

International Boys' School Board of Trustees
Minutes of Meeting on Monday 14 November 2022

Meeting commenced at 5.58pm

Oscar opened the meeting with a karakia.

Present: Kath Beare, Angela Bingham, Tom Gordon, Trevor Lawrence, Suzie Chang, Oscar Reid and Craig Nicholson

In Attendance: Viv Hullena and Lyanne Horsefield

Apologies: Andrew Rae & Paul Pettit

Declaration of Interests Nil

Conflict of Interests: Nil

Work planner

Correspondence

Enrolment Scheme

Tom advised a letter has been received from the MOE which was emailed to the HIBS parent community and staff this afternoon.

Approval of the previous Minutes dated 17 October 2022

Taken as read.

Kath confirmed the minutes were true and correct and Ang seconded.

Action Points from 17 October:

- Viv to circulate the Volunteer Build Proposal for the IS 2023 Trip to Vanuatu (which includes the waiver of responsibility) – *Actioned*.
- Charter Meeting – Kath, Tom and Viv to meet – decision needs to be made as to who is leading this.

Cricket Club

Tom has spoken with both Craig Johnson and Paul Brennan, who have had a lot of involvement with the Cricket Club.

- Both agree the Club isn't functioning that well.
- There has been one meeting this year, however it was when Tom was away. He will attend the next meeting.
- There is a new Chairperson, Ian Spice. His son Will is currently in Year 13 so we are not sure if he will continue.
- The Cricket Club is not nearly as active as in the past.

Previous Matters Arising

Principal's Report

Taken as read. Tom advised:

- Byron has now left. He asked if the Board would like to conduct an exit interview for him. It was agreed they would like to. Ang said she is happy to conduct this.
- ERO are getting close to finalising our report. Maddy Haydock has provided a draft. Once the final report is received he will circulate this to the Board. He was reasonably disappointed with the draft as prospective parents and staff won't get much of an idea about HIBS after reading it. It is believed our Charter will tell people more about where HIBS is heading.

Racing Club

- We own the land and we need to act like we own it.
- Next year there are 16 race meetings and seven of those Saturdays are cricket playing days and three are winter sport playing days.
- The Racing Club are open to the suggestion that we play sport when there is a race meeting on. This has happened in the past.
- There would be one entry and one exit point to the end field and a security guard would be there. You would be allowed in and out at a certain time, then the gate would be shut.
- There is usually approximately 25 minutes between races.
- There is also the possibility to use the access through the School.
- The Board questioned who would be responsible for the Health & Safety requirements. It was agreed it would be something formulated in conjunction with the Racing Club. A suggestion was made to get a Health & Safety professional in to assess beforehand.
- The Board approved for Tom to proceed with a plan for this.

Roll Increase

- Tom discussed his proposal to apply to the MOE to increase the HIBS roll from 650 students to 800, possibly 820.
- The primary reason for this is due to the number of boys that miss out on coming to HIBS and the great opportunities we provide. We currently turn away approximately 180 boys each year.
- The financial benefit to the school would be significant. It would allow HIBS to achieve a lot of improvements that are currently years away eg. A new gym (without this a new gym is approximately 10-15 years away). Other possibilities are a sports pavilion and wharenui.
- Another positive is it would increase numbers in some Senior classes that currently have low numbers.
- The intention would be for five classes at Year 7 (increase from 96 to 120 students). This could be phased in over a number of years.
- The only impact on staff would be the fact that some Teachers who currently have their own classroom, may have to share.
- Tom has discussed his intention with the BOP who gave their full support.
- Tom will present a formal proposal to the Board next year. If approved, he would then have to apply to the MOE.

The Board queried the new literacy standards from the MoE and how boys who currently needing learning support would be able to achieve the new standard which seems to stipulate that learning support is not permitted. Viv advised:

- In regards to literacy, Lynlee Lawrence has been gathering data for students for reading and writing. This has highlighted a number of Year 9 & 10 students that will be a higher risk for not gaining Literacy at Year 11. It is intended these students will come out of their option classes three times a week to focus on literacy. This will be a two year programme to support them.
- In regards to numeracy, the Maths Department want to manage this within their Department. They will be focusing on all Year 9's.
- We have advertised a fixed term position for a Literacy and Numeracy Coordinator to look at data and targeting those students who are a higher risk.
- We are fortunate to have Jane Dewar (HOD English) who has been a developer and has strong connections in the Ministry, as has Ian Clark (HOD Maths).
- We are going back to a more prescribed curriculum.
- Viv believes we are ahead of many other schools.

Staff Rep on Board – Trevor Lawrence

- Covid is around the School again, with both staff and students.
- The Year 8 Camp is on this week – it is fully staffed and there are plans in place for isolation.
- Year 10 DOE Journeys are in two weeks – there are extra provisions in place in the event of Covid cases. Isolation accommodatin will be provided in the South Island by Kayak instructors and a HIBS family if required. If a student has Covid their parents must come down to bring them back.
- The Tahiti Trip cost has come in at \$5,225. There are more students interested than expected. James Adlam and Catherine Chen will be taking the group away.
- Rugby deposits are due today. Trip is going ahead.
- The Hillary Outdoors Camp is not going ahead this year.
- Paul Cotton and Sharon Dalgety are doing a Staff Wellbeing Survey. This is in conjunction with the BOP. Tom will report back to the Board. The Board asked when the last staff survey was conducted, will the same questions be asked and will there be a comparison between the two? Tom to follow up on previous staff survey and results.
- There is a Union Meeting on 30 November – the School will remain open.

Student Representative

Oscar advised many of the decks around the school are slippery when it's wet. There is grip tape in some places but there needs to be more. The worst area is around Design Technology and Science.

Board of Proprietors – Craig Nicholson

- BOP met on 3 November.
- Conversation about the waharoa and plans for the development of this. A second quote is being sought from another carver.
- Rob Napier developed a Master (long term) Plan regarding the school buildings and facilities. In the future, the BOP may look to sell some land to fund other projects.
- BOP approved their budget with no change to their portion of the School Fees.

Health & Safety Minutes of 2 November 2022 Meeting

Taken as read. Trevor has sent out a survey to staff on the Hill Run. Initial feedback has highlighted the increase in traffic from previous years, however there is now a crossing which makes it a lot safer.

Finance

September Management Accounts

Suzie said the Accounts are looking good.

School Docs

We have heard back from School Docs who have a number of questions. Viv and Tom are meeting tomorrow to formulate a response.

General Business

Board of Trustees Election

- Closes Friday 25 November.
- Karen Hope will notify the successful candidates.

Approval of 2023 Budget

Taken as read:

- The Finance Committee met. They are looking at challenges for next year.
- Suzie provided an in-depth 2023 Budget Forecast, including surplus and deficit details. Expenses in 2023 are going to increase, including insurance costs.
- There were details about a fee increase for 2023, providing three scenarios of differing amounts.
- After extensive discussion, it was agreed to approve the 2023 Budget and to increase the School Fees by 7%.

Kath moved to approve the 2023 Budget and Ang seconded.

Ang moved to accept the 7% Fee Increase in 2023 and Tom seconded.

Strategic Plan

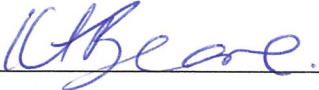
Kath, Tom and Viv are to meet to prepare for the Strategic Plan.

Agenda Items for 13 February 2023 Meeting:

- Confirmation of the Strategic Plan
- Proposal for the roll of the school
- Tom to follow up on previous staff survey and results.

Meeting closed at 8.20pm.

Next Meeting is 13 February 2023.


_____ 13 February 2022

Kath Beare
Chair
Board of Trustees

Action Points

- Kath, Tom and Viv to meet regarding the Charter.
- Ang to conduct an exit interview with Byron.