

Hutt International Boys' School Board of Trustees
Minutes of Meeting on Monday 8 August 2022

Meeting conducted virtually, commencing at 6:02pm

Dirk opened the meeting with a prayer.

Present: Richard Longman, Tom Gordon, Trevor Lawrence, Dirk Bylsma, Angela Bingham, Kath Beare, Carter Lowther, and Craig Nicholson (Andrew Rae joined at 6.20pm)

In Attendance: Viv Hullena, Byron Lynds, Catherine Chen and Lyanne Horsefield

Apologies: Suzie Chang, Rob Napier

Declaration of Interests Nil

Staff Presentation:

Catherine Chen – HOD Languages

Catherine introduced her Languages team of five. There are two new Teachers, James Adlam, who teaches French and Junior Spanish and Jingwen Zhang who teaches Chinese and Junior Te Reo Māori. Both James and Jingwen started last year. Also part of the team are Sean Jonen who teaches Spanish; Steve Gordon who teaches Te Reo Māori and herself, teaching Chinese. All Language Teachers are involved in upskilling. Jingwen is currently studying Te Reo Māori courses and wants to continue this next year. Sean and Catherine have been doing some work for NZQA around the new achievement standards for next year. James recently attended the Language Teachers Conference.

The new Junior Language Programme introduced this year sees all Year 7 students learn each of the four languages for a nine week period, ie. French, Te Reo Māori, Spanish and Chinese. This is working well so far as it is a great opportunity for students to decide what they would like their Language choice/s to be for Years 8 and 9. Year 8, 9 & 10 students taking a Language have classes three periods a week. In the Senior Programme, all Languages are offered for Year 11 to 13 students. Twenty four NCEA credits are available for Chinese, Spanish and French with 30 credits available for Te Reo Māori.

In terms of results and with COVID in mind, Catherine said Languages haven't done too bad.

Last April Steve Gordon and Shaun Alaifea took students from the Te Reo Māori classes to Rotorua and Paihia for a cultural trip (a video clip was shown to support this). The students loved it and it was very beneficial with students gaining a lot of cultural knowledge, being able to immerse in the culture.

International trips to China (2020) and Tahiti (2021) were cancelled due to COVID. Hopefully a trip can go ahead to Tahiti next year. They would like another trip to China but will have to wait until the borders are open. Language subjects have lost a few senior students due to international trips not going ahead. Hopefully student numbers will increase as international trips are reintroduced.

The annual 'Languages Week' is coming up. All classes will be busy with cultural activities, cooking, guest speakers and exchanges with other schools. Te Reo Māori has 'Māori Week' coming up this Term. The Language classrooms were refurbished over the Christmas holidays in 2021. Catherine thanked the Board/School for that.

The Board asked if there are any Language trends. Catherine said more students are taking Te Reo Māori and Spanish, with French numbers decreasing. Richard mentioned Trevor had brought a group of Commerce students to his work and what was endorsed was the importance of having a secondary Language, particularly Te Reo, in the working environment. This is also more and more encouraged in Government and management roles.

Richard thanked Catherine for her presentation and the work by the Languages Department.

Catherine Chen left the meeting at 6.25pm.

Conflict of Interests:

Nil

Work planner

Student election and Charter Strategy meeting late September/early October. Paul Cotton presenting next meeting.

Correspondence

Approval of the previous Minutes dated 13 June 2022

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

Audited financial statements – no concerns. Approved for publication in May.

Action Points from 13 June:

- Byron has advised the current Board ceases tomorrow night, 9 August 2022 – **Actioned.**
- Tom has spoken to students at assembly about the route students with scooters need to be taking when entering and exiting the School – **Actioned.**
- Andrew Rae said the matter with Sharon Dalgety contacting Bishop Justin Duckworth to visit the School has not progressed. This was discussed at the last BOP Meeting. As per the Deed of Integration, it is not necessary for the Bishop to come to the school on an annual basis if Sharon has a Bishop's License.
- Karen arranged a meeting between Tom, Richard, Kath & Angela – **Actioned.**
- School Docs – a Sub-Committee of the Senior Leadership Team are sitting down shortly to finalise.

Previous Matters Arising

Principal's Report

Taken as read. Tom advised:

- Tom, Viv and Kelly Dornbusch recently attended the IBSC Conference in Dallas, Texas.
- Tom thanked the Board for allowing this to happen.
- The Conference was everything they hoped for. Viv and Kelly presented the Year 10 Development Programme and did HIBS proud. The presentation was well received with a lot of positive feedback.
- Tom's highlight was a presentation on staff wellbeing by the Counselling Team from St Marks in Dallas. This is an extremely well-resourced school with an incredible campus. The Counselling Team were very well educated in Psychology and Counselling and were very down to earth with their presentation.
- Tom attended a presentation on social media. This is something he believes HIBS could improve on.
- Above all, the best part for Tom was networking with other schools.

Viv gave an insight into her trip to Texas:

- Viv also thanked the Board for allowing them to go.
- Viv said their presentation was well received with a full room, with some having to go and get extra chairs.
- Some schools in South Africa run a similar programme to HIBS, however they take students into the wilderness for three months at a time. They are keen to learn more about our programme given it is more than just survival in the wilderness.
- The Headmaster at St Peter's in Hamilton is also keen to bring a team down to have a look at the programme.
- Viv talked about two keynote speakers that stood out for her that focused on character. She is speaking to students at Academic Assembly about this tomorrow.

Next year the IBSC Conference is at Westlake in Auckland so it would be great if HIBS could send a team of staff.

- The Board asked Tom about ERO and the changes to the ERO Review. Tom said the new way is significantly different. It is more collaborative and is more about compliance rather than being an inspection. It is the first time for him and HIBS with this process. There is a meeting in a couple of weeks but as far as he can tell, we are progressing well.
- We currently have no students with COVID and two boys at home as household contacts. We still have 11% away today with flu and other illnesses which is normal at this time of the year.
- Craig Johnson is off for at least two weeks for a hip replacement. We wish him well.
- Staffing is looking good with no staff with COVID.
- Year 13 boys have 10 weeks of school left.
- Saturday 20 August is the HIBS Senior Ball.

The Board asked if there is a plan around the decreasing numbers of Reader Writers. Tom said he is working with Rachel Beach and we will hopefully be able to tap into wider family members of HIBS.

The Board asked about HIBS Old Boys. Tom said Nikki Brock has taken over from Marie Martin. She is a parent of four boys, Matt (Year 13) being her last at HIBS. HIBS Old Boys is still in its early stages. So far this year the group has met remotely a couple of times with a couple of face to face catch ups also. Work is being conducted around the database and we have an Old Boy that would like to assist with this.

The Board asked about bullying at school given the recent school bullying situation in the media. Tom said bullying is an issue that every school faces. He hasn't had to deal with any bullying directly this year. Craig Stevenson deals with some of those things in Years 7, 8 & 9 but they are more issues of unkindness. Bullying is not a significant problem at HIBS.

Carter was asked how the boys would like the school to handle bullying if it was happening. Carter thinks it best the School reaches out to students first given students wouldn't normally bring it up. Trevor said HIBS is proactive with this in the annual pastoral survey for Junior students. There are key questions related to bullying of themselves or others. Carter said the Housemasters and Director of the Junior School are all really approachable. A member of the Board had previous experience in the Junior School of a situation that was handled very well.

Richard congratulated Carter on his selection into the New Zealand Developing Sox Squad. He also was pleased to see the long list of student achievements at HIBS.

Staff Rep on Board – Trevor Lawrence

- The new staff kitchen is being enjoyed by all staff.
- All new students have settled in really well.
- Mask wearing is going well so far.
- More staff are attending the upcoming Senior Ball which is great.
- There is a new ERO requirement that states the School must provide the Board with a list of all overnight trips for the Term.
- International Service 2024 – request for staff volunteers has gone out. Trevor has a couple so far.
- Jeanie Moore wanted to say they are looking at a Business Studies Trip to New York in 2024.
- Big successes - 1st XV against Wellington College in Rugby. 1st XI second in table. Playing tonight.
- A lot of positive feedback from the 'fireside chats' with Ben Wilson and also presentation by Jake Bailey. All were well received by staff and students.
- HIBS raised \$59,000 for the Cancer Society which is very positive.

Student Representative – Carter Lowther

Carter raised a safety concern regarding the area on the Science Quad where students play football. There is no designated goal meaning the ball is often kicked in all directions. He would like to see a more defined goal.

Byron will bring this to the Health & Safety Committee.

Richard thanked Carter for his contribution to the BOT and wished him well for his future success.

Board of Proprietors report – Andrew Rae

Andrew said they haven't had a meeting since the BOT last met. Byron said funding from the MOE for alterations at the Performing Arts Block has been approved. There will be a meeting to see how much money will need to be added. Same Board members were elected at the last meeting.

Health & Safety Minutes of 29 June 2022 Meeting

Taken as read.

- Angela commented some action points still need to be actioned.
- Byron said storage for cricket bags has been organised.
- School gates where students enter and exit is a work in progress. We have received permission from the Wellington Racing Club to cut a hole in the fence to put a gate in.
- The main school gates which are big and heavy is yet to be actioned. Unsure if this is a problem. Viv said they can be a problem when the gates get out of alignment. Byron will take this to the Health & Safety Committee.
- Richard asked if the students involved in the incidents listed in the Health & Safety Report are okay – confirmed they all are and are back at school. Tom said he believes the parents of the student who suffered a ruptured spleen in a rugby game may be taking it further with the other school involved.

Finance

Management Accounts

Byron presented the 30 June Management Accounts. Looking at a deficit but better than budgeted for. The Board queried the numbers around the Canteen which are down. This could be due to COVID, although the numbers did decrease with the removal of soft drinks in 2019. The Canteen losses are offset by the Uniform Shop profits.

Balance Sheet

Byron said the Balance Sheet is looking very good and he has no concerns. The BOP Account is going well. Richard said this could be something to watch for in 2023 given some small to medium businesses may find it tough next year.

Byron is in contact with Tax Gift. Tax Gift work as agent for parents, redirecting their tax credits to school if they choose to.

Kath moved to accept the 30 June Management Accounts. Dirk seconded.

Policy Committee

The BOT asked the BOP about the minutes of the Special Character Policy. Andrew confirmed the current policy is good in the interim, pending review. School Docs doesn't have special character but the BOP has a Special Character policy. Special Character will be reflected in the new School Docs Policies.

Discussion was held about Mātauranga Māori not currently being reflected in the Charter. We will integrate this in without amending the Charter. It was suggested we consider this before the end of the year, together with the migration of School Docs. This will be re-addressed after SLT have met.

Proposals for “in committee” deliberation

Nil.

General Business

Enrolment Scheme

After the Enrolment Scheme Meeting on 5 July, Neal Swindells (Ministry of Education) has taken the feedback and made some alterations. The MOE haven't accepted the extension of the geographical zone to include Kāpiti due to the lack of direct public transport routes. They have however agreed to 'grandfather' provisions for any siblings within six years of the policy implementation. We currently have five students living north of Pukerua Bay.

Richard asked if the BOP would have to endorse and get the School to go through the priority listing. This is to be put on the Agenda for the next meeting to see what the process looks like.

Possible wording change – first priority group should be Upper Hutt North to the Remutaka Hill, not the Remutaka Summit. In first priority group, add a step to include present students as well as former students. Current senior students may have a nephew who would be excluded. In the third priority group, repeat the steps rather than referencing back. Also a change in relation to each step in the priority group rather than the category.

The Board agreed with the wording change and this will be sent to the Ministry of Education.

Angela moved the wording change and Richard seconded.

Change of Board/Election Process/Board Induction

It was suggested that the new Board may like to meet before the next BOT Meeting on 12 September. Given Kath and Ange are continuing it was decided this may not be necessary. There is a four week period between the current Board being disbanded and the new Board commencing.

Byron has already contacted the new Board suggesting to meet early.

Select the Returning Officer for the Student Representative on the BOT

Byron nominated and unanimously voted as the Returning Officer.

BOT Elections

Principal Appraisal Process

Richard, Ange and Kath met with Tom. Richard to send notes to the incoming Board regarding this. Richard thanked Tom for his great commitment to the School this year.

Enrolment Update for 2023

Tom is halfway through the process of interviewing students for next year. He is interviewing approximately 70; Craig Stevenson has interviewed approximately 30 brothers of current students.

Approximately five from Tom's interviews won't get a place. Tom is enjoying meeting the boys and their families. This year there were 185 applicants for 96 places. Families will be advised if they have a place by the end of August.

Proposal for Tahiti Trip – April 2023

Trevor advised James Adlam would like to take a group of students to Tahiti (as has been done in previous years – pre-COVID). He will use the same itinerary with either two Teachers or one Teacher and one parent accompanying. He hasn't got any details on costs etc as he is awaiting approval from the Board before he seeks this. This is a trip where homestays are involved. The Board had concerns from a risk perspective around homestays. Trevor says they will go through a professional company that would make all the necessary steps for safety checks etc.

The Board agreed for James to go ahead and obtain costings on the proviso that there is an additional adult and the SLT and Board being comfortable with the procedures the provider has for the vetting of homestays. If the trip was for any other subject other than Languages, homestays would not be approved, but this is something very beneficial for students learning a language.

Tom added that any future domestic trips won't involve billeting for our students or students coming to our school.

Other


Angela personally acknowledged and thanked both Dirk and Richard for their work on the BOT. Kath agreed. Dirk said he has thoroughly enjoyed his three years on the Board. Richard thanked all of the trustees, past and present, for their support. He said it had been a privilege to be on the Board. As a parent he would also like to thank the staff for the service they have given to the School and students which he said has been immense. The last three years have provided us with challenges and he would like to express his gratitude for that. Tom said he would arrange for Richard to speak to the staff.

Richard finished with, "May the future of HIBS be bright, prosperous and full of fun and academic achievement. I look forward to watching from the sidelines."

On behalf of the BOP, Andrew thanked Richard saying he has done a fabulous job.

Meeting closed at 7.57pm.

Next Meeting is 12 September 2022

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**Kath Beare
Chair
Board of Trustees**

Action Points

- Lyanne to put BOP/School Endorsement on new Enrolment Policy on Agenda for next meeting.
- Richard to provide notes to upcoming Board re. Principal Appraisal Process.
- Tom to arrange for Richard to speak to the staff.
- Byron to take two items (Science Quad & School Gates) to the Health & Safety Committee