

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 9 November 2020

Meeting commenced 6:00pm

Anton opened the meeting in prayer.

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

In Attendance: Byron Lynds and Marie Choureemootoo

Apologies: Dave Bealing

Declaration of Interests

Nil.

Staff Presentation:

Marie Choureemootoo presented on Languages as the Head of Department at HIBS.

Marie thanked the Board for their support over the past 4 years.

Goals for 2020:

- to fully support learners and equip students with a solid language foundation, and
- to achieve a minimum of Merit endorsement across level 3 subjects.

Digital resources have increased in recent years and especially over COVID times. We have started using Education Perfect, Quizlet and Google Classroom. Digital exams are being utilized for years 11 through 13 for Spanish, French and Chinese exams.

Language week was a success this year with a number of positive activities being well received by the Students.

Three students are sitting scholarship Language exams this year.

12 students went to Tahiti in 2019. Everything went to plan and the event was very successful.

Marie thanked Trevor for his work with the China, Rarotonga and Tahiti trips that did not take place in 2020/21.

The main challenge for Languages is the retention of students through the year groups.

The Board asked:

- Whether there was a decline in students taking Languages for 2021 given that no international trips were confirmed. Marie does not believe this has occurred.
- Are there many learning support students in Language classes? Marie noted that there are some and they are supported by Learning Support.

Mike and the Board thanked Marie for her work over the past four years and wish her the best in all her future endeavors.

Marie left at 18:37

Conflict of Interests:

None disclosed.

Work planner

To be discussed below.

Correspondence

The Ministry of Education provided a standardised letter to Upper Hutt schools which showed a number of data tables displaying the number of students at each school over the past 10 years. The purpose of the letter was to examine the need for zoning local schools. The Board noted HIBS students are sourced from the Greater Wellington region

Approval of the previous Minutes dated 12 October 2020

The draft minutes were brought forward to this meeting:

Previous Matters Arising

Previous Minutes:

1. Uniform changes: Richard and Anton to discuss with the Uniform shop.
Deferred.
2. Health and Safety: The Board to review the Ministry of Education's Board checklist prior to the next Board meeting.
The Board to pass on their individual findings to Byron before the next meeting.
3. Delegations schedule: Byron to make changes and Dave to review prior to circulating to the Board for approval at the next Board Meeting.
Byron to circulate before the next Board meeting.
4. Board Vacancies:
 - I. Mike to communicate with the HIBS community about the vacancy and the intent to Select a Board Member.
This was actioned.
 - II. Kath to draft up a letter to the community requesting an expression of interest.
Richard has created a letter to parents and will send this to the community before the next Board meeting.

Kath confirmed the minutes were true and correct and Steve seconded. Accepted with full support of the Board.

Principal's Report

Taken as read:

- The Board asked what the expected 2021 roll was. Mike noted that it is currently at 655, however there are 2 boys who we suspect will leave. There are 3 brothers (2 in Year 9 and 1 in Year 8 for the 2021 intake) who could be enrolled into HIBS for 2021. The Board agreed to wait until 23 November to make this decision once more information is available.
- The Board asked how staff appointments were going. Mike stated that a new Assistant HOD of Science has been appointed whilst the School are still looking for a French teacher and HOD of Languages (one position available).

Staff Rep on Board – Trevor Lawrence

Trevor shared some notable events from the last month. School Ball, Staff vs Student Football, Battle of the Bands, Hill Run and the IS 2020 and 2021 BBQ where the 2020 team gave the 2021 team \$40,000 to carry the torch. All of these were well run and executed events.

Trevor asked the staff for any comments for the Board, they were as follows:

- IS2021 want a direction from the Board for whether they would approve a domestic trip instead of an international trip for 2021 if the situation regarding COVID warrants this. The Board gave the IS trip their support. The \$40,000 given from the IS2020 will not be spent domestically, rather it will be transferred from year to year until the next International Service Trip. The decision regarding IS2021 will be made at the start of next year.
- Jess Anderton suggested that she be invited to one of the Board meetings to present Gateway to the Board. The Board were receptive and asked Byron to organise this.
- Kelly Dornbusch provided the Board with an update of the Year 10 Development Program and Duke of Edinburgh journeys.

Student Representative - Anton Weitzel

Anton spoke on some key thoughts from the Student body:

- A request for air-conditioning in the auditorium has been made. This will be discussed at a Senior Management level first. Byron to bring this back to a Board level if approved by the Senior Management Team (SMT).
- Football caps have been introduced now and 4 Students have received them.
- A request for sushi to be made available at the Canteen with some environmentally friendly packaging.

Board of Proprietors report – Steve Penno

- The Proprietor is seeking quotes for getting facilities across the racecourse and the building of an ablution block.
- The third phase of the earthquake strengthening program is planned for the summer School holidays.

Health and Safety

- The Board asked about the feasibility of a portable container at the far end of the racecourse for teams to get changed and for shelter for supporters of sport games. SMT to discuss and come back to the Board.
- The Groundsman has suffered a concussion after a tree branch landed on him during a chainsaw accident. He is currently on reduced hours and ACC. This case was reported to worksafe.

- Byron to present a brief on the H&S process to Board members in February 2021.

Finance

Byron spoke on the management accounts noting the following:

- Profit and Loss: Actual profit to date is good, the forecast shows a small profit of \$12K, which is where Byron expects to be at the end of the financial year.
- Balance Sheet: No issues noted, all signs show a positive balance sheet position.

Steve moved to accept the September Management Accounts. Dirk seconded. Accepted with full support of the Board.

2021 Budget

Byron presented the 2021 Budget to the Board. The Finance Committee offered their endorsement. Richard moved to accept the 2021 Budget. Dirk seconded. Accepted with full support of the Board.

Policy Committee

Nil

General Business

Enrolment Policy

Richard thanked Mike and the Management team for their work on the Enrolment policy.

The Board reviewed the Enrolment policy and the Application for Enrolment form which is sent to parents of enrolling families. The Board had a significant discussion around the priorities of preference students and made a number of changes. The Board to work with the Senior Management Team (SMT) to finalise before the end of the calendar year.

Identify Agenda items for Next Meeting on 23 November 2020

Presentation: Nil

Review the Strategic Plan

Review of the enrolment policy.

The Board thanked Anton for his contribution for the year.

Anton and Ben left the meeting at 20:58

In Committee

The Board entered into committee to discuss staffing.

Meeting closed 21:23

Next Meeting 23 November 2020



23 November 2020

Richard Longman

Chair

Board of Trustees

Action Points

1. Uniform changes: Richard and Ben Penno to discuss with the Uniform shop.
2. Health and Safety:
 - I. The Board to review the Ministry of Education's Board checklist and to pass on their individual findings before the next Board meeting.
 - II. Byron to present a brief on the H&S process to Board members in February 2021.
3. Delegations schedule: Byron circulate before the next Board Meeting.
4. Board Vacancies: Richard to draft up a letter to the community requesting an expression of interest.
5. Gateway: Byron to organise a Gateway presentation to the Board.
6. Auditorium air conditioning: Byron to raise this at SMT and to provide their response to the Board.
7. Portable container shelter: Byron to raise this at SMT and to provide their response to the Board.
8. Enrolment Policy: The Board to work with the Senior Management Team (SMT) to finalise before the end of the calendar year.