval of furniture purchase
Byron brought a quote to the Board for consideration. The quote was for chairs and desks for a Design Technology classroom and totaled $7,800 (exclusive). The Board approved the quote. Byron to order the furniture.

Meeting closed 9.30pm
Next Meeting 25 November 2019

Approved as an accurate record
at board meeting 25 November 2019
R Mahoney
Chair

Action Points

1. Letter to HIBS Board
   Board to write a letter in response to this letter.

2. Approval of the Previous minutes
   Byron to make the necessary amendments.

3. Health and Safety
   Byron to provide the Health and Safety audit report to the Board.
   Byron to ensure sunscreen stations are tidied and useable by students.

4. Enrollment scheme
   Mike and Richard to respond to the MOE

5. Lockdown speakers
   Byron to buy and install lockdown speakers.

6. Policy Committee
   The policy committee to bring updated policies ready for the Board to approve.

7. Furniture purchase
   Byron to purchase the furniture ready for term 1 next year.