

**International Boys' School Board of Trustees
Minutes of Meeting on Monday 12 June 2023**

Meeting commenced at 6.00pm

Oscar led the Karakia to open the meeting.

Present: Kath Beare, Ang Bingham, Suzie Chang, Reid Hebden, Anita Guthrie, Tom Gordon, Trevor Lawrence & Oscar Reid

In Attendance: Andrew Rae, Craig Nicholson, Byron Lynds and Lyanne Horsefield

Apologies: Nil

Declaration of Interests Nil

Conflict of Interests: Nil

Presentation – Alan Watts, HOD Physical Education & Health

Due to the PPTA Industrial Action, Alan was not present at the meeting, however he created a video presentation which will either be sent to BOT Members to view or will be shown at the end of the meeting, if time allows.

The Board would like to acknowledge their appreciation for Alan's initiative to create a Powerpoint presentation.

Education Outside of the Classroom (EOTC) Presentation by Trevor Lawrence

Trevor presented information regarding EOTC that has recently been shown to staff. Trevor stated:

- He has been the EOTC Coordinator for three years. Prior to this he focused on international trips.
- He described the scope of the EOTC system at HIBS, ie. EOTC covers all trips outside of the school gates, eg. overnight trips, debating, overseas trips etc
- EOTC does not cover weekend and after school sports or House events.
- He presented the aims of the EOTC Programme in 2023, namely minimising the information required and utilising the information we have on hand.
- He liaises with EONZ (Education Outdoors New Zealand) to ensure our practices are up to date.
- We need to update the 2023 version of EOTC and provide to School Docs.
- For local low risk trips, there is no need for signed permission forms, we only need to inform parents (low risk is within the Wellington area and is deemed to be no greater risk than being at school). An email is sent home and a Safe Operational Plan (SOP) is created. Parents are asked to update any changes we have on our School Database.
- Overnight and higher risk trips, ie. Risk is higher than a day at school. Permission is sought from parents and a Risk Assessment and Supervision Plan (RAS) is created.
- All overnight trips need Board of Trustees approval.
- He explained the process for low risk and high risk trips and also how you differentiate between low risk, high risk and overnight.
- Parent Helpers and staff attending should see the event management plan.

The Board asked if parents have the opportunity to view the risk plan. Trevor said that it is not currently offered, but if parents would like to look at the SOP that is okay.

Work planner

Correspondence

Viv Hullena, on behalf of the IS 2023 Team, has applied to the BOT for a monetary contribution to go towards their trip to Vanuatu.

The Board agrees to give the IS2023 Team \$3,000 towards their trip to Vanuatu.

Kath moved this and Tom seconded.

Lyanne to draft a reply to Viv and the IS2023 Team.

Approval of the 8 May 2023 Minutes

Taken as read.

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

Principal's Report

Taken as read.

Tom stated:

- There is a paid union meeting on the afternoon of 26 June. The School will need to close at lunchtime.
- The Ngā Manu Kōrero Speech Competition held at HIBS recently was a great success. Our students did a great job and our visitors were made to feel welcome which was confirmed by the feedback received. He was pleased that we had the capability to hold such an event. Tom proposes that the BOT send a letter of commendation to Matua Steve – Kath to action.
- He started interviews today for Year 7 students in 2024. Craig Stevenson is interviewing the brothers of current students.

The Board asked Tom about the Literacy and Numeracy pass rates. He said he would like to think 80-90% of our students will pass. The others will be identified and we will have staff working alongside them (Lynlee Lawrence for Literacy and Sarah Tobin for Numeracy).

Staff Rep on Board – Trevor Lawrence

Trevor stated the staff concerns are mainly about the current industrial action. Trevor met with Derek Morris from the PPTA Regional Office. The latest offer from the Government has been overwhelmingly rejected. There is a feeling that wages aren't going to keep up with inflation. Until the paid Union Meeting at the end of term, there is a ban of Teacher relief, extended rostering home two year levels per day and a ban on work outside of school hours. This could potentially affect things like writing reports. There is also a ban on extra-curricular activities on Wednesday 21 June.

Derek talked about the possibility for this to go to arbitration. Trevor said HIBS aren't feeling the staff shortages as much as they are at other schools. The Board believe our Teachers make an effort to minimise the disruption to the students.

Student Representative – Oscar Reid

Oscar stated:

- The students agree with what Mr Gordon said about the Ngā Mana Kōrero Speech Competition being a success. Our students thought it was great to see other students at our school.
- Senior students are feeling stressed and worried about the strike days.
- It is a busy time of the year for Seniors trying to finish assignments.
- The Year 13s want to pass on they are enjoying the Common Room.

Board of Proprietors

The Board of Proprietors haven't met since the last meeting.

Finance

Management Accounts 30 April 2023

Byron presented the 30 April 2023 Management Accounts which have been reviewed by the Finance Committee.

The Board suggested having a look at the Term Deposits we currently have. Byron confirmed there is one of \$100K and one of \$200K, both of which expire in December 2023.

Audit Completion Report

- The Auditors review is complete.
- Section 3 (Page 5 of the report) shows their findings. All three findings were credit card related. They noted that we have a few missing receipts (which we were aware were missing). We didn't put GST on a transaction. Byron said we are currently making changes to our credit card processes, from a current paper-based system which is slow to a Google Form system which will link to Approval Max and then to Xero. We are using an external provider to assist us with this process. There was also mention of alcohol purchases and whether it was appropriate to use School credit cards to purchase this.

The Board asked if there is a Policy for purchasing alcohol. Byron said there is an alcohol policy on SchoolDocs, however there is no mention about purchasing this, rather it is around the safe responsibility with alcohol. Tom said we do not have a culture of staff drinking.

There was discussion around the purchase of alcohol. The Board are happy that the purchase in question was a reasonable expense for the number of people involved.

The Audit has been completed, signed off, the Finance Sub-Committee have approved and it is now with the MOE and on the website.

Kath moved to accept the 30 April 2023 Accounts. Suzie seconded.

Policy Sub-Committee

- Trevor joined the Policy Sub-Committee Meeting to talk about EOTC.
- There were a couple of minor changes to the Policy which will be completed by the next BOT Meeting.

Sub-Committee for Roll Growth

- There are two BOT places on the Roll Growth Sub-Committee.
- Ang, Suzie, Reid and Anita all offered to join.
- After discussion it was decided Ang and Reid would be the BOT Representatives on the Roll Growth Sub-Committee. It was agreed they have the necessary skills to best assist.
- Ben Carswell and Craig Nicholson will be the BOP representatives.
- Trevor said seven staff have put their names forward. SLT will select two at their next Meeting.

Due to her workload, Ang has been excused from the Finance Sub-Committee.

Health & Safety Minutes - 17 May Meeting

Taken as read.

The Board noted that there were no Sports Coordinators at recent Health & Safety Meetings.

The Board asked about the potholes on the racecourse road. Byron said whilst the road has been fixed, with the recent rainy weather and cars driving out, there are now more.

The Board asked for an update on the leak in the sprinkler mains. Byron said Fire Safety Security are yet to get back to him so he will follow up with them. The Board accepts the advice from Fire Safety Security that the system is currently operational.

2023 Health & Safety Statement

The 2023 Health & Safety Statement is accepted and signed by the Kath as the BOT Chairperson.

General Business

NCEA

- There have been discussions and debates about whether we should continue with the changes to NCEA Level 1. The decision was made to carry on. Tom confirmed unlike some other schools, we will be keeping NCEA Level 1 and will continue to teach our students to prepare them for what they will face in Level 2. For some students who leave for apprenticeships etc, Level 1 NCEA are the last exams they sit.
- Our current Year 10 students will complete the new Level 1 NCEA programme and then will carry on with the 'old' Level 2 and 3 programmes.
- There is a concern about the huge step between Level 1 and Level 2.

Oscar said the boys know the expectations at HIBS are higher. At other schools achieved is okay but at HIBS it is more like Merit is okay.

Trevor said Teachers are committed to ensuring our students are prepared for the requirements in the Level 2 NCEA course. ra preparation for what they will need to know.

Policy Sub Committee Update

This has been deferred to the 12 June 2023 Meeting.

The Board entered into committee at 7.50pm. Byron and Oscar left the meeting.

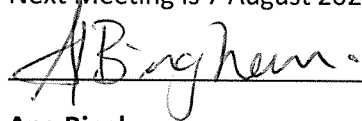
The Board came out of Committee at 8.07pm.

As Kath is unable to attend the next BOT Meeting on 7 August, it was agreed for the Meeting to take place online.

Oscar led a closing Karakia.

Meeting closed at 8.10pm.

Next Meeting is 7 August 2023.



7 August 2023

Ang Bingham
Deputy Chairperson
Board of Trustees