

**International Boys' School Board of Trustees
Minutes of Meeting on Monday 13 February 2023**

Meeting commenced at 6.02pm

The meeting opened with a karakia, led by Oscar.

Present: Kath Beare, Angela Bingham, Suzie Chang, Reid Hebden, Anita Guthrie, Tom Gordon, Trevor Lawrence, Oscar Reid, Andrew Rae and Craig Nicholson

In Attendance: Viv Hullena and Lyanne Horsefield

Apologies: Nil

Kath opened by formally welcoming Anita and Reid to the Board of Trustees.

Declaration of Interests Nil

Conflict of Interests: Nil

BOT Election

As it is the first meeting of the New Year, Office bearers need to be elected. Kath passed the meeting over to Andrew Rae to hold the election of the Chair.

Positions to be elected:

Chair: Nominated for Chair was Kath Beare by Tom Gordon, seconded by Ang Bingham. All were in favour, elected unanimously.

Kath as the elected Chair took back control of the meeting.

Deputy Chair: Nominated for Deputy Chair was Ang Bingham by Tom Gordon, seconded by Kath Beare. All were in favour, elected unanimously.

Treasurer: Nominated for Treasurer was Suzie Chang by Ang Bingham, seconded by Kath Beare. All were in favour, elected unanimously.

Secretary: Kath to seek clarification as to whether the Board Secretary needs to be a Parent Rep.

Presentation: Viv Hullena, Deputy Principal-Curriculum, presented on 2022 NCEA results

Viv presented a summary of the provisional NCEA results for 2022 and a comparison to the last nine years. Viv noted:

- 2022 was a challenging year, particularly in the first two terms with Teachers away due to Covid. Also the impact on Gateway from changes to ITPS. Due to this tracking throughout the year was quite slow.
- Given the year, Viv is very pleased with the results HIBS has achieved.
- The results are provisional and will be expected to have some upward lift as further student achievement is completed and reconsiderations are finalised.
- Five students had impacted results due to results not being marked and put through. Of those five, one has since passed with the others awaiting marking.
- Once finalised Level 1 & 2 achievements should be at 100% - same as last year
- Combined endorsements at 83% for Level 1 is strong. Maintaining 83% endorsements this year at Level 2 may be a big ask.
- We have a strong Level 2 coming into Level 3.
- Our annual goal for Level 2 was to get a 77%+ combined endorsement. It was an optimistic goal but we pushed past that.
- The boys stepped up and the staff were outstanding.
- University Entrance pass rate was 88.5%, however two more students may still pass which will take us to 90%.
- The results of Māori students are really good.
- High uptake of STEM subjects at Level 3 this year. This is an area encouraged by both Tom and Viv.

Scholarship

Tom explained our scholarship results have just come in –

- In 2021 our students received seven scholarships.
- This time 15 scholarships were received.
- Three Year 12 students received scholarships.
- Two Year 13 students received three scholarships.
- We have a very strong cohort in Year 13 this year so we need to be encouraging scholarships with our comprehensive programme.

It was agreed by the Board that these results are a real credit to Viv, the HIBS leadership team and Teachers and they would like to pass on their thanks for their hard work.

Work planner

Analysis of Variance Report

Will be circulated before the next meeting on 13 March.

We would normally review our outcomes and look at charter and strategic goals for the year. Ministry of Education instructions are not to do that this year as they are looking at a new format, therefore we are currently in a holding pattern.

Approval of delegated authority

The Delegated Authority was read to all Board Members. Kath moved that we approve as a Board for 2023 and Suzie seconded.

Principal's Concurrence

Kath moved that we continue the concurrence as stipulated by the Ministry of Education. Ang seconded.

Correspondence

HIBS External Audit Plan for Year End 31 December 2022

It was agreed the Finance Sub Committee will meet before the 13 March Meeting.

Approval of the Previous Minutes

The November 2022 BOT Minutes are to be circulated and approved at the 13 March Meeting.

School Docs

Tom stated:

- We have now accepted School Docs.
 - Tom and Kath receive emails stating what policies are up for review. He will include these in the Board Papers.
 - Policies are on the School Docs website but we need a link on our website to the HIBS Specific School Docs.
 - Board needs to decide whether we want to adopt the Governance Policies. To be included in 13 March Meeting.
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- Kath recommended a Policy Sub-Committee – all were in agreement.
 - Kath to look at the School Doc reviews.
 - Tom to advise we are now part of School Docs in the Newsletter, including information for parents on how to access this
 - Kath to circulate the School Docs link to Reid, Anita and Trevor.
 - Decision needs to be made about whether to accept the Governance Policies – next BOT Meeting

Principal's Report

No Principal's Report. Tom said Byron Lynds will be returning to his role of Director Finance & Property as of Tuesday 21 February 2023.

Staff Rep on Board – Trevor Lawrence

Trevor stated:

- He has received information from the Accounts Department regarding the high temperatures in their office which is unbearable and may possibly be contributing towards staff illness. There is currently an air conditioning unit in there but it is not efficient and there is no airflow through the room. **To be investigated by the incoming Director of Finance & Property.**

- Overnight trips schedule has been advised of which there may be additions - a Geography trip to Rotorua; a further Year 10 DOE Journey for students who were unable to complete last year due to sporting injuries and a possible Cricket trip if the Year 10 team qualify for NZCT.
- The 2024 USA Commerce Trip is being launched to parents shortly.
- There is an upcoming Union Strike on 16 March which looks very likely to go ahead. Approximately 85% of HIBS Teaching Staff are part of the Union. In the past when there has been a strike, HIBS has remained open for students that need supervision.

Student Representative – Oscar Reid

Oscar stated:

- The boys seem happy to be back at school.
- Only items in the suggestion box is new food in the canteen - tacos, chicken wings, chocolate milk.
- The new basketball hoops are being well used and the new cricket bag storage is really good.

Ang congratulated Oscar on his Powhiri – she said it was very well done.

Board of Proprietors – Andrew Rae

BOP have not met since the last meeting.

Health & Safety – Lyanne Horsefield

The Health & Safety Committee have not met since the last meeting, however over the holidays the slippery tiles outside the Auditorium have been replaced with concrete. The automatic doors to the Auditorium are currently on their way.

Finance

No Finance Report for the beginning of the year.

General Business

Principal's Proposal for the Roll Growth Plan

Tom presented his proposal for future roll growth at HIBS. The proposal is to increase the roll numbers at HIBS from 650 to 820 students. Tom stated:

- The motivation for the proposal is to offer a HIBS education to more boys.
- A breakdown of projected student numbers per subject in the Senior School was provided.
- This would mean extra classes in the senior school, but not too many.

The Board asked if we intend to take more disabled and Maori/Pacifica students? There was discussion around our Maori/Pacifica student numbers and previous students that have had with special needs.

There was also discussion around the advantages and disadvantages of taking on students at the Year 11 level, given they haven't been immersed in the HIBS culture and special character for the previous four years. One proposal is to immerse 10 extra boys into Year 11 for two years.

Tom has had previous experience with new students at this year level which has worked well and for some parents, paying three years of higher fees is more manageable than seven years.

Some concerns by the Board were:

- having enough facilities, in particular the Gym which is currently at 98% occupancy. Possible options were discussed for nearby Gym facilities, however these would come with compromises.
- Year 11 is mostly academic and not so much group bonding takes place (eg. Camps etc), therefore how easy would it be to integrate?
- Currently Teachers know their students really well and may not with the increased numbers. It was agreed the House System at HIBS is very tight and Tutor Group numbers would remain the same.
- How easy would it be to recruit new Teachers? Tom explained HIBS generally has no problem attracting Teaching staff, however it was mentioned some teaching subjects are more difficult to fill.
- Would assemblies still run with the whole school? Tom proposed seating Year 13 students on the stage and either having the whole school at assemblies, or in a worst case scenario, one year group would opt out.

Tom said the proposal is purely at an investigative stage. The Board agreed that this proposal is worth pursuing but there are many processes to go through before a final decision is made.

Steps agreed:

- Tom to present the proposal to the BOP on 9 March 2023.
- Tom to consult with staff and parents.
- A Sub-Committee be elected for this.

Enrolment Scheme

Tom said the new Enrolment Scheme has been deferred by a year by the Ministry of Education. Tom called a meeting with the Ministry as our 2024 enrolments are happening shortly and due to the MOE not being ready, it has been deferred.

Agenda Items for 13 March 2023 Meeting:

- Sub Committee on regular agenda – BOP, BOT and SLT
- Board to decide if we want to take on the Governance Policies

Oscar led a closing Karakia.

Meeting closed at 8.15pm.

Next Meeting is 13 March 2023.



13 March 2023

**Kath Beare
Chair
Board of Trustees**

Action Points

- Kath to seek clarification as to whether Board Secretary needs to be a Parent Rep
- Finance Committee to meet before 13 March meeting
- Tom to advise parents on School Docs in the next Newsletter
- School Docs link to be added to the HIBS Website
- Kath to circulate the School Docs link to Anita, Reid and Trevor
- Tom to sign the Schedule of Delegations authority form
- Director of Finance & Property to look at cooling solution for the Accounts Office