

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 13 June 2022

Meeting commenced at 6:06pm

Andrew opened the meeting with a prayer.

Present: Richard Longman, Tom Gordon, Trevor Lawrence, Dirk Bylsma, Angela Bingham, Andrew Rae and Rob Napier

In Attendance: Viv Hullena, Ian Clark and Lyanne Horsefield

Apologies: Byron Lynds, Kath Beare and Carter Lowther

Declaration of Interests Nil

Staff Presentation:

Ian Clark – HOD Mathematics

Ian presented a slideshow outlining results from the Mathematics Department, namely:

Senior Mathematics

- NCEA Level 1 – HIBS had a dip in results between 2016 – 2019 but we are now rebuilding well. Approximately 60% have achieved endorsements which is around 20% above the national average.
- NCEA Level 2 – Results are steadily improving. There are growing numbers of students taking up the full Maths Course, with HIBS still maintaining an average of approximately 63% gaining endorsements.
- Level 3 Calculus – achievements are low which is disappointing. Year 13 students have less motivation for externals, especially if they have already reached the required credits to gain NCEA. Approximately 40% achieve endorsements with approximately 67% gaining UE in Calculus. This is low – our aim is above 90%. This area is below the national standard which is disappointing. Maths Department is working hard to motivate students.
- Level 3 Statistics – students avoid the external exams, with a lot not turning up as they already have enough credits. Approximately 10% gain an endorsement which is similar to the national trend (HIBS is 2.4% above the national standard).
- Upcoming changes to NCEA will mean it won't be so easy for students to opt out of exams.
- The Board enquired about the comparisons to National results and whether a comparison to Decile 10 schools was possible. Ian noted that results are hard to compare with other Decile 10 schools as they are mostly private and don't do NCEA.

Junior Mathematics

- CAM Testing takes place at the end of Year 6 (before starting at HIBS) and at the end of Year 8.
- Mathematical Knowledge test results show an overall increase between the tests conducted at each year level which is very encouraging.

- Numerical Reasoning test results also show a good increase in HIBS students' achievement (both as a cohort and as against national averages) between the testing at Year 6 and at the end of Year 8.
- The abilities of students starting at HIBS with regard to numeracy and literacy is decreasing. Stanine results are lower.

Ian went on to discuss the Royal Society Report on Maths Education in New Zealand which was prepared last year. Main findings being:

- English and Maths results are continuing to decline.
- There were 14 recommendations made in the report. Four of the main ones being:
 1. Slippage – kids not tracking as they should be and are falling further behind. Quote, "If students do not learn what they are meant to learn at a given time, they fall behind, which causes them to continue to fall behind." This makes it hard for teachers to get students up to the level required.
 2. Teacher discipline and knowledge. Shortage of trained professional teachers in New Zealand.
 3. Leadership – we need a more centralised approach to learning.
 4. Inequity in schools. There is a downward trend in results for all schools (even high decile). There is a gap in ethnicities, i.e. Māori and Pacifica students falling behind.
- Overall results not good worldwide.
- There are good things coming out of the Royal Society Report but it is going to take a long time.

Ian went on to talk about the new literacy and numeracy qualification that is being developed in New Zealand. This is intended to be implemented either 2023 or 2024. Currently there are students that are passing NCEA but can't read or complete basic Maths problems. These new tests will be externally assessed and will be online tests. Tests will be adapted to each student, i.e. questions get harder as they progress.

Viv commented that Ian is doing a great job leading the Mathematics Department. Richard thanked Ian for preparing the informative paper and his efforts in leading the Maths Department. He also noted that he spent time in the Maths Department at last year's Open Day and noted it was a wonderful learning environment. Richard thanked the BOP for providing such a great space.

Ian Clark left the meeting at 6.40pm.

Conflict of Interests:

Nil

Work planner

School Docs

(refer General Business)

Health & Safety Statement

The Health & Safety Statement was approved by the Board and signed by Richard and Andrew.

Correspondence

Approval of the previous Minutes dated 14 March 2022

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

Approval of minutes 9 May 2022

Action point complete with Tom having promoted the new crossing to students. Boys however seem to be still scooting along the road.

Action – Tom to reinforce at assembly for those on scooters to go through the racecourse.

Amendment to Page 2, second to last paragraph, “... International Service *as it is not a humanitarian trip.*”

Action – Lyanne to amend – actioned.

Dirk confirmed the minutes were true and correct (with amendment) and Angela seconded. Accepted with full support of the Board.

Approval of the previous Minutes dated 26 May 2022.

Agreed. Action points complete with Byron reviewing insurance for IS Trip (ongoing).

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

Previous Matters Arising

Principal's Report

Taken as read. Tom advised:

- Year 7 event last Wednesday was really well received by parents. Great turnout with students keen to show their parents around. SLT considering whether to repeat this event.
- Minimal disruption to boys rostered home. Only one day each for Year 10, 11, 12 & 13 students. Hopefully won't have to repeat as we believe we are through the worst of it.
- Parent – Teacher Interview process – Parents like online but want to have the option of both. Tom encourages students to be present at interviews which reinforces home and school are in this together.
- Enrolment applications for next year have closed with around 180 currently being read by a team of four. Sharon Dalgety focuses particularly on special character. Team liaison after all have been read:

Richard noted the detail in Tom's report with respect to Mātauranga Māori. The Board have seen a lift in the profile of Mātauranga Māori and Special Character.

Staff Rep on Board – Trevor Lawrence

Trevor said staff were looking forward to the upcoming Relay for Life event and Variety Show.

Internationalisation

- David Graham (Director of Internationalisation) has been approached by several exchange organisations for both long term (students from China in 2023) and short term (students to or from Argentina/USA) exchanges.

- Short term exchanges have occurred more recently but long term exchanges haven't occurred for over 18 years.
- David is seeking confirmation from the Board regarding HIBS taking international students for exchanges.
- The Board agreed we are not set up for long term exchanges as we don't have the resources (eg. ESOL Teacher or pastoral care systems in place).
- Trevor explained the short term exchanges in the past have been more about culture rather than for academic reasons. Sean Jonen (Spanish Teacher) is looking at a proposal for Argentina for approximately four weeks.
- In Term 3 David Graham is looking to launch an endorsement in internationalisation for Year 13 students.
- The International Service Trip 2023 has begun their fundraising. Intentions are to head to Vanuatu using the company 'Volunteer Build'.

Student Representative – Carter Lowther

N/A as Carter absent due to illness.

Board of Proprietors report – Andrew Rae

- Discussed proposal for upgrading Performing Arts Block. Ministry funding of \$400K was available although the final decision to proceed has not yet been made by the BoP as it wishes to consider the whole of life cost/benefit. However, the Ministry funding application is progressing.
- Reported on special character meeting. Looking at a review around what it means to be affiliated with the Anglican Church and what it means to be non-denominational.
- Approval was given for Sharon Dalgety (in conjunction with SLT) to act on behalf of the BOP for certain special character matters.
- BOP Election – more candidates than expected and a request to make a proxy vote. Given this the BOP AGM had to be delayed. This is being held online this Thursday, 16 June 2022.
- Big changes ahead for the racecourse area. More conversations to be had around these plans.

A suggestion was made to get Bishop Justin Duckworth to speak at assembly. All were in agreement.

Richard commended Andrew on raising the profile of the BOP within the HIBS Community.

Action – Sharon Dalgety to contact Bishop Justin Duckworth to arrange an assembly presentation.

Health & Safety Minutes of 18 May 2022

Taken as read.

The Board queried the situation of the heavy gates. The possibility of a jockey wheel is being looked at.

Health & Safety Statement

Board agreed to approve. Signed by Richard and Andrew.

Finance

Management Accounts

Dirk had nothing to raise. Everything as expected with nothing of concern.

Audited Financial Statements

No concerns.

Policy Committee

Policies G7 (Responsibilities of the Principal), G8 (Relationship between the Board and Principal) and G9 (Relationship between the Board Chair and Principal) are currently up for renewal. No major changes proposed, however the formal request for ratification of the review of those existing policies will be taken to the next Board Meeting.

Policy G20 (Special Character) has also been considered and it was noted that the Board was seeking to consider the ability to incorporate Mātauranga Māori into the policy when it was considered at a high-level last year. The Board acknowledges its obligations under Te Tiriti and being an excellent Te Tiriti partner and whether and how the Special Character policy could incorporate and acknowledge Mātauranga Māori as it is not specifically referenced in the Deed of Integration. Richard suggested that as an interim step, the policy may be able to be adapted to ensure that the application of the Special Character principles occurs within an environment that recognises Mātauranga Māori.

It was proposed that a proposed revision of the Special Character policy be brought to the 8 August Meeting as an interim Special Character Policy which would be used in the migration to SchoolDocs. It was noted that any proposed changes to the Special Character Policy would need to be consulted with the BOP and the Whānau Committee.

Richard queried whether we have someone on staff that holds a Bishop's License? It was confirmed that the school fills the requirement of the G20 Policy to have a visit once a year from a member of the Anglican Church.

General Business

Enrolment Scheme

The proposed Enrolment Scheme was outlined including HIBS being zoned for the greater Wellington area, excluding Kapiti and the Wairarapa. We can choose the zone and could look at including Kapiti. The Ministry are currently writing a draft for an upcoming meeting (date yet to be advised). Communication about the new enrolment scheme was published in the recent Newsletter. Tom received comments from some parents but no questions.

Policy Position – feedback on School Docs comparison to existing policies

As part of the Board's due diligence on potentially moving to School Docs for the School's policies, Board Members each had specific policies to review and compare with School Docs. The following items were noted:

- Board Meetings – couldn't find an equivalent policy to compare.
- School Trips Policy – follows similar process we currently use with regards to forms for school trips. May need to add a clause for International Service fundraising. Also would need to add a clause for students wanting to attend school trips where Attendance Dues aren't up to date.
- Special Character – had linkages to religious education. May want to add but is optional.
- Behaviour Management – we have different process of resolving issues, ie. Tutor Groups.

- Nothing in the Complaints policy that related to Special Character.
- HIBS Uniform Policy is much more detailed – there is scope in School Docs for additions

The general consensus by the Board was that School Docs would fit well within our School with several additions/amendments to be made.

Approved - The Board agreed to engage School Docs to be the provider of school policies and procedures to HIBS. They will manage the transition process and work with the School on customising to suit our requirements. The Board has asked to see the policies before they change. SLT will commence the process with an update at the next Board Meeting. Subject to a final review by the Board as to the process and any customization required having been adopted, it would be intended by the Board to approve the School Docs policies at the first meeting following the completion of the process (expected to be the August or September meeting).

Enrolment Vacancies

- Tom advised the school roll currently sits at 641, soon to be 640.
- A discussion was held at SLT and a consensus was reached to ask for the permission of the Board to offer 10 places at the start of Term 3, being two places at Year 8; three places at Year 9 and five places at Year 10.
- The intended process to fill will be to advertise on the website and advertise in the upcoming newsletter.
- The same selection process will be used as for current vacancies, i.e. four staff assess applications.
- Given Term 3 is only a matter of weeks away, character references will not be required but the student's last school report will be.
- The Board agreed they would like previous unsuccessful candidates from previous years advised of the vacancies.

Approved – Board to create 10 vacancies to commence Term 3, 2022. School to advertise via website, newsletter and by contacting previous unsuccessful applicants and those that have registered their interest with the School recently.

Returning Officer

A Returning Officer is required. Byron has engaged an external company to manage this. It will be an electronic process conducted in September.

Richard questioned at what time does the current Board legally cease and the new Board commence duties?

Action – Byron to advise.

Other

Richard, Kath and Angela to meet with Tom for appraisal process.


Action – Karen to arrange a meeting at the start of Term 3.

Identify Agenda items for Next Meeting on 8 August 2022

Presentation: Steve Jenkins, HOD Digital Technology

Meeting closed at 8.52pm

Next Meeting is 8 August 2022

 12 September 2022

Kath Beare

Chair

Board of Trustees

Action Points

- Byron to advise Richard time when current Board ceases and new Board commences from
- Tom to reiterate at assembly of route students with scooters need to be taking
- Sharon Dalgety to contact Bishop Justin Duckworth to arrange him to talk at an assembly.
- Karen Hope to arrange meeting between Tom, Richard, Kath & Angela
- SLT to commence process of engaging School Docs