

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 14 March 2022

Meeting commenced 6:04pm

Andrew opened the meeting with a karakia.

Present: Kath Beare, Richard Longman, Trevor Lawrence, Dirk Bylsma, Carter Lowther, Angela Bingham, Tom Gordon, Andrew Rae and Ted Grieve

In Attendance: Byron Lynds and Viv Hullena

Apologies: Nil

Declaration of Interests

Nil.

Staff Presentation:

Jeanie Moore presented as HOD of Commerce

Jeanie stated that the special character of the School includes commerce. The student numbers have been high and we have good continuity of staff in this department.

Jeanie has been making use of the breakout space outside of the Commerce classroom. This is to support working outside where COVID is less transferable and because Commerce have 4 teachers and only 3 classrooms.

Jeanie expressed that the trip to Queenstown went well last year, however Commerce are looking forward to traveling overseas again.

The Board asked about overseas trips, noting that there have been no trips scheduled for 2022. Tom stated that he would love for trips to start again, however we are waiting to hear from the MOE to provide their guidance for when it is safe to travel again.

Given this, the Board asked whether the Commerce Department would be seeking to travel to New York (NY) in 2023. Jeanie noted that she would need 9 months to plan for a trip to NY. It could be more feasible to plan a trip to Melbourne or Singapore instead of NY which should only require 6 months to plan. Trevor noted that there is a risk of students being stuck overseas if they test positive to COVID prior to going on the return plane and this should be something we bear in mind when making this decision.

Viv expressed the IS2023 desire to go to the Pacific Islands, Tonga or Vanuatu in 2023.

There is a large change coming with NCEA disbanding Accounting and Economics for level 1 and calling it one subject, Commerce.

The Board asked whether the changes to NCEA are definitive or whether there would be a consultative process. Jeanie noted that there was a consultative process, but it didn't seem very extensive. Jeanie

stated that these changes are confirmed. Viv noted that these changes should be trialed before coming into full effect.

The Board asked about the Year 13 Business Studies results noting that they were not as good compared to the national data. Jeanie noted that this is a course that a lot of vocational students take to support their potential jobs going forward. These students often have sufficient credits from other courses and are able to get 15 internal credits from Business Studies which gives them UE – and therefore do not sit external examinations. All of these factors result in lower grades in this subject compared to others.

The Board thanked Jeanie for all the work she does with their sons. They also thanked Jeanie for all the work that went into the Queenstown trip in 2021.

Conflict of Interests:

Nil

Work planner

To be discussed below

Correspondence

Nil

Approval of the previous Minutes dated 14 February 2022.

The draft minutes were brought forward to this meeting:

Previous Matters Arising

14 February 2022

Previous Minutes:

1. Richard to write to Dave Bealing and acknowledge his service to the Board and accept his resignation.
This has been drafted and will be circulated to the Board before issuing it to Dave.
2. Richard to write to Matua Steve Gordon and thank him for the mahi that he had put in organising the pōwhiri and acknowledging its success.
This has been actioned.
3. Richard to write to the School's staff thanking them for their efforts in enabling the school's students to achieve the excellent 2021 NCEA results.
This has been drafted and will be circulated to the Board before issuing it to the staff.
4. School Docs: Angela and Tom to review Schools Doc to determine whether it is a viable Policy system for HIBS.
Ang and Tom have reviewed this and believe that this would be a rather painless step. It would take Tom 1 day to meet with School Docs for them to access everything that would be required to create our School policies. Ang stated that the policies are reviewed regularly by School Docs and when a change is made, School Docs makes the Presiding member aware of the change prior to the change taking effect.

The Board asked whether we are adopting these policies without reviewing them first. Ang stated that yes, we would adopt School Docs without reviewing the policies.

Andrew stated that it would be important to review the policies from a special character point of view given that School Docs may not cover these to a sufficient level.

The Board asked whether it would be possible for a representative from School Docs to speak at our next Board meeting as a way of introduction.

Angela passed on the login details to the Board to allow them to have a look at the system themselves.

The Board asked Kath, as a member of the Policy Committee, to review some potentially continuous policies and compare them to the School Docs Policies.

Richard to check that the policies on School Docs covers the policies we have at HIBS currently.

5. Health and Safety:

- I. SLT and the Health and Safety Committee to review student access from the railway lines before School.

Byron stated that the SLT have reviewed this with both Craig Johnson and Craig Stevenson checking how students access the School in the mornings from the railway line. Byron noted that we do have plans that were drawn up by Kiwirail in 2020 which suggested lowering the wall and bringing it back into our land to create a 'landing zone'.

Byron also stated that we are aware of a large project occurring on racecourse road that could change the road layout altogether. Byron, Tom and Craig Johnson have a meeting with the Mayor later this month where this will be discussed.

This is to remain an action point.

- II. Byron to speak with the Sport Coordinators to ensure coaches are being instructed to report near misses and incidents.

Byron spoke with both sports coordinators who said they would request this of their managers and coaches. However, they were concerned about how to categorise a near miss during sports games. The Board explained that a near miss occurs when an incident/accident nearly occurs.

- III. Byron to ensure the Auditorium doors are not used until checks and any remedial works are undertaken.

Actioned.

6. Byron and Richard to write to the Secretary for Education and apply for the Concurrence Payments for Tom.

Actioned.

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

John Henare joined the meeting at 18:43.

Principal's Report

Taken as read:

- The Board asked whether the operations of the School are manageable with a large number of students and teachers working remotely. Tom stated that it is a difficult process teaching and learning both in person and online. Tom estimates that if 15 teaching staff were required to self-isolate we would need to roster students home in year groups. Tom noted that we have joined the 'Close Contact Exemption Scheme for critical businesses' and were able to bring some of our staff back to work who were house hold contacts assuming they came back with a negative RATS result the morning before work. Tom noted that staff only returned to work if they were comfortable and able.
- The Board asked about the 1 stand down and 1 student leaving school. Tom noted that one student was stood down due to poor behavior and the other student left to Onslow College.
- The Board asked whether there was a need to fill any of the student gaps in the School. Tom noted that we have 5 spaces available and we have asked the community if there are any brothers who would like to attend HIBS, no one came back. Tom suggested that we could make some spaces available in the senior year levels. The Board suggested that given all the additional work and stress with COVID, perhaps adding more work with further enrolments may not be necessary. The Board agreed to keep this as a watching brief.

Staff Rep on Board – Trevor Lawrence

Trevor stated that:

- Trevor noted that this last Term has been the hardest he has experienced in the last 20 years of teaching. He acknowledged that being able to keep students at School is very positive for students and their wellbeing. Hybrid teaching is very difficult and Trevor noted that some staff are really struggling with the extra workload.

Angela offered her support and sympathy for Trevor and the other teachers. She also stated that she has faith in the SLT in ensuring that the mental wellbeing of staff will be considered.

Viv stated that she had an HOD meeting this afternoon where it was clear that staff are tired from hybrid teaching. It was agreed that the HOD would support rostering home of year levels if the SLT decided to do this. The SLT agreed that keeping the Year 7's, 8 and 9 at School would be important to allow their parents to continue working.

Trevor stated that some flexibility needs to be considered with these extraordinary times. He suggested that when we roster students home – teachers could give no work to those students to allow them (students) to catch up and the staff to catch up too. Ang agreed and noted that we are between a rock and a hard place.

Tom stated that the SLT will look at these ideas and see how we can support our staff.

Trevor asked whether we could ensure staff who have high workloads are considered when parent teacher interviews take place. Tom stated that we would ensure those that are working 5 or 6 period days will be offered relief.

Richard noted that Term 1 is typically very busy. Tom noted that open day is moved to Term 2 and the Relay for Life is not happening in 2022, which should remove some pressure this year.

- The Year 7 camp went ahead.

Student Representative – Carter Lowther

Carter stated:

- That he met with Byron to discuss adding a 3-point line to the basketball courts outside and covering the gutters to stop balls getting stuck in them. Byron is reviewing these as part of the property plan.

The Board asked Carter how the students are handling the isolations and hybrid learning. Carter noted that the students seem to be handling transitioning from online to in class learning well.

Board of Proprietors report – Andrew Rae

Andrew stated:

- Richard attended the Board meeting and spoke on the enrolment Scheme
- Audit engagement letter was approved
- Byron updated the Board about the Ablution block and learning support building as noted in the Principal's Report.
- The Whānau committee discussed:
 - Discussion around Maori student success in 2021, noting that it was very positive.
 - Waharoa discussion and the desire to seek input from students.
 - Pepeha waiata – created by Greg McMillan Perry was discussed.
 - There is a new teacher who is able to support Matua Steve in the Maori teaching of students and staff in the HIBS community.
 - It was mentioned that the pōwhiri was very successful.
- We now have a spreadsheet of the Board of Proprietors members who intend to attend the Board of Trustees meetings.
- We also had an internal discussion around use of subcommittees to progress action points more effectively.

Finance

Management Accounts

Byron presented the 31 December Management Accounts noting that these included the majority of journal adjustments required for the year end financial reporting.

Although a loss was made, the Board accepted this as we had made a profit in the prior year.

Dirk moved to accept the 31 December 2022 Management accounts. Richard seconded.

Budgeted balance sheet:

The Board reviewed the Budgeted balance sheet. Dirk endorsed this as the Treasurer of the Board.

Dirk moved to accept the 31 December 2022 Budgeted Balance Sheet. Richard seconded.

Cyclical maintenance plan

The Board reviewed the cyclical maintenance plan for 2022.

Dirk moved acceptance. Kath seconded.

Health and Safety

Taken as read.

- Nil

Health and Safety Plan for 2022

Taken as read:

- The Board suggested we include wellbeing on the health and safety plan as a key Health and Safety matter. Byron to add this to the Health and Safety Plan for 2022.

Angela moved to accept the H&S plan with the change noted above. Kath seconded.

Policy Committee

Policies discussed under Previous Minutes, School Docs above.

Enrolment Scheme

Richard noted that following a meeting with the MOE, we were informed that the Enrolment Scheme will be enforced.

The Board asked about whether it would be worthwhile requesting an increase in our student cap as the current cap is set at 650 students. The Board of Proprietors were concerned about whether special character would be affected by having a greater number of students.

The Board asked for Tom's view. Tom suggested if we were to increase student numbers, it would be best to include another class of 24 in Year 9. Trevor suggested it would be good for economies of scale.

Kath suggested that having more students would enable a great number of classes and subjects which would be a good thing for HIBS.

The Board agreed to request this from the MOE and see where it leads.

General Business

School Charter

Tom stated that the finalised Charter has been completed by Viv who has done an amazing job.

Viv spoke on the report.

The Board asked whether the School tracked the Charter during the Year. Tom stated that we do.

Andrew asked about whether scholarship is included in the Charter. Viv stated that it does not; however, Tom has started pushing for scholarships to be more of a focus for the School.

The Board stated that they will review the Charter and get it back to Viv before the end of the month to enable the School to get the Charter to the MOE before the deadline of 31 March.

Tūrangawaewae

Byron asked the Board whether they would like to have a representative on the subcommittee that will be meeting with the landscape architects to progress the Tūrangawaewae. Dirk agreed to join the subcommittee.

John closed the meeting in a karakia.

Identify Agenda items for Next Meeting on 9 May 2022

Presentation: Jane Dewar – HOD of English

Meeting closed 21:22

Next Meeting 9 May 2022



13 June
~~9 May~~ 2022

Richard Longman

Chair

Board of Trustees

Action Points

1. Policies:
 - I. Kath, as a member of the Policy Committee, to review some potentially continuous policies and compare them to the School Docs Policies.
 - II. Richard to check that the policies on School Docs covers the policies we have at HIBS currently.

2. Health and Safety:
 - I. SLT and the Health and Safety Committee to review student access from the railway lines before School.
 - II. Byron to include wellbeing in the Annual Health and Safety Plan for 2022.