

**Hutt International Boys' School Board of Trustees**  
**Minutes of Special Meeting on Thursday 26 May 2022**

Meeting commenced 8:01am

Richard opened the meeting with a prayer.

**Present:** Kath Beare, Richard Longman, Trevor Lawrence, Dirk Bylsma, Carter Lowther, Angela Bingham, Tom Gordon, Craig Nicholson,

**In Attendance:** Byron Lynds and Viv Hullena

**Apologies:** Tabitha Stentiford and Andrew Rae

**Declaration of Interests** Nil

**Conflict of Interests:**

Nil

**Approval of the previous Minutes dated 6 April 2022 and 9 May 2022**

The Board agreed to review the draft minutes at the next full meeting of the Board, 13 June 2022.

Dirk noted that the draft minutes don't include an action point regarding School Docs. Kath said she would allocate the more substantive and/or contentious policies to Board members for a comparison to the School Docs. This process would form a key component of the Board's evaluation and due diligence process. Kath said she will do this as soon as possible.

The Board requested that Byron provides the policies that have fallen due this year to Richard and Kath. Richard would review those as part of the School Docs diligence review process.

**Approval of the 2021 Financial Statements**

Dirk lead the discussion. He noted the following:

- The Finance Committee made some minor changes to the Financial Statements. These were only wording changes.
- The accounts are in good condition.
- The Auditors are happy with the work done.
- There were only two minor recommendations from auditors.

**Dirk moved to accept these. Richard Seconded.**

Richard noted that the auditors gave their thanks for Byron's work. The Board thanked Byron for his work too.

### **Request for Approval to Travel to Fiji by IS team**

Trevor led the discussion and noted:

- That the trip is proposed to take place in the October School holidays, which is unusual for IS, however it is not unusual for other trips at HIBS. Trevor noted that students would have the internal evidence examinations immediately following these school holidays and then IS trip.
- Although the specific project details are still being developed, this is an ongoing building project in Fiji.
- The risk assessment is accurate and well thought out.
- The prompt turnaround by the IS team to locate this IS option following the Board's previous decline of the previous trip recommendation (Great Barrier Reef ecology work). The decline of the previous proposal was primarily on the basis that humanitarian service that has historically been the focus of IS trips and also was fundraised for in 2020 and since, has been explicitly or implicitly supporting such a trip. This proposed Fiji trip is consistent with other IS trips the School has undertaken in the past.
- The proposed trip is within a budget and funding envelope that can be met.

Tom noted that the SLT are comfortable with the timing of the trip and the nature of the proposed trip.

The Board wanted to note that the IS organising team have acted quickly and responded positively to the Board's feedback. Both the Board and the Board of Proprietors are comfortable with this proposed trip.

The Board asked Byron to review the insurance for this trip and obtain more comprehensive insurance than that outlined by the travel agent.

Kath moved to support the IS trip to Fiji. Angela seconded. Unanimously approved.

### **Identify Agenda items for Next Meeting on 13 June 2022**

Presentation: Ian Clark – HOD of Mathematics

Meeting closed at 08:22am.

Next Meeting is 13 June 2022



13 June 2022

**Richard Longman**  
Chair  
Board of Trustees

### **Action Points**

- Kath to send Board policies for review to other Board members
- Byron to provide the policies that have fallen due this year to Richard and Kath
- Byron to review the insurance for the IS trip and secure more comprehensive insurance.