

## HIBS Board Meeting Minutes

(Meeting commenced at 6.00pm)

Joel opened with the meeting with a Karakia.

Date	Attendees	Apologies
13/11/23	Ang Bingham, Reid Hebben, Anita Guthrie, Suzie Chang, Joel Swift, Craig Nicholson, Ben Carswell, Trevor Lawrence, Tom Gordon, Viv Hullen, Byron Lynds, Mr & Mrs Woolf, and Lyanne Horsefield	Nil
Owner	Agenda Item	Motion/Minutes
HOD	HOD Presentation	<p>Rachel stated:</p> <ul style="list-style-type: none"> <li>• She started in her role in 2013 – at the time there were 30 students with 11 special assessment conditions and now there are 69+ students with 30 special assessment conditions.</li> <li>• There are four staff in Learning Support, herself, Julie Rich and Teresa and Celia who are both Teacher Aides.</li> <li>• The goal of Learning Support is to ‘let the uniqueness of our child guide our work.’</li> <li>• They strive to make individualised programmes to meet the needs of the students so they leave confident and strong as learners.</li> <li>• She described the neuro-diversities the Department are currently dealing with.</li> <li>• She described how they identify the students requiring Learning Support, ie. CAM testing, student profile forms, parent contact, Teacher/Teacher Aide observations, PAT results, Lucid/reading assessments and class observations.</li> <li>• Numbers are growing as we are getting better at identifying more needs of students, rather than getting more students that need assistance.</li> <li>• She is unsure if there will be an impact if the enrolment scheme is introduced.</li> <li>• Learning Support is well set up with teaching spaces and individual pods as well as computers and laptops. There is also a chill room where students can go to decompress.</li> </ul>
		Action Items

- Over the years the attitude of Learning Support has changed and now boys are proud to be part of this.
- Department is successful in regards to NCEA results, parent and student feedback, as well as interest from other schools about our Learning Support Department.

The Board asked about the interaction between Learning Support and RTLBs at Year 10. Rachel said they used RTLBs a lot in the past, however the relationship has since changed as our Learning Support is now self-sufficient.

The Board asked if there is an assessment for students to come off the Learning Support programme. Rachel said the boys communicate as to what they want and think they need, particularly when they get into the Senior School. At the end of each year, there is a discussion with the student and parent to see if they should continue.

The Board asked about students being colour blind. Rachel said she hasn't needed to deal with this in her time at HIBS.

The Board asked Joel if the students feel there is any stigma about being involved in Learning Support. Joel said two of his friends take Pathways and think it is a good option for them. In Year 8 Joel had a reader/writer when he had a broken arm and thought it was really helpful.

The Board asked if the Learning Support Department have enough resources. Rachel said they are fortunate with what they have at HIBS in comparison to other schools.

The Board asked about the co-requisites and whether you are allowed learning support for these. Rachel said it keeps changing as to what you are allowed. She is trying to help the students to be more independent.

The Board asked how easy it is to plan for new students coming in at Year 7. Rachel said we generally don't receive a lot of information from previous schools about students and their learning needs.

The Board thanked Rachel for her presentation and for the fantastic work the Learning Support team is doing at HIBS.

Rachel left the Meeting at 6:33pm.

Chair

1. Administration

1.1. Declaration of Interests

Nil

1.2. Correspondence

Nil

1.3. Confirmation of

Previous Minutes: 16

The Board accepts the minutes of the 16 October meeting are a true and accurate record.

Oct

Anita moves the 16 October minutes and Suzie seconds.

TG

2. Updates

2.1. Principal's Report

Taken as read.

The Board accepts the Principal Report for November.

Ang moves and Anita seconds.

The Board asked about staff turnover and whether it is high in comparison to other schools. Tom said:

- Last year we only had one staff member leave and this year we have approximately 6% leaving. Ang confirmed we are trending as per the current market.
- Byron conducts exit interviews for staff.
- We have managed to recruit new staff but not for the Te Reo Māori position. St Bernard's have been advertising for a Te Reo position for the past five years and Upper Hut College for the past six years. This position was discussed at the recent Whānau Meeting – the advertisement has now been adjusted and re-advertised, highlighting we are a school on a journey. Tom is meeting with a parent who has just finished an intensive language course. They may be able to assist the boys who are studying via correspondence. He has attended some Whānau Meetings so is already invested in the school.

The Board asked about NCEA tracking, and the possibility that some Year 13's may not pass. Tom said himself and Viv have had conversations with students and parents about this.

Tom said we have been given notice from a current Year 7 boy who will be leaving at the end of Term 1 next year. He is seeking approval from the Board to fill the Year 8 vacancy in 2024. The Board discussed filling the vacancy at the beginning of 2024, rather than the start of Term 2, 2024. Byron said it is part of the Integration Agreement that we have a maximum of 24 students per class.

The Board agree for Tom to fill the Year 8 vacancy in 2024 – Ang moves this and Ben seconds.

TL 2.2. Staff Trustee

Trevor stated:

- For EOTC trips, he has put extra columns in the Term plan. Today Tom signed off the Year 8 Camp documentation.
- David Graham advised the Young Enterprise Scheme successes. Jarne Heer won CEO of the Year for the Greater Wellington Region; his group TapTech placed 2<sup>nd</sup> place for Technology in New Zealand and David won Teacher of the Year for Greater Wellington Region.
- David has reintroduced the Internationalisation Certificate at Year 10 and Year 13. This year 10 x Year 13 students gained an Internationalisation Certificate and currently Year 10 students are on track for an 80% success rate.
- Last Monday Tom presented the proposed roll increase to staff. They were keen to learn what the next stage would look like. Staff were encouraged to talk to himself, Jeanie or Nikki, or submit their comments/concerns via the Google Form provided to them.
- Tom also advised staff of the nearby NZCIS Gymnasium proposal.

Trevor, Viv, Byron, Joel and Lyanne left the meeting.

The Board went into committee at 6.53pm

The Board came out of committee at 7.36pm

Trevor, Viv, Byron, Joel and Lyanne re-entered the meeting at 7:38pm.

Tom read out a written thank you letter from a grandparent after attending the recent Grandparents' Day.

JS 2.3. Student Trustee

Joel stated:

- The Seniors are on study leave.
- Seniors are currently coming in for tutorials.
- He intends to talk to the students at an assembly next year so they know how they can contact him for any issues they may have.

BOP 2.4. BOP

Craig stated:

- The BOP met on 26 October which was the first meeting for approximately three months.
- Seismic strengthening of the Performing Arts Block is happening in the Christmas holidays.
- There was discussion around the wording of the Special Character section for enrolment.
- There was discussion around the development of a 10 year building plan.
- The focus for the next 2-3 years is to pay down the loan.

2.5. Health & Safety

The Board notes and accepts the minutes of the Health & Safety meeting of 25 October 2023. Ang moves and Tom seconds the Health & Safety minutes.

The Board commented that the bags given to Sports Managers don't have any information or forms to complete in the event of an injury.

The Board asked about the health and safety aspect of the hill run. Byron said the only concerns are around the students getting there and back, ie. having enough staff to supervise, crossing the road, as well as the issue of coming down the hill which is a bit gravelly. Trevor said they will come up with a risk assessment for the next hill run.

Byron talked about the recent Worksafe Assessment of the Design Technology Department. Only concerns were ventilation in the welding bay and health (lung) checks for staff in the area. Both are to be introduced.

- Byron to arrange for information and incident forms to be put in every sports bag for Managers.

BL 2.6. SC: Finance

#### Management Accounts

The Board notes and accepts the Management Accounts of 30 September 2023. Suzie moves and Anita seconds.

Byron stated:

- He has provided the P&L for 30 September and everything is going to plan.
- Some budget holders aren't spending all of their money.

The Board asked about the \$300K variance. Byron said some of this is due to timing and receiving a lot more from the Government this year. Approximately \$200K was received for the equity claim. Some staff have been away for a period of time and we have received some funding for that (approximately \$20K this year).

- Byron presented the Balance Sheet.
- There are no concerns.

Byron said the Budget has been reviewed by the Finance Committee with only two minor changes being made.

The Board asked about Teacher wellbeing and whether we have a budget for this? Byron said there isn't a specific wellbeing budget. Tom said last year we had a speaker come in twice to talk to staff about wellbeing. This came under PD rather than wellbeing. It was decided we have a buffer so we can manage as we go.

The Board asked about the Principal's wellbeing funding. Byron said he hasn't included this in this budget.

The Board talked about having a long term plan for the International Boys' Conference, recognising it would be good to have a five year plan given the conference are in different areas of the world.

The Board supports the Finance Committee's recommendation to accept the budget for 2024. Anita moves and Tom seconds.

2.7. SC: Policy

Seven policies have been reviewed by the Sub-Committee with no changes. Recommendations have been made to SLT regarding implementation of these.

The Board agrees to accept these seven policies.

Anita moves and Ang seconds.

2.8. SC: Roll Growth

Tom stated:

- He presented the proposed roll growth plan to the staff a week ago.
- There were some questions, but the discussion was very open and positive..
- In Term 1 next year, he plans to run a similar presentation to the wider HIBS community of parents and old boys.

2.9. Enrolment Scheme

Tom stated:

- After the BOP agreed on the wording that should go into the cover sheet, Tom went back to the MOE and passed the new details onto them. He received a response a week later saying they will look into it.

The Board asked if the staff will be able to receive a survey to indicate whether or not they wish for this proposal to go ahead. Tom said he will address the questions the staff ask in the Google Doc.

3. Term 4 Overnight Trips

Updated schedule has been provided.

4. Proposed Japan Trip 2025

The Board notes and accepts the 2025 trip to Japan.

- The Japan trip information was updated. It was provided to the SLT and they were happy with it.
- There was discussion about whether we want to endorse that students of 14 years and under don't go on International trips. Next year there is a Language trip to Taiwan where there will be boys of that age. The Board agreed that requirements for international trips are to be considered on a case by case basis.

In regards to the Japan trip, the Board asked if a boy doesn't go on the trip due to funding, would they still be considered for the 1<sup>st</sup> XV. Tom said this issue has been discussed and advised the Japan trip is not based on selection for the 1<sup>st</sup> XV team.

The cost of the Japan trip was discussed, in respect to three games being played over a fortnight. It was agreed this was about right for a rugby trip. Tom confirmed he is in favour of this trip going ahead as it will provide opportunities for our boys to extend themselves.

The Board questioned whether the games will be challenging for our boys. Tom said that sports tours are challenging as you are never sure of what you will be up against.

Fundraising was discussed and it was agreed fundraising is focussed on the International Service team.

The Board asked about the policy around billeting. Tom said we don't billet within New Zealand. They were billeted in the recent trip to Tahiti and will be billeted in Taiwan, given the language and learning.

Ben said the Special Character Sub-Committee have discussed sports trips and how special character shapes sports.

The Board agrees to support the SLT recommendation for the Japan trip to go ahead, however they note that it is a high cost and ask that the School and rugby community look at the opportunity to minimise this.

Tom moves this and Ben seconds.

Motion – to apply to the MOE for Tom Gordon's concurrence as per Employment Agreement as at 2 December 2023.

Byron says the Principal has a concurrence which is 20%. The Board approved the concurrence at the last meeting, however it has been increased again on 2 December 2023, so we need to re-apply to the MOE.

5. Principal's Concurrence  
2024



Ang moves and Suzie seconds to support this.

For Principal's performance review – different process. Principal's group signs off.

The Board notes and accepts.

6. Proposed Meeting Dates for 2024

The Board notes and accepts the 2024 meeting dates.

- Lyanne to draft a 2024 calendar including meeting dates

7. BOT Vacancy

Motion – that we invite the third candidate from the previous election to the Board to fill the casual vacancy. The Board delegates this to the Chair to approach and confirm.

Ang moves the motion for the board vacancy and Craig seconds.

Joel closed the meeting with a karakia.


8. Next meeting 28 Nov

Viv, Joel and Trevor left the meeting at 9.03pm.

- Chair 9. In Committee

The Board went back into Committee at 9.04pm.

The Meeting finished at 9.20pm.

  
Ang Bingham  
Chair  
Board of Trustees