

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 23 March 2020

Meeting commenced 6:05pm over Google Hangout.

This is a special meeting with the primary purpose of discussing COVID-19.

Jo Bamber opened the meeting in prayer.

Present: Kath Beare, Dave Bealing, Richard Longman, Jo Bamber, Dirk Bylsma, Anton Weitzel, Stephanie Moore, Mike Hutchins, Steve Penno and Trevor Lawrence

In Attendance: Byron Lynds, Craig Johnson and Viv Hullena

Apologies: Nil

Declaration of Interests

Nil.

Approval of the previous Minutes dated 9 March 2020

The draft minutes were brought forward to this meeting:

Previous Matters Arising

All matters are still outstanding. They are as follows:

- MOE enrolment Scheme:
 - o Byron and Mike to seek legal advice from secondary principal's association or Integrated school's association, and
 - o Richard to respond to the MOE and attend a Board of Proprietors meeting.

- Policy Committee: Byron to circulate the delegation policy for review by the Board and communicate with Denise about the Record of Retention Policy.

Stephanie Moore confirmed the minutes were true and correct and Dave Bealing seconded. Accepted with full support of the Board.

Coronavirus:

Senior Management Team (SMT) update

Since Saturday, when the government announced alert level 2, Mike contacted at risk staff to stay at home. This included staff over 70, suffering respiratory issues or living with someone who is over 70 or has respiratory issues.

SMT has been working hard over the past week to get the school into a position to be able to conduct remote learning which was trialed today by two teachers. Both teachers reported that this was successful. All departments had a meeting after school today to ensure we have the capabilities to run the learning remotely.

Update from the Ministry of Education (MOE)

Today it was announced that New Zealand is in alert level 3 and will be moving to alert level 4 in 48 hours. This means as of Tuesday, the majority of students and teachers will be working remotely. A skeleton crew of teachers will need to remain on site for Tuesday and Wednesday for those students whose parents are essential workers (health professionals, supermarket workers etc).

The MOE has informed us that the school holidays have been brought forward to start on 30 March instead of 14 April. Term 2 will start on 14 April instead of 28 April with teachers and students working remotely. Mike stated that this is not what HIBS will be doing as it will cause more disruption to the students and teachers as modules and assessments have already been started. The MOE's rationale for the change in dates is to give schools around NZ time to prepare for remote learning. We are already prepared for remote learning, thus will continue with Term 1 as scheduled.

The MOE has stated that they are preparing resources for schools to enable remote learning, however Mike does not believe we need these as the School is well prepared already.

It was noted by the Board that teachers will need to be more understanding with student assessments as these times put a lot of pressure and stress on lives.

Health and safety

As the school will be vacant over the coming weeks, the use of K9 Security will be required to ensure the safety of our property.

The Board expressed their concern for staff who live alone as they could be at risk of undetected illness, both mental and physical. Mike reassured the Board that we will be in regular contact with all staff and this is something the pastoral team are looking into.

IT support

The Board asked whether IT support will be available for staff whilst working remotely. Mike stated that we do have the ability to manage this remotely barring any physical concern with the servers. All 3 of our IT staff are able to monitor this and will be available for staff when required.

The Board asked whether we have support avenues for those who are not technologically savvy. Mike responded stating that professional development was provided to staff today and tomorrow to support their understanding of the necessary systems required for remote learning.

The Board noted that replacement equipment for faulty phones or computers could be very difficult in the current climate. Mike noted that the technology we have in place is well looked after and replaced on a regular basis.

School trips

The Board asked for an update on the international trips. Trevor gave the following update:

China trip:

This trip has been cancelled and fully refunded by insurance. We await the final payment from the travel agency.

Japan trip:

This trip was cancelled as of Tuesday last week. We have been given assurance from our insurer that the full amount will be covered. We are in the process of seeking refunds from various suppliers, once this is completed we will be able to claim the shortfall from insurance.

Argentina trip:

This trip has been cancelled too. We are still in the process of seeking guidance from insurance and various suppliers.

Science trip:

This trip was to be held during the term 2 holidays. A survey has been sent to gather information from the parent body. The options include; postponing to either later this year (after exams) or next year, or cancelling the trip. The insurance company will not cover any costs for this trip as there is pandemic exemption clause in their agreement. The trip has not been fully paid for yet, so cancelling now would result in less financial risk for families.

IS 2020 trip

This trip was to be held during the term 2 holidays as well. Currently the options available are to either postpone until the end of the year (after exams) or cancel the trip.

2021 trips

Trevor suggested that trips scheduled for 2021 should be put on hold and no further funds collected. The majority of IS 2021 revenue comes from fundraising for large group activities or from small businesses. These income streams could be more challenging over the coming 12 months due to the economic climate the country may experience as a result of the impact of COVID-19 pandemic lock down. This will be a significant barrier to this trip taking place. We have not announced the selected team for 2021 yet.

Viv suggested that if the IS 2020 trip does not take place, the fundraising from this trip could be utilized by the IS 2021 team.

The Board support the SMT's decision to cancel the Chinese, Japanese and Argentinian trips and noted that decisions were pending in relation to the Science and IS 2020 trips, acknowledging that further consideration is required from the parent body whether these are cancelled at a later date.

Financial implications

Mike noted that it is likely that there will be a reduced number of enrolments for the 2021 intake. The Open Day was cancelled and with the potential for recession, fewer families might be interested in sending their sons to HIBS. This will be an ongoing consideration for SMT.

The board discussed wider financial implication and requested the school carefully manage its receivables.

Closing

The Board asked the SMT in attendance whether they have the support they need in this time. Mike stated that the SMT does have support from the HIBS staff.

Richard noted that the next board meeting will be on 6 April in Google Hangouts again.

Richard thanked the SMT for their work leading the school in recent times as well as Trevor and the other trip organisers for their work with trip cancellations and postponements.

Richard and Steve have drafted a message to send to staff showing their support. Byron to send this out.

Richard called the meeting to a close at 19:00

Meeting closed 19.00

Next Meeting 6 April 2020

Approved as an accurate record of the meeting:



6 April 2020

Richard Longman
Chair
Board of Trustees

Action Points

1. MOE enrolment Scheme:
 - I. Byron and Mike to seek legal advice from secondary principal's association or Integrated school's association, and
 - II. Richard to respond to Alana from the MOE and attend a Board of Proprietors meeting.

2. Policy Committee: Byron to circulate the delegation policy for review by the Board and communicate with Denise about the Record of Retention Policy.