

International Boys' School Board of Trustees
Minutes of Meeting on Monday 17 October 2022

Meeting commenced at 6:02pm

Kath opened the meeting with a prayer.

Present: Kath Beare, Angela Bingham, Tom Gordon, Trevor Lawrence, Carter Lowther, Andrew Rae and Craig Nicholson

In Attendance: Viv Hullena, Byron Lynds, Steve Jenkins and Lyanne Horsefield

Apologies: Rob Napier and Suzie Chang

Declaration of Interests Nil

Steve Jenkins – HOD Information Technology

Steve explained the implications of the Digital Technology Curriculum, namely –

- Improved digital fluency
- Improved digital literacy
- Improved visual literacy
- Organisation for learning
- Problem solving
- Computational thinking
- Awareness of legal, ethical & moral issues

Steve then went on to explain:

- The tasks that are undertaken at each Year level for DGT from Year 7 to 13.
- There are big changes ahead for DGT with the new curriculum.
- Academic results for 2021 were good with Excellence endorsements at 40% for Level 1, 37% for Level 2 and 32% for Level 3.
- There are two Year 11 classes for DGT next year (30 students).
- Numbers are growing for DGT, although there are not so many Year 13 students next year.
- After students leave HIBS, almost 75% of the Year 13 DGT class have gone onto further study in Digital Technology.
- Two Senior students are trying to develop a robotics programme which they have found challenging. Robotics is a real drawcard for younger students.
- There is a swing towards digital animation.
- Juniors learn the basics of the Microsoft suite.

Kath mentioned we need to really promote DGT to our Year 9 students, given it is a subject everyone will need in the future. Viv said Shaun Alaifea is very good at encouraging younger students to gain interest in DGT, despite some having not taken it before.

Craig asked if plagiarism is covered. Steve said they try and make sure when data is used, creativity is encouraged and plagiarism is constantly reinforced.

Andrew asked about coding and what we are doing for our junior students. Steve said a Coding Club has been developed which is a work in progress. Senior students are taking this.

HIBS Aviation

Students learn theory and practice flying at the Kapiti Aero Club. Steve and Viv recently took a group of Aviation students to Ohakea to visit. Two of these students intend to apply to the Base for cadet training. Steve said there is a huge need for aviation specialists in the next four years.

Kath thanked Steve for his presentation and his work at HIBS.

Steve Jenkins left the meeting at 6.26pm.

Conflict of Interests:

Nil.

Work planner

Review of forecast role for 2023 and decision on advertising

This was agreed at the beginning of Term 3. Tom advised we will be slightly over our 650 cap for the start of 2023. We have received one further decline for Year 7, 2023. Tom will select another student.

Correspondence

Approval of the previous Minutes dated 12 September 2022

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

Action Points from 12 September:

- Tom to advise if the Charter Strategy Meeting is a joint BOT/SLT Meeting – *Kath believes meeting before our results makes it more visionary rather than reactive. Strategic goals will be for three years. Tom advised ERO are also working with us with a goal. Tom suggested a sub-committee meeting would make it possible for more to be present. Meeting confirmed for 4pm on 12 December. Tom to send invitations.*
- Tom to advise the MOE that Enrolment Scheme proposal has been accepted – *Actioned. It is now up to the MOE to conduct consultation process.*
- Byron to advise By-Election date – *Actioned.*
- Kath to write an article for the 16 September Newsletter for BOT Candidates – *Actioned.*
- Byron to organise a booking for BOT/BOP/SLT dinner – *actioned. Dinner on 28 November – Karen Hope to organise invitations.*
- Tom to arrange for Richard Longman to speak to the staff – *Tom has attempted but it didn't happen. A date is yet to be arranged.*

- Tom to follow up on progress with International Rugby Trip in 2023 – *Trevor to discuss.*

Previous Matters Arising

Principal's Report

No report due to school holidays.

Tom advised Trevor Lawrence has been re-elected as the Staff Representative and Oscar Reid (Year 12) has been elected as the Student Representative for the Board.

Staff Rep on Board – Trevor Lawrence

David Graham provided Trevor will a list of successes from the Business Studies students.

The International Service team have returned from Fiji. Trevor said the trip looked amazing which was a great result given the year with Covid interruptions. A debrief has been scheduled after the Seniors leave and Trevor will report back to the Board with any findings. Andrew asked if we ever receive any feedback on previous service trips. Viv advised Diana from Volunteer Build (who HIBS have utilised for past IS Trips) keeps in touch and sends photos of work our staff and students have completed.

Viv said she has a proposal from Volunteer Build regarding the IS 2023 trip to Vanuatu which the Board will need to review. In particular, the issue regarding the waiver of responsibility is an area the Board will need to look at. The waiver states even if there is negligence on their part, they couldn't be held responsible. Trevor said a legal team has previously looked over the waiver and some minor adjustments were made.

Viv to circulate the Volunteer Build proposal to the Board.

The Rugby Trip in 2023 was previously tentatively approved by the Board. Jess Anderton is currently completing the documentation. The O18 Form has been completed. Trevor has looked over this and said it looks in order. Trevor will circulate this form to the Board.

Trevor said there will possibly be changes to the Year 9 Ski Camp next year due to the problems with the ski fields and the disappointing amount of snow over the past few years. Discussions are currently underway as to what will replace this. Tom believes there are many outdoor opportunities to offer our students which will be very beneficial.

Ang asked if the Hillary Outdoors Camp is going ahead this year. This is an optional camp for Year 9 students going into Year 10, after school finishes in December. This becomes the DOE Practice Journeys for those students that attend. *Trevor to look into whether or not this is going ahead this year.*

Year 10 Outdoor Education – extra provisions have been made for any Covid isolation situations that may occur, given if a student should test positive, they are unable to take public transport home.

Student Representative – Carter Lowther

Carter has been away for the three weeks, representing New Zealand in Softball. He said students are still requesting backless Birkenstocks. The IEE exams are starting tomorrow and he doesn't think students, particularly in his year group, are stressing too much about these.

Board of Proprietors report – Andrew Rae

There has been no BOP meeting since last time.

Health & Safety Minutes of 21 September 2022 Meeting

Taken as read. Kath queried who the cricket mats that need repair/replacement belong to, ie. HIBS or the Cricket Club. Discussion was held around the Cricket Club and the fact they don't have enough money to fix them. HIBS has an obligation to have these repaired or replaced due to the Health & Safety of our students. Byron advised Paul Brennan is arranging to have the mats repaired as replacement mats will take too long to arrive. Tom to gather more information regarding the Cricket Club and whether or not they should remain as a separate entity.

Finance

August Management Accounts

Byron advised we have received funds from the MOE to cover backpay (to August 2021) and wage increases for Admin Staff affected by the pay equity claim. The funds received were more than anticipated but this could be to cover next year also.

Profit and Loss – everything is looking good. In the budgeting the Variety Show was not included so there is a slight difference.

Balance Sheet

Byron said everything is looking good on the balance sheet.

Kath moved to accept the Finance report. Ang seconded.

Viv Hullena left the meeting at 7.35pm.

Policy Committee

Not required.

General Business

BOT Elections

Tom advised two nominations have been received by Karen Hope (Returning Officer). Both Kath and Ang have had queries from parents asking what it is like to be on the Board. If we only have two nominations those people can be appointed and an election won't be necessary, but if we do receive more, an election will need to be run. Nominations close at 12pm on 19 October. Voting closes at 4pm on 23 November.

Schedule Finance Committee Meeting to recommend 2023 Budget

Scheduled for 5pm on 3 November (prior to the BOP Meeting).

Proposed BOT Meeting Dates 2023

Lyanne to circulate the proposed BOT Meeting Dates for 2023 and send meeting invites to all BOT members.

Principal's Appraisal

There is a meeting scheduled for 2pm on 12 December between Tom, Kath and Ang.

Director of Finance & Property Position


Tom advised advertising for the Director of Finance & Property position has now closed and we don't have a strong applicant. The position has been re-advertised for another two weeks and it has also been promoted to the HIBS community. Tom plans for himself, Craig Johnson, Paul Pettit and Suzie Chang to be on the interview panel. Ang offered her assistance with regards to interview questions etc.

Staff Meetings

Tom said all Board Members are very welcome to come along to a staff meeting (Monday or Friday at 8.15am) or a Friday morning tea (10.25am) which he think would be beneficial.

Meeting closed at 8.21pm.

Next Meeting is 14 November 2022


_____ 14 November 2022

Kath Beare

Chair

Board of Trustees

Action Points

- Viv to circulate the Volunteer Build Proposal for the IS 2023 Trip to Vanuatu (which includes the waiver of responsibility)
- Tom to gather information on the Cricket Club and their viability.
- Finance Committee Meeting scheduled for 5pm on 3 November (before BOP Meeting)
- Principal's Appraisal meeting scheduled for 2pm 12 December between Kath, Ang & Tom.
- Charter Strategy Meeting schedule for 4pm on 12 December – Tom to send invites.
- Karen Hope to send out invitations for Board/SLT Dinner on 28 November.