

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

Meeting commenced at 6.02pm

The meeting opened with a Karakia, led by Ang.

**Present:** Kath Beare, Ang Bingham, Suzie Chang, Reid Hebden, Anita Guthrie, Tom Gordon, Trevor Lawrence and Craig Nicholson

**In Attendance:** Viv Hullena, Dan Waterson, Joel Bull, Byron Lynds and Lyanne Horsefield

**Apologies:** Andrew Rae & Oscar Reid

**Declaration of Interests** Nil

**Conflict of Interests:** Nil

**Presentation – Dan Waterson, HOD Design Technology**

Dan stated that the Level 2 Endorsement Goals for 2022 weren't achieved which was disappointing, however in comparison to national goals, HIBS is doing okay. There is one particular standard at Level 2 that 40% of our students did not achieve, which is consistent across the country.

In his Department the UE achievements are going well. The 2022 goal was an 80% pass rate and 79% was achieved. This year a goal of over 80% has been set, however with twice as many students Dan doesn't believe it will be a problem achieving this. Last year the numbers were low with only 19 students.

The challenges the Department face are:

- External assessments are focused on a written report. Students need a high degree of literacy skills which aren't always there.
- So many students want to select the subject, but it is hard finding space for them all.
- The past two years has been difficult with material supply and costs. Dan always manages to stay within budget but the costs are going up. At Level 1, he has changed the projects the students are making so they are cheaper to produce.

The strengths of the Department are:

- The assessment data shows us performing well in comparison to national data.
- Staffing – the Department is fully staffed with trained professionals.
- New programmes were trialed last year with the Design & Visual Communication (DVC) Programme. There has been a shift away from architectural design to a more character design/movie set design focus. This is going really well with the students. Because of this we may see an increase in DVC student numbers.

Dan said he has purchased some new equipment recently, new welders and drills. He thanked the Board for committing to these expensive, very necessary pieces of equipment.

The Junior Stockroom is being built in the April holidays. The current workshop is very tight for space so having the extra facility will be a great addition. It will provide room for a spraypainting room – something HIBS has never had and something that is good for Health & Safety. This is also happening in the April holidays.

The Design Technology Department see the upcoming changes to NCEA as positive. He believes the new Achievement Standards are far superior to those currently in place, in particular the literacy aspect which will assist the boys in writing technical reports.

The Board asked Dan if the Department has everything they need in regards to equipment. Dan said they do as rather than specialising in one particular area, they are generalising more to give students a technology experience they can take forward for their career or for life skills. Viv mentioned the laser cutter the Department received a few years ago has been invaluable and the Department have used that a lot in their teaching.

The Board asked if there is something more we can do to get a higher level of endorsements. Dan reiterated the issue with external assessments being heavily literacy based and the issue with one particular Assessment Standard that has a high failure rate across the country.

On behalf of the Board, Kath thanked Dan for his work in the Design Technology & DVC Department.

*Dan left the meeting at 6.18pm.*

### **Joel Bull – Chairman HIBS Old Boys**

Joel introduced himself as the Chairman of the Old Boys' Association. He stated:

- He is trying to build up the Old Boys presence within the School.
- Other Old Boys Associations around the country are strong, however we are just starting out.
- Over the last three years the group has changed from the Foundation to the Old Boys Association.
- HIBS Old Boys held a Strategic Planning Session recently.
- The purpose and requirements of the Foundation was explained to the Board. The Foundation was originally set up to receive charitable donations. The Foundation currently has a deed, a BOT Member (Tom) and nominated Trustees.
- HIBS Old Boys need their own deed with a purpose and objectives.
- The purpose of HIBS Old Boys is for networking and providing funds/sponsorship towards the School (they are currently looking to fund a Cricket scoreboard at approximately \$20K). The first Old Boys Scholarship was given out at last year's Prizegiving. Another important aspect is to keep the old boys up to date with what is going on at School.
- There is currently a HIBS Old Boys Facebook and Instagram Page with a few thousand members.
- They are currently working on forming an up to date database of old boy emails. A HIBS Old Boy who is a Data Analyst is assisting with this.
- There is a focus on five year objectives, one being recognition awards for ex-students. Another is an Old Boys father and son event.
- It is currently \$200 to join Old Boys. This was introduced approximately five/six years ago.

The Board asked why we need to retain the HIBS Foundation? One reason to keep this going is it has the ability to fundraise or achieve objectives in different ways eg. Connect with businesses in the Upper Hutt area. The Foundation is already a registered charity, however so is the BOP and BOT.

The Board suggested we change the Foundation to the Old Boys Association.

After much discussion the Board believes it would be beneficial to seek advice from a lawyer as to whether we are best to amalgamate the Foundation and Old Boys or close the Foundation.

Joel said he would like help from the BOT in setting up a deed for the Old Boys.

*Joel Bull left the meeting at 6.36pm.*

### **Work planner**

#### Health & Safety Plan 2023

Discussed below.

### **Correspondence - Nil**

#### **Approval of the 14 November 2022 Minutes**

Taken as read.

The Board asked if the information regarding the roll increase should be included in the minutes outside of committee to which Tom agreed.

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

#### **Approval of the 13 February 2023 Minutes**

Taken as read.

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

### **Action Points from the last BOT Meeting**

#### **Action Points**

- Kath to seek clarification as to whether the Board Secretary needs to be a Parent Rep  
**Actioned** – the Board Secretary does not have to be a current parent.  
Kath nominates Lyanne as the Board Secretary. Seconded by Ang.
- Finance Committee – see below under Finance.
- Tom to advise parents on School Docs in the next Newsletter – **Actioned**.
- School Docs link to be added to the HIBS Website – **to be actioned upon Karen Hope's return**.
- Kath to circulate the School Docs link to Anita, Reid and Trevor – **Actioned**.
- Tom to sign the Schedule of Delegations authority form – **Actioned and circulated to BOT Members**.
- Director of Finance & Property to look at cooling solution for the Accounts Office – **currently looking into this**.

#### **Principal's Report**

Taken as read.

Tom said he presented the roll increase proposal to the BOP last week. He has nothing further to report to the BOT as the modelling process is still in progress. When this is finalised, Byron will complete some costings. Tom is confident he will have this information ready for the May BOT Meeting.

The Board asked about the increase in laptops and whether it had been included in the original budget. Byron said it was included.

The Board asked if the School had considered a Bring Your Own Device (BYOD) Policy. Viv said that Shaun Alaifea had recently discussed this with staff and the SLT, explaining the pros and cons. At this stage the cons outweigh the pros for the following reasons:

- Staff were still keen to have central control of the computers in their classroom.
- It can make it unfair for those students who have different specs on their computer.
- All computers are charged up and ready to go for each class.
- We don't want to use technology in every class.
- Computers can have a short life meaning during their time at HIBS, students may need two computers which is costly for parents.
- Students would need to carry around their computer which would risk damage.

The Board mentioned the recent Commencement Service was a really enjoyable event. Tom agreed and said it was great to get together as a community.

#### **Staff Rep on Board – Trevor Lawrence**

Trevor stated:

- He received comments from some staff about the roll increase process and when the consultation would occur.
- The PPTA Strike day is this Thursday. We will have Teachers on site for supervision of students if required.
- SLT have approved the Taiwan trip. Approval is now sought from the BOT (documentation provided). There will be no fundraising for this trip. There will be two adults, Catherine Chen (HOD Languages) and either another Teacher or parent. The BOT approve the Taiwan Trip. Moved by Kath and seconded by Ang.
- Year 10 Practice Journeys need approving by the BOT. This is an overnight trip occurring the last week of Term. The BOT approve the Year 10 Practice Journeys. Moved by Kath and seconded by Suzie.

#### **Student Representative – Oscar Reid**

N/A as Oscar was away on a School Camp.

#### **Board of Proprietors – Craig Nicholson**

Craig stated:

- The BOP met last Thursday which was the first meeting of the year.
- They received the consultation report on the enrolment scheme.

- There was discussion around the increased roll proposal. Like the BOT, the BOP were supportive of the concept but require further information.
- There was discussion around the Building and Capital Works Programme. A few things need looking at, namely the engineering assessment on the Performing Arts Block. HIBS has money targeted for the Performing Arts Block. The recent report Byron received says we need to do some structural upgrades for earthquake strengthening. In 2016 we did some remedial work and it passed the standards at the time but the standards have since changed.
- There is a leak in the sprinkler system main which Byron is looking into.
- There was discussion on the proposal to increase the Advance on Attendance Dues to keep it in line with one Term's fees.

### **Health & Safety – Lyanne Horsefield**

Taken as read.

The Board asked if the Meeting Minutes could include the hazard register review.

#### Vaping

The Board queried the issue with students vaping. Tom explained how the vape detectors work and the reasons why he wouldn't recommend. Tomorrow Tom is speaking to the students about vaping and showing a video. He will be telling them that anyone caught with vaping products will be stood down. Teachers have been reminded to be extra vigilant when allowing students to go to the toilet during class time. Tom believes vaping is more prevalent in Years 9 and 10.

The Board suggested the parent community be notified of the intention of standing down students caught with vapes. Tom said he will include this in the next Newsletter. They also suggested this is added to the Health & Safety Meeting Minutes.

#### Health & Safety Plan

The Board recommended the following:

- The Health & Safety Plan needs to have dates included.
- To brief all new Sports Coaches & Managers with Health & Safety Procedures, including the completion of Incident Reports

Ang to send Mental Wellbeing information to Byron to include in the presentation to staff.

Tom to discuss Health & Safety requirements of Sports Coaches & Managers at the next Sports Committee Meeting.

The Board queried whether there is a requirement for a certain number of first aid trained staff per student on EOTC and Sports Trips. There is not a set rule for this, however approximately a third of the HIBS staff are first aid trained, including many that attend EOTC and Sports Trips.

The SchoolDocs Sub-Committee will discuss whether there is a need to implement a policy for this.

## **Finance**

### Management Accounts 31 December 2022

Byron presented the Management Accounts.

Kath moved to accept the 31 December 2022 Accounts. Suzie seconded.

### Draft Budgeted Balance Sheet

Byron presented the draft Balance Sheet Budget.

Kath moved to accept the 2023 Draft Budgeted Balance Sheet. Ang seconded.

### Schedule Finance Committee Meeting for May to overview Audited Financial Statements

A Finance Sub Committee is formed including Paul Pettit (BOP), Kath Beare, Suzie Chang, Ang Bingham and Tom Gordon. Byron will schedule the first meeting date.

### Approval of the 10 Year Property Plan for Cyclical Maintenance

Byron stated this was prepared by an external provider in 2021 after assessing the school. Capital works sits with the BOP but painting sits with the BOT. Each year the School assesses the need for painting of the buildings indicated in the plan, however it is our discretion as to whether we go ahead with the painting or not.

In 2023 the plan is to paint the Commerce and Language buildings. Painting of Performing Arts and the Gymnasium were deferred to 2023.

Kath proposed we accept the Cyclical Maintenance Plan, including the deferred painting of Performing Arts and the Gymnasium. Ang seconded.

## **School Docs**

A Policy Committee is formed. Members are confirmed as Anita, Ang and Tom. Tom will organise a meeting date.

## **General Business**

### HIBS Charter 2023

Tom stated that the finalised Charter has been completed by Viv who has done an amazing job.

Viv spoke on the report. New goals for 2023 have been formulated and it is presented in a new format. The focus is more on the upcoming NCEA changes including literacy and numeracy and Mātauranga Māori. This needs to be submitted by 31 March 2023.

The Board were very happy with the HIBS Charter believing it to be 'well rounded'.

Ang moved to accept the 2023 HIBS Charter. Anita seconded.

Board to decide if we want to take on Governance Policies

The newly formed School Docs Sub-Committee will consider this.


Induction for New Board Members

Kath asked Ang (as the Deputy Chair) to conduct an induction session for new Board Members. From the BOT, Reid and Anita will need to attend. Craig will provide Ang a list of BOP members that need to attend also. Ang will arrange a time for this.

Viv led a closing Karakia.

Meeting closed at 8.18pm.

Next Meeting is 8 May 2023.

 \_\_\_\_\_ 8 May 2023

**Kath Beare**  
**Chair**  
**Board of Trustees**