

**Hutt International Boys' School Board of Trustees**  
**Minutes of Special Meeting on Thursday 11 August 2022**

Meeting conducted virtually, commencing at 4.30pm

**In Attendance:** Byron Lynds, Tom Gordon, Trevor Lawrence, Angela Bingham, Kath Beare, Suzie Chang, Andrew Rae, and Craig Nicholson

**Apologies:** Carter Lowther

The purpose of the Special Meeting was to elect positions for the Board and to decide how the Board would fill the two vacant positions.

All in attendance introduced themselves for the benefit of Suzie who is new to the Board.

**Board Chair Vacancy**

**Ange nominated Kath for the Board Chair position – Kath accepted.**

Ange said Kath brings diversity as a Scientist; she has the ability to segregate duties; she has held the HIBS Deputy Board Chair position and has been on the Finance Committee.

**Kath nominated Ange for the Board Chair position – Ange accepted.**

Kath said Ange has a lot of experience, she was a previous Board Chair at Dyer Street School; she is a straight up person, very ethical and keeps things on an even keel.

**There were no other nominations.**

For the benefit of Suzie who is new to the Board, both Kath and Ange gave a brief explanation of their background -

- Ange said her background is in HR roles; she is currently the Deputy Director HR at Victoria University. She says it is a privilege to work on the Board.
- Kath said she is a Scientist but has spent most of her career in Operations Management. She has done a little bit of HR, Finance and Strategy. She owns a business with her husband. She is currently working at Victoria University, managing one of the Research Institutes. She said she would very much like to be the Board Chair but thought either herself or Ange would do a good job.

There was discussion around how the votes would be taken eg. Text or email to Byron. Ange was asked about her hesitation around accepting the nomination for Board Chair. She explained she is in a very busy role that she has only been in for three months.

Everyone agreed the Board would be in good hands regardless of whether Ange or Kath were successful. Both are well connected and well respected in the School and in the parent community. Tom said he would be very happy to work with either Kath or Ange and believes we would have a very strong team no matter who gets the position.

**Ange decided to not accept Kath's nomination for the position of Board Chair.**

**Byron then awarded the Board Chair position to Kath Beare. Kath accepted.**

**Everyone congratulated Kath on her new position.**

As the new Board Chairperson, Kath asked for nominations for the Deputy Chairperson position.

**Andrew nominated Ange for the Deputy Board Chair position. Ange accepted.**

**It was unanimously agreed for Ange Bingham to be the new Deputy Board Chair.**

Kath asked Suzie if she would be interested in the Treasurer position. Byron explained the role of the Treasurer. Suzie said she would be happy to be nominated. She is currently the Treasurer at the Lower Hutt Women's Centre and is keen to get involved at HIBS also.

**Kath nominated Suzie for the Treasurer position. Suzie accepted.**

**Suzie was congratulated on her role as Treasurer.**

### **Board of Trustee Vacancies**

Discussion was held around how we go about finding two more Board of Trustee Members.

- We cannot co-opt somebody to the Board in this instance as we need to have more elected parents than have been co-opted and we only have a maximum of two.
- We need to select or elect. Selection process is very time intensive.
- If we go to a selection process, we have to go to the whole parent community and ask if they are comfortable with this. If more than 10% say they aren't happy and want a bi-election, we have to run one.
- Byron was asked if we have any analytics from the current Returning Officer that we used for the election, ie. Can we get statistics on how many emails were opened and how many were unopened.
- Byron to ask the Returning Officer for this information.
- Everybody was surprised at the low number of nominations, given last time we had in excess of 15.
- The last BOT election was not online.
- Tom said a reminder was sent out to the community prior to closing.
- If many emails were unopened it could be due to emails going out prior for BOP Election.
- Tom said we have the monthly Newsletter going out tomorrow where we could advertise for nominations.
- Suggestion was made for Tom and Kath to use a promotional video to parents to promote the Board.
- Everyone was keen to promote the Board to new parents of the School.
- Board has to decide how to fill the vacancies within eight weeks. We can then set a date for a bi-election if needed.
- Everyone was keen to appoint sooner rather than later.

**Unanimous agreement was made to:**

- Advise the parent community of the new Board Chair, Deputy Board Chair and Treasurer in the August Newsletter.
- Also include in the August Newsletter that we are seeking two further parent representatives on the BOT, stating there may be a bi-election and further information will follow.
- Tom and Kath to create a promotional video to parents which is more personal and will have the most impact.

**Other Business**

Andrew said either himself or Craig would always be at the BOT Meetings, representing the BOP.

**International Service 2022**

On behalf of the International Service 2022 Trip, Trevor asked if the Board were prepared to contribute \$1,000 as has happened previously (the Team are travelling in October). Usually this would have been discussed earlier, however the Team were unsure if they would be able to travel internationally. Background information about the financial situation of the School was given to Suzie who agreed to pay.

**Kath moved for the Board to pay \$1,000 to the International Service 2022 Trip. Suzie seconded.**

**Meeting closed at 5.32pm.**

Next Meeting is 12 September 2022

  
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**Kath Beare  
Chair  
Board of Trustees**

**Action Points**

- Byron to ask current Returning Officer for statistics on opened and unopened emails from parent community.
- Tom to submit something for the August Newsletter announcing the new Board Chair and Deputy Board Chair as well as notifying the need for two more parent representatives.
- Tom and Kath to film a video clip to parents promoting the Board of Trustees.