

## **International Boys' School Board of Trustees Minutes of Meeting on Monday 8 May 2023**

Meeting commenced at 5.54pm

Oscar opened the meeting with a Karakia.

**Present:** Ang Bingham, Anita Guthrie, Tom Gordon, Trevor Lawrence, Oscar Reid and Ben Carswell

**In Attendance:** Viv Hullena, Bede Bailey, Rob Napier, Joel Bull, Byron Lynds, Craig Stevenson and Lyanne Horsefield

**Apologies:** Kath Beare, Suzie Chang, Reid Hebden, Andrew Rae & Craig Nicholson

**Declaration of Interests** Nil

**Conflict of Interests:** Nil

### **Presentation – Bede Bailey, HOD Social Sciences**

Bede introduced himself. He has been teaching at HIBS for 17 years in Social Sciences and has recently taken over the role of HOD. He stated:

- The Social Science Department have five staff, all of whom are specialist teachers in either Geography or History.
- Social Studies is taught in the Junior School and then Geography and History are optional subjects for Seniors.
- There are always higher numbers in History than Geography, often due to students wanting to study law after leaving HIBS.
- History is seen as having a more academic focus, rather than Geography which is seen as the easier option, which is not the case.
- Bede would like to increase student numbers in Geography and Gavin McLeod is working alongside him to try and achieve this.
- In comparison to similar schools, students at HIBS are achieving higher in Social Sciences.
- There is a big focus on Aotearoa Histories for next year.

The Board asked why the Level 1 Excellence results for Geography were significantly lower compared to the national and Decile 10 results. Bede said over the past two years HIBS has found it difficult to staff Geography due to two longstanding HIBS staff leaving. Roles were advertised three times with no applicants. HIBS was fortunate to secure Gavin McLeod who moved from Christchurch. To staff the other Geography position, Finn Stenner, who is a specialist History Teacher, was employed. Bede said he has done an outstanding job. He is hoping for improvements in results next year. Both Geography staff have received support from a retired Geography Teacher.

The Board also questioned the significant drop in Level 3 History endorsements. Bede said this is not the norm and can possibly be explained by having several students who require special assessment conditions as well as the impact of Covid.

Ang thanked Bede for the work Bede and his Team do in the Social Sciences Department.

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

Joel provided the Board with the Old Boys' Association intention of building a better Alumni database. Members of the BOT have been asked to consider the proposed approach in regards to the costs involved and the time taken. He stated:

- We need to collect basic data from past HIBS students to build the database.
- We currently have no way to track students and their progress.
- There are a lot of gaps in past student records, meaning someone is having to manually go through year books to identify students and years they have been at HIBS, which is proving to be a long process.
- The Association has engaged with Matthew Chan who has extensive knowledge as a Data Analyst. He has highlighted the opportunities and benefits for HIBS to gain the right information.
- The Board need to consider what information they would like going forward.
- There is not much scope for Old Boys' information in the Kamar Student Management System currently used by HIBS.

Oscar was asked what information he believes students would be happy to provide. He believes they would be happy to provide basic information, eg. Phone number, email address and what study/career is being pursued after leaving HIBS.

The Whānau Group have said they would love to get a HIBS Old Boy in to speak to Māori boys at HIBS.

The Board agreed they are supportive of the Old Boys Association continuing the process of data collection.

*Joel Bull left the meeting at 6.20pm.*

### **Work planner**

#### **Correspondence**

The Board were delighted to read the positive feedback received about our students on recent overseas trips.

It was asked if this type of feedback gets passed on to the parents of the boys concerned. Anita said her son was on the recent Rugby Trip and she was emailed a copy.

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

Taken as read.

- Page 5 – Vaping “Policy” to be changed to “Vaping Guidelines”

Anita confirmed the Minutes were true and correct and Tom seconded.

## **Principal's Report**

Taken as read.

Tom stated:

- The proposal to have an Artist in Residence is very exciting. It will be good to use the specialised space in the Art Block.

The Board asked if this would be an opportunity to share this with other local schools. Tom agreed this would be a good idea and he will talk to Debbie Smith, HOD Visual Arts regarding this.

Viv stated that:

- Last Friday night Vicky Hollywell organized the Whānau Ropu to go to the Hikoikoi Pa in Petone.
- Approximately 12 attended.
- The intention for this event was to get together to talk about the Te Manutaki Captain's role at HIBS and how they as a group can support the School going forward.
- The meeting was positive with good discussion.
- Steve Gordon talked about the Ngā Manu Kōrero Speech Competition HIBS is hosting on 1 June. There are approximately 450 students coming to the School for this.
- The Whānau ropu talked about how they could support this event, eg. Hosting stalls, organising gifts and spot prizes.
- It was agreed Oscar holds the Te Manutaki Captain role with a lot of mana.
- Feedback from this meeting will be shared with the Whānau Group next week.
- The group agreed they want to see that their sons' culture and language is respected and valued at HIBS.

It was suggested that a member of the Whānau Ropu could be a representative at the BOT Meetings or part of a Sub-Committee of the Board of Proprietors.

The Board asked if there was any feedback from the Whānau Ropu in regards to the waharoa and tūrangawaewae path. Tom would like to see the waharoa carved and installed before looking at the next steps. He will bring this up at the next Whānau Meeting. The BOP have put \$60K aside for this project.

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

Trevor stated:

- Positive feedback was received about the recent trip to Tahiti, supervised by Catherine Chen and James Adlam.
- Positive feedback was also received about the recent Rugby Trip to Cairns, supervised by Craig Johnson and Jess Anderton.
- Deposits are currently coming in for the trip to New York next April. Numbers will be confirmed shortly, but it is looking like 30 or 40 students are keen to go.
- There is a Parent Meeting for the Taiwan trip this week.
- Staff were hopeful the PPTA strike would be postponed, however the recent offer wasn't accepted so it will be going ahead on Wednesday. Hopefully this will get resolved soon. Tom said there were increasing numbers of our Teachers not striking. Trevor said there is a Hardship Fund from the Union for those Teachers that are struggling financially.
- Winter sports has started.

- Peter Pan Production practices are continuing.

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

Oscar stated:

- The recent Rugby trip to Cairns was amazing.
- Term 2 has started positively with Relay for Life. The only negative was having the holidays between the Relay build up and event.
- The Year 13 cohort seem worried about the impact on their workload in regards to the Teacher strikes.
- Students are concerned about the amount of boys having to stand up on the Porirua/Plimmerton bus due to numbers.
- Many juniors are requesting lockers so they don't have to carry their books around. Tom and Trevor explained the reasons why HIBS doesn't have lockers, ie. To stop bullying behavior, time taken getting books impacting on class time etc. A suggestion of Tutor Teachers holding books for students was mentioned. Bede said he had offered this which was taken up initially and then dwindled off. Trevor also mentioned the inconvenience if the classrooms were locked.

### **Board of Proprietors – Ben Carswell**

Ben stated the following was discussed at the recent BOP Meeting:

- The 10 Year Plan
- Presentation on financial numbers if the student roll was to increase
- Special Character

### **Finance**

#### Management Accounts 31 March 2023

Byron presented the 31 March 2023 Management Accounts.

- He said there are no concerns.
- Donations are higher than budgeted due to more parents paying school fees upfront to benefit from the 5% discount.
- There is a timing issue with the budget versus actual which has been noted.
- The Auditors have almost finished their report and it seems HIBS is in a good position.

Ang moved to accept the 31 March 2023 Accounts. Anita seconded.

#### Delegation to Approve the Audited Financial Statements

The Board agreed to delegate authority to the Finance Committee.

Ang moved this and Anita seconded.

#### Student Number Increase, Financial Viability – Byron Lynds

Byron stated:

- In conjunction with Richard Catterall, he has conducted a full financial forecast for an increase of the student roll to 800 (from 650).
- All figures have been calculated on the conservative side.

- It was identified we need a new gym facility which includes four classrooms, as well as an extra four classrooms in the School (in Humanities, Design Tech, Science and Information Technology).
- We would need nine new Teaching staff and extra support staff (eg. Cleaners)
- We are funded one teacher per 15 students so it would equal 10 more staff, however it is unlikely the MOE would fund another 10 staff.
- The increase in grants and donations would generate another \$160,000 profit per year.
- He has presented this at the recent BOP Meeting. He went into a lot more detail in regards to loans etc.
- He has sought an opinion from Architect Mark Young who is an ex-HIBS parent and Board Member. He estimates it would cost upwards of \$10.25 million for a new gymnasium. He has forecast based on \$12-15M additional debt. A lot depends on the interest rates at the time.
- If we did go ahead it would be an extended loss for the BOP for 10 years, but this would be minimal compared to the retained earnings.
- With regards to the position of risk, HIBS should always have sufficient cash to operate.
- The BOP were comfortable with continuing to the next step of the process.
- The BOP requested a sub-committee be formed – two BOT members, two BOP members, two staff members and Tom and Byron.
- He has approached the Ministry of Education to see what would need to happen next but they haven't responded as yet. Tom said this would fall over if we don't get MOE approval.

The BOT agreed to move forward with this proposal and to form a sub-committee. Moved by Ang and seconded by Anita.

Due to some BOT members being absent, an email vote will take place to select BOT members joining the Sub-Committee. Terms of reference will need to be drawn up for the Sub-Committee. Byron to create the Terms of Reference.

Trevor will canvass staff who may be interested. The BOP will need to provide two members for the Sub-Committee.

### **Health & Safety Minutes - 5 April 2023 Meeting**

Taken as read.

#### Approval of Health & Safety Plan 2023

The Board accepted the Health & Safety Plan 2023.

Ang moved to accept the Plan and Tom seconded.

## General Business

### Staffing

Tom stated that any requests for staff leave of more than five days becomes the decision of the Board.

- A staff member has requested leave of absence for 2024. They have recently purchased a property they wish to renovate. Tom believes if this leave is not granted we would possibly lose them. Tom supports this request. If approved, Tom would like to advertise this vacancy immediately given it could be a role hard to backfill.

The Board agrees to the request for one year's leave.

Ang moved to accept the request and Tom seconded.

- A second staff member has requested leave of absence for 2024 to attend a Māori Immersion Course in Otaki. Tom would like to say yes, however it will be an extremely difficult position to fill. His recommendation is to approve on the proviso we can fill this vacancy. A second option could be to offer Term 4, 2023 off which would amalgamate with the Summer holidays. Bede said he took a Term off which ran into the summer holidays and said it was a great solution to get the maximum amount of time off with minimal disruption.

The Board agreed to delegate the approval of this to the SLT.

Ang moved the delegation to SLT and Anita seconded.

Tom suggested sourcing Teachers from the United Kingdom for the future.

The Board agreed they are very supportive of staff having the opportunity to rest and recuperate.

### Pastoral Survey

Results from the Junior end of Term 1 Pastoral Survey were shared with the Board. Craig Stevenson stated:

- The Pastoral Survey is conducted to gain an overall view of where the students are at and how they're feeling.
- He was happy with the results from the Junior School.
- It has highlighted a few students with concerns which are being addressed.
- A lot of issues are historic 'one off' events.
- The six students with the lowest motivation grades in each year level are identified and the Pastoral Team work alongside them, providing strategies for them to work with in the classroom. This happens in all year levels at HIBS.
- Student highlights appear to be based around activities where they are engaging with others eg. Octathlon and Tutor Groups. This is a trend each year.

The Board asked if there would be another survey at the end of the year to compare results. Craig said the survey is only conducted at the end of Term 1 each year. He said the Junior Form Books are reviewed at the end of each week which is a useful tool to highlight those students that may be struggling in the

classroom. Craig also said the 'Orah' App for wellbeing has been introduced to students and many have taken this up. Boys can access this via their phone or computer.

The Board asked if there were similar themes in this year's results in comparison to past years. Craig said the results are usually similar each year, particularly the positives. Each year however there may be a more popular subject eg. Matua Steve's cake Friday has proven very popular this year, as has Visual Art and Performing Arts classes.

#### ERO Report

Tom stated:

- The ERO report is split into three different sections.
- Results don't give a lot of information for prospective families or staff members.
- The new process is an ongoing process which is reasonably painless. It doesn't have the stress of the previous system.
- With the Board's approval, Tom will share the Report with staff and the HIBS community.

The Board asked if we should be looking at international students. This was a question previously brought up by the Board of Proprietors. It is a lot more challenging to get international students and it is extremely hard to provide pastoral care and homestays. The BOP are keen to grow internationalisation, but not international students.

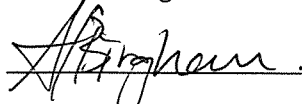
#### Policy Sub Committee Update

Deferred to 12 June 2023 meeting. Karen Hope to organise a meeting for the Policy Sub-Committee this term.

Oscar led a closing Karakia.

Meeting closed at 7.47pm.

Next Meeting is 12 June 2023.

 \_\_\_\_\_ 12 June 2023

**Ang Bingham**  
**Deputy Chair**  
**Board of Trustees**