

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 9 May 2022

Meeting commenced 6:01pm

Trevor opened the meeting with a prayer.

Present: Kath Beare, Richard Longman, Trevor Lawrence, Dirk Bylsma, Carter Lowther, Angela Bingham, Tom Gordon, Craig Nicholson, Tabitha Stentiford and Andrew Rae

In Attendance: Byron Lynds, Viv Hullena, Jane Dewar, Lynlee Lawrence, Craig Stevenson, David Graham, Lyanne Horsefield

Apologies: Nil

Declaration of Interests Nil

Staff Presentation:

Richard welcomed Lyanne who will now be taking the minutes of the Board Meetings.

Jane Dewar presented as HOD of English

Jane stated it has been a volatile time with changes to the curriculum, NCEA and Covid. Programmes are focused on reading and writing. HIBS offers three externals and most students choose all three. There has been a trend across the world of diminishing reading and writing. HIBS offers alternative courses that have all internals and no externals.

Jane believes the new standards are really good. There is more focus on language which is an area that has been neglected in the current NCEA standards. HIBS is currently introducing new aspects of the curriculum to the Senior School. There are three years of pilots and we will be well served when it fully comes in. In the Junior Programme the focus is on literacy skills and this is going well with the assistance of Amanda in the Library.

Jane thanked the Board for their support with regards to the new selection of texts available to boys, new book shelves and the new desks in classrooms. The Board asked Jane about less Merit and Excellence endorsements with externals. Jane said there are fewer students sitting externals.

Literacy Standards

Lynlee explained the proposed changes in literacy for 2023. There is a new co-requisite, a reading and writing part. For our students at Level 1 next year, in order to achieve they will need to pass the literacy co-requisite, something we need to prepare our students for.

When the new changes occur students won't have the access to special conditions eg. Reader writers (we currently have 10 students accessing this).

The English Department work closely with Rachel Beach (Learning Support) who in turn works with a group of students at Years 7, 8, 9 & 10. She focuses on revision skills which are not necessarily literacy focused.

HIBS is currently achieving a 100% pass rate at NCEA Level 1. This may not be realistic with the new standards. In 2023 our courses will need to be adjusted. All Year 10 and 11 students will need to complete the co-requisite at the same time so logistics will need to be looked at eg. 200 computers etc.

Viv said Jane has been great allowing Lynlee time to focus on the new programme given it will be a big shift. Jane believes HIBS is in a stronger position than other schools, however we will face some difficult challenges.

Richard thanked Jane and Lynlee for their presentation and contribution to the school.

Jane Dewar and Lynlee Lawrence left the meeting at 6.36pm.

Conflict of Interests:

Nil

Work planner

School Docs

Discussion was held on the decision to go to School Docs. Tabitha says Maranatha Christian School uses School Docs.

Carried forward to 13 June meeting.

Correspondence

IS 2022 Project

The proposition for the International Service 2022 Team travelling to the Great Barrier Reef to complete marine conservation work was discussed. Craig explained the rationale behind the choice of project, with regards to the safety issues of going to countries such as Fiji, Vanuatu etc, either risking students and staff getting Covid or passing on Covid, as well as the shortage of building supplies. He believed marine conservation is a growing global issue and the boys would greatly benefit from this. He also stated he knew the boys would benefit from not just this trip, but any other trip within New Zealand offering service to a needy community.

Costs for the trip were discussed. The IS Team would be utilising approximately \$30,000 - \$40,000 of monies raised from previous IS fundraising. Discussions were had around whether or not it was suitable for these funds to be utilised for a trip that isn't humanitarian based.

After much consideration the Board decided against the IS Trip travelling to Cairns given the perception of such a trip may be detrimental to the reputation of HIBS and International Service as it is not a humanitarian trip. Richard said the Board would support a domestic trip, preferably for a humanitarian purpose.

Carter said from a student's perspective, the students will still remember having a good time regardless of where they go.

Richard acknowledged all the work that had gone into this proposal and presentation.

Cricket NSW September 2022

The Cricket trip to NSW is currently an idea, however they may well go on a tour of New Zealand. The Board are happy with travel provided it is to somewhere safe. The Board would still require a proposal from Cricket for any international travel. They could consider approving this.

Approval of the previous Minutes dated 6 April 2022.

Previous Matters Arising 6 April 2022

Pastoral Survey of Junior School

Craig talked about results of the Junior School Pastoral Survey which showed that overwhelmingly the boys are happy. The majority of the issues that students have mentioned are already being dealt with. Richard mentioned the report is very valuable and the Board would like to see it each year.

Richard thanked Craig and David.

Craig Stevenson and David Graham left the meeting at 7.40pm.

Previous Minutes:

The Minutes of the March Minutes were not circulated. Previous minutes need to be added to the HIBS website.

Byron to email for approval by way of email.

Minutes of 6 April meeting -

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

Principal's Report

Taken as read.

- Tom stated he attended the ABSNZ Conference last week in Auckland with School Captain, Ben Wilson. There were 38 Principals and Head Boys from throughout New Zealand representing 80,000 boys. Themes discussed were around more rigorous standards at primary school level for literacy and numeracy as well as mindfulness and wellbeing, of which we have a current programme at HIBS. Tom said Ben shone amongst his peers. Ben will address the HIBS students about the conference.
- Open Day this Saturday. The change this year to accommodate families involved in winter sport is a presentation at 9.00am as well as 11.00am (normally only one presentation at 9.00am).
- Covid numbers dropped last term, however student numbers are starting to increase. Teacher numbers are also starting to increase with three positive cases today.
- Tom is looking forward to Term 2 being more normal. The first full assembly was last Tuesday and tomorrow is the first Chapel Service.

- The Board asked about ERO. Tom stated ERO is now more compliance based. It is now not so intense and is more ongoing over a six month period. Tom confirmed HIBS is on track.
- Tom met with all HODs last term to outline the curriculum. He will be meeting HODS to see what is happening with scholarships.
- HIBS is in a good position for the NZ History Curriculum. This is currently focused on in Years 8 & 9 with Treaty work in Year 10.
- The Board asked about the school roll. Tom confirmed we are currently at 645 with two students leaving in two weeks and another two students leaving at the end of July. It was decided not to fill these positions now and to address this in the new year.
- The Board asked about a student who has left HIBS but is still playing rugby. Tom is currently looking into this.
- The Board asked Tom about feedback about parent teacher interviews which were all online. Tom said he has received very positive feedback from both parents and staff. Tom mentioned we need to focus on Year 7 parents who haven't been able to be included thus far. There is an upcoming Meet the Principal event for this.
- The Board asked about the possibility of having mixed scholarship classes. Viv Hullena said this would not be happening.

The Board acknowledged a great start to the year for Tom.

Staff Rep on Board – Trevor Lawrence

Trevor highlighted several staff achievements, namely:

- Greg McMillan-Perry had an article published in a Music Publication regarding integrating student radio.
- Brenda MacKechnie has been asked by St Oran's College to be a Science Specialist as part of an Audit.
- Jane Dewar has been asked by the MOE to have a crew come and film her in regards to class literacy. This will be published throughout New Zealand.
- Dan Waterson received the runner up award for Shed of the Year.

Student Representative – Carter Lowther

Carter confirmed the students are liking not having to wear masks, although they thought masks weren't as much of a problem as they had previously thought.

Board of Proprietors report – Andrew Rae

Andrew stated:

- Portacoms are waiting for a couple of compliance certificates. He is hoping they will be in action for the winter sports season.

The Board of Trustees asked if the School has any form of insurance in the event of a parent of a student passing away or if the Board of Proprietors has the ability to fund the school fees. Byron confirmed there no such insurance policy but the Board of Proprietors confirmed they may be able to assist in such an event.

Re-established a new special character committee.

Finance

Management Accounts

Byron stated:

- He has the management accounts for the three months ending March 2022.
- Everything is looking good and there are currently no issues with accounts receivable.

It was agreed the Finance Sub Committee will meet next week via Teams.

Andrew Rae left the meeting at 8.24pm

Audited Financial Statements

Byron has prepared the accounts. They have been submitted to the Auditors who made two minor adjustments. These adjustments have been made and the Auditors are now happy to sign.

Byron has a letter of representation which needs to be signed.

Health and Safety

Taken as read.

Weights for the deadlift

The Board queried the safety of the weights in the Gym. Byron stated that an engineer's report had been completed which confirmed the floor is safe for our equipment should the weights be dropped. Students get training on safe practice when using weights.

Cricket Bag Storage

The Board asked if there was any solution to the storage of cricket bags. Tom stated he is looking into the possibility of large pigeon holes for the bags, perhaps under the ramp by the entrance to the backstage of the Auditorium. This would take approximately 40 bags.

Health & Safety Committee

Lyanne will be taking over chairing the Health & Safety Committee.

Student Crossing

The Board asked if there was any update to the student crossing from the railway station. Tom stated Wayne Guppy met with himself and Byron. It was suggested the boys cross over and go through the racing club which is much safer. Byron suggested we may need to put down a path as it can be muddy. Tom will let the boys know the safer route.

Policy Committee

Done.

Enrolment Scheme

Tom confirmed there is a meeting with the MOE on Thursday 19th May 2022 to discuss the Scheme. The Enrolment Sub-Committee met last week to discuss a priority level around the church community and Iwi

who provide services to the School. It was discussed and agreed to not recommend a priority level for both groups.

There was discussion around proposed priority groups to be discussed with the MOE, namely:

1. Brothers of current students or brothers of former students that have had a minimum of one year in the senior school (being defined as Years 11 to 13)
2. Sons or grandsons of present staff (employed by the Board of Trustees)
3. Sons or grandsons of old boys (who had a minimum of one year in the senior school)
4. Nephews of old boys (who had a minimum of one year in the senior school)
5. Other preference students.

Note – items in brackets were offered awaiting feedback from the Board.

Once the proposal is made, Tom and Ted Grieve will organise communications. The MOE will then take over, consulting other schools in the area. The Enrolment Scheme is for the 2024 intake.

There was discussion around the roll increase. Tom said this is a separate issue from the Enrolment Scheme. If we applied for an increase in the School roll and it was granted, we would have to implement the following year.

General Business

Nil.

Identify Agenda items for Next Meeting on 13 June 2022

Presentation: Ian Clark – HOD of Mathematics

Meeting closed at 9.05pm.

Next Meeting is 13 June 2022



13 June 2022

Richard Longman
Chair
Board of Trustees

Action Points

- Tom to promote the new crossing from the railway station to the students
- Previous Board Minutes to be put on HIBS website