

**International Boys' School Board of Trustees
Minutes of Meeting on Monday 11 September 2023**

Meeting commenced at 6.00pm.

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

In Attendance: Craig Nicholson, Byron Lynds and Lyanne Horsefield

Apologies: Andrew Rae

Declaration of Interests Nil

Conflict of Interests: Nil

A karakia opened the meeting.

Presentation – Phillip Chevis, HOD Science

Phillip introduced himself and gave a brief outline of his work history, starting at HIBS in 2021 as Assistant HOD Science and taking over the HOD Science position at the start of 2023. He said:

- He wants to get Science outside of the classrooms.
- He is trying to bring enthusiasm back into Science, particularly at the Junior level.
- Our Level 1 achievements are tracking in line with the national decile 10 results, although we had a drop off in Excellence endorsements in 2022. He suspects this is a 'blip' with results and it will be revealed after this year's results.
- There has been an improvement in Level 2 Biology results.
- Level 3 Biology results are better than the national decile 10 average, with Level 3 Chemistry results sitting around the average.
- In Physics our Level 2 results are far exceeding the national decile 10 average and the Level 3 results are around the average.
- The main issue the Science Department is facing is the drop off in students moving into Sciences at Levels 2 & 3.
- There has been a steady decline in Biology, with 15 students at Level 2.
- Both Auckland and Otago Universities have said Biology is not a pre-requisite which is possibly why there is a decline in this subject.
- They are changing the Biology course to be more practical, with more of a human biology focus.
- The Level 3 course is moving away from Ecology and will be more relevant for medicine and health sciences.
- We have limited information about the NCEA changes for next year.
- The MOE recommendation is to do no more than three standards, we are doing four to ensure that we can cover the genetic part for Biology, Chemistry and Physics.
- There will be a survey at the end of the year for students from Year 10 about why they are or are not choosing Science subjects.

- New initiatives are being introduced for Juniors to make Science more interesting, eg. A dragster project at Year 10 and rocket design and virtual reality in Year 8.
- The extracurricular opportunities are STEMM Challenge; Astronomy viewing night (for students and their families), EPRO8 engineering competition and rocket building.
- Trish Shaw is currently filling in for the Science Technician position, working three days per week. Next year we will need to find a more permanent full-time solution. As the previous Science Technician was a Lab Manager, if a new Science Technician cannot be a Lab Manager, a staff member will have to take that on.

The Board thanked Phil for his presentation and work in the Science Department.

Phil left the meeting at 6.58pm.

Work planner

Student Representative Election

Byron stated the Student Rep Election is underway with Oscar speaking to the students at the recent assembly. He has received six nominations and the voting will take place next week.

Plan for Charter Strategy Meeting for either late September/early October

The Meeting is scheduled for Monday 9 October at 5pm.

Schedule Finance Committee Meeting to recommend 2024 Budget

The Meeting is scheduled for Monday 16 October at 5pm.

Correspondence

Nil.

Approval of the 7 August 2023 Minutes

Taken as read.

Amendment to Page 3 – World Challenge Trip to change from 2024 to 2025.

Amendment to Page 5 - Ang and Andrew to provide input from others on the health survey.

Suzie confirmed the Minutes were true and correct (with the amendments) and Ang seconded.

Reid has agreed to join the Finance Committee.

Principal's Report

Taken as read.

Tom stated further to the report, he thought he was looking for two Physics Teachers, however due to changes in circumstances, he no longer needs to fill these position. The staff member approved a year's leave by the Board to pursue further studies has been declined funding so will be staying at HIBS.

The Board asked about the literacy and numeracy results and whether they were what we were expecting. Viv said:

- The reading results were outstanding and the writing results were lower than anticipated.
- The Not Achieved results were not from any particular group or class.
- All Year 10 boys sat the exam and we knew it would be a struggle for some.
- We need to work on accuracy with spelling, contractions, spelling of high and low frequency words, punctuation, capital letters etc.
- Students that haven't passed have a number of applications they can use at home and interventions in their classes at school.
- There were six boys that didn't pass reading or writing and they are receiving targeted help.
- With Numeracy, there was a 79% success rate.
- Most of those that didn't pass Numeracy were from the 'I' and 'S' strands and they are receiving extra support in class.

The Board asked if a student didn't have a computer at home, could they borrow one from the school. Viv said that wouldn't be a problem as we have a good supply of computers.

The Board asked if it is going to be difficult to increase the literacy and numeracy rates. Viv said with a lot of work, the rates should be able to be lifted.

Staff Rep on Board – Trevor Lawrence

Trevor stated:

- It has been a very busy last few weeks with Tournament Week, Year 9 Camp, Junior Rugby Tour and Aims Games.

Student Representative – Oscar Reid

Oscar stated:

- The Senior Ball went well and the students loved it.
- Tournament Week was successful and the boys had fun.

Board of Proprietors

There has been no BOP Meeting since the last BOT Meeting.

Health & Safety Minutes - 3 August Meeting

Taken as read.

The Board asked if in light of the recent accident at another school, do our boys wear an apron in the Design Technology Department when using machinery? It was confirmed there are aprons available and the boys do wear them.

The Board asked about the replacement of the Cricket mats. The intention is for the Cricket Club to pay towards these, with the School funding the shortfall. This is a BOP issue. The Board asked about the health and safety concerns with regards to the current Cricket mats. Byron said two of the six run-ups are worse than the rest, with the others having just wear marks. The two worst ones could be a minor trip hazard. He said they wouldn't be able to be repaired/replaced until at least December.

The Board requests a Probability and Severity Impact Report for the risk of the mats so a decision can be made regarding the safety of using them in their current state. Byron to investigate and provide a report.

Finance

Management Accounts 31 August 2023

Byron presented the 31 August 2023 Management Accounts. He said everything is going to plan. He has had budget meetings with staff.

Kath moved to accept the 31 August 2023 Accounts. Suzie seconded.

Board Committee Updates

Roll Growth Sub-Committee

- The Committee has agreed on Terms of Reference.
- On 6 November there will be a presentation to staff as the first part of consultation.
- After the meeting, staff will be asked for feedback.
- There will be notification to the wider HIBS community early next year.

General Business

Artificial Intelligence at HIBS

- Teachers are currently aware of our student capabilities, however it takes a lot of time to look into situations where students are suspected of using AI.
- We will have to pay for any programme that may be developed (like Turnitin).
- We are waiting for a steer from NZQA and the Ministry of Education regarding AI.
- We can purchase Chat GBT Zero but it is expensive.
- Viv attended a presentation from Tony Gilbert at the recent ISBC on AI. He had interesting things for us to look at. There is a possibility to bring him in to present at the start of 2024.
- Viv has spoken with Shaun Alaifea to brainstorm how we might plan our assessments so there is less possibility of students' plagiarising.
- Tom said Viv is doing a lot of good work in the area of AI.

Enrolment Scheme Update

Tom said he heard back from the MOE and didn't entirely agree with the Special Character wording they had devised. Sharon Dalgety and the Special Character Committee are looking to re-write this piece. He will then pass this on to the MOE.

The new enrolment scheme will be in place for the 2025 intake.

International Trips 2024

All 2024 trips have been previously approved by the Board.

Proposed World Challenge Trip

- Tom circulated further information about World Challenge.
- This trip is in addition to the International Service trip.

- HIBS has undertaken World Challenge trips four times previously.
- There are a number of staff that are keen to be involved.
- It is entirely funded by parents with an approximate cost of \$7,000-\$9,000 per student for the 14 day trip.
- We need to have a minimum of nine boys interested, with one staff member and one World Challenge staff member.
- There is only a small amount of service with the rest of the time for travel, tourism, adventure and leadership.
- It is an alternative for students that miss out on being accepted for the International Service trip or for those students that want to go in Year 11.

The Board gave approval for David Graham to progress with seeking interest for the World Challenge trip for 2025.

Proposed Music Trip – 2025

Trevor outlined the proposed music trip to Europe in 2025. He said:

- The trip is proposed for April 2025.
- Cost is approximately \$8,600.
- They are hoping to take 30 students.

The Board were all in favour of the Music Trip, however they believe it should not be open to any students under 15 years.

The paperwork for this is to be circulated to the Board Members – Lyanne to action.

The Board gave approval for Greg McMillan-Perry to progress with seeking interest for the Music Trip to Europe in 2025, however not for students under the age of 15.

Request to fill 1 x Year 9 and 2 x Year 10 vacancies in 2024

Tom outlined the student numbers for next year and believes we will be in a position to fill 1 x Year 9 vacancy and 2 x Year 10 vacancies for 2024.


The Board approves these vacancies to be filled. Kath moves to accept this and Ang seconds.

Trevor, Viv and Oscar left the meeting at 8.20pm.

The Board went into committee at 8.21pm - **** IN COMMITTEE ****

Meeting closed at 8.23pm.

Next Meeting is 16 October 2023.

 16 October 2023

Ang Bingham
Chairperson
Board of Trustees