

HIBS Board Meeting Minutes

(Meeting commenced at 6.00pm)

Oscar opened with the meeting with a Karakia. Tom introduced Joel Swift as the new BOT Student Representative.

Date	Attendees	Apologies
16/10/23	Ang Bingham, Reid Hebden, Anita Guthrie, Suzie Chang, Oscar Reid, Joel Swift, Andrew Rae, Craig Nicholson, Trevor Lawrence, Tom Gordon, Viv Hullena, Byron Lynds and Lyanne Horsefield	Nil
Owner	Agenda Item	Motion/Minutes
HOD	HOD Presentation	<p>Greg gave an overview of the extracurricular Music activities -</p> <ul style="list-style-type: none"> • There are 128 students playing musical instruments which is a lot for a school of our size. • We have a Junior choir with 13 members. They recently took part in the 'Big Sing'. • We have a Senior Choir with a small number of students, mostly Year 13's. • We have a Jazz Band with six members – we would like to expand this as we have good brass and wind players. • We have a new Chamber (string) Group. • We have a few rock bands and two Junior bands. • We are currently preparing for the annual Junior Performing Arts Roadshow in the last week of term. There will be a group of up to 30 boys visiting six venues across two days. This is one way we give back to the community. • There is a radio show that runs each lunchtime, managed by a group of 4-5 Junior students. It can be streamed online and some parents listen in. The radio is also a good tool for Learning Support students to utilise. • We may possibly be getting some radio gear donated by a HIBS parent. • A big challenge of the Department is around time – there are a lot of gifted students, however we have limited staff to take groups etc (currently only Greg and a few others).

The Board asked Greg about what our connections are with Tertiary? Greg said we do have students go onto Tertiary to study Music.

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He said it is frustrating that the boys get to University and it is not recognised as a UE endorsed subject. Many boys also carry on their Music without studying this at University.

The Board asked about the possibility of our Junior Roadshow going to Victoria University Music School to perform. Greg said it was possible but would be challenging to fit it into the calendar. A possibility could be the Music School comes to HIBS.

The Board asked what the Arts Captain does to support the Music Department. Greg said the Arts Captain promotes the Department, especially at the Principal's Assembly.

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

Greg left the Meeting at 6.26pm.

Chair

1. Administration

1.1. Declaration of Interests

Nil

1.2. Correspondence

Nil

1.3. Confirmation of Previous Minutes: 11 Sept

The Board accepts the minutes of the 11 September meeting are a true and accurate record.

Anita moves the 11 September minutes and Suzie seconds.

1.4. Confirmation of Interim Minutes: 28 Sept

The Board accepts the minutes of the 28 September.

✓ Add Anita to the attendee list.

Anita confirmed she was present at the meeting.

✓ Remove HIBS parent candidate name.

Name of HIBS parent candidate to be removed.

Reid moves to accept the amended minutes and Ang seconds.

TG

2. Updates

2.1. Principal's Report

There was no report due to the school holidays.

Tom confirms the Seniors have been sitting their Internal Evidence Exams. There is the annual Hill Run this Friday afternoon.

Tom confirmed the combined meeting of the BOT & BOP will be on Tuesday 28 November, where Kath Beare will be thanked.

TL 2.2. Staff Trustee

Trevor stated:

- David Graham confirmed there have been some good successes for HIBS with the Young Enterprise Scheme (YES). One group, Tap Tech, has made the top four for the YES Prizegiving next week. The Board congratulates Tap Tech on their success.
- The Overnight Trip Schedule for Term 4 has been circulated. All trips have SOPs and Risk Assessment Plans. Trevor looks over these and Tom signs off.

There was discussion about the timing of the sign offs between Trevor, Tom and the Board, in particular the Risk and Safety Plans not being signed off until the week before the trip departing.

The Board requested the Overnight Trip Schedule be amended to include paperwork sign offs, with dates and by whom. This may mean Teachers taking trips will need to complete their paperwork earlier than what is currently happening.

Motion passed – Additional timelines and risk notifications will be added to the Overnight Trip Schedule.

- The proposal for the Rugby Trip to Japan in April 2025 was provided to the Board. This has been approved and signed off by the SLT. Tom said it is a tour that was planned for 2020 but did not go ahead due to COVID. It is a similar ‘development trip’ as the trip to Cairns earlier this year.

The Board discussed the proposal, agreeing the minimum age should be 15 and any fundraising can’t retract from IS fundraising. Tom said any fundraising would have to be approved by SLT. Oscar and Joel said they both went on the Cairns Rugby trip and thought it was great, however Oscar said it would be better to play teams that were more challenging.

- Trevor to amend the Overnight Trip Schedule with information requested and re-circulate to the Board.

The Board had several queries around the trip, ie. The length of 15 days, are there any other options available other than Japan, would the students who do not go on the trip (perhaps due to finances) still be considered in the 1st XV Rugby team?

The Board agreed they would like to support this trip but would like more information which they would discuss at the next BOT meeting.

- Proposed Rugby Trip to Japan in 2025 to be included in 13 November Agenda.
- More information for Rugby Trip to be provided to the Board.

OR 2.3. Student Trustee

Oscar stated:

- Internal Evidence Exams went well for the boys. The students were well prepared thanks to Ms Hüllena.
- Three HIBS boys won the Indoor Cricket World Cup. Connor Gatward was named MVP of the NZ team.
- The boys are excited about the end of the year.

The Board congratulated the Indoor Cricket Teams that represented New Zealand and wished all the boys well for their end of year exams.

BOP 2.4. BOP

The BOP have not met since the last BOT meeting.

2.5. Health & Safety

The Health & Safety Committee have not met since the last BOT meeting.

Byron said last week he was contacted by Worksafe wanting to complete a quasi-audit of the Design Tech classroom. They visited last Friday and are presenting their findings with him next week.

BL 2.6. SC: Finance

Management Accounts

Byron presented the updated 31 August 2023 Management Accounts. Everything is looking good. There is currently a large profit, however this is expected to diminished before the end of the year.

The Board accepts the Management Accounts for 31 August 2023.

Ang moves these and Suzie seconds.

Byron said the Finance Committee Sub-Committee met to discuss the budget. There were a couple of changes and he will present a draft budget at the next BOT meeting.

- Byron to prepare Draft Budget and include in

Board Papers for 13
November Meeting.

2.7. SC: Policy

The Policy Sub-Committee will be setting a date to meet.

2.8. SC: Roll Growth

Tom stated:

- There is a meeting on 24 October to prepare for the 6 November presentation to staff where feedback will be sought. Tom and Byron will present with reps from both Boards present. Meeting is at 3.30pm and Tom welcomes interest from Board members.
- It is anticipated the presentation will go to the HIBS community in Term 1, 2024, also seeking their feedback.

- Board members keen to attend 6 November staff meeting to let Tom know.

The Board asked if the proposed roll increase will be mentioned at the 2024 Open Day. Tom agreed it was a good idea for either Open Day 2024 or 2025.

2.9. Enrolment Scheme

Tom confirmed he is awaiting the final wording from the Special Character Sub-Committee on how they want the Special Character defined.

- Andrew asked for this item to be included in next BOP Agenda

3. Strategic Plan & Annual Implementation Plan

Tom stated:

- Both the Strategic Plan & Annual Implementation Plans are due in March of each year.
- Last year we didn't have to complete as the process was changing.
- This year we have been given new templates. It is a new approach, rather than a Charter.
- Tom, Viv, Anita and Ang met to draft the new goals.
- There are three goals – teaching and learning, NCEA changes and co-curricular activities.
- Teaching and learning goals are based on the goals set with ERO, with a focus on Numeracy & Literacy, which are now a co-requisite for gaining NCEA.
- For NCEA changes, the group looked at preparedness and change management. A pulse survey with a short amount of questions is proposed, with reporting coming back to the BOT.
- The basis for the co-curricular goal is due to it being apparent that many behaviours boys learn is by co-curricular activities. We need to decide on how we can promote these.

There was discussion around each of the three goals. The Board asked if there should be a more specific goal around student wellbeing. Tom said we currently have the Pastoral Survey, the Ora App for the Junior students, the current Wellbeing Programme for all students, as well as Housemasters and the Pastoral Team being available for all students.

The Board asked about the aspirations of HIBS, ie. the three to five year long term goals. The BOT and BOP need to discuss at their combined meeting in November.

The Board accepts the three strategic goals for the Strategic Plan.

Ang moves to accept and Tom seconds.

The Board notes the forecast roll for 2024 and approves advertising for vacancies.

The purpose is to seek appetite for a regular self-review to be added to the annual workplan.

Motion – Should we put a regular self-review into the work plan?

The Board agrees for the regular self-review and it will be conducted in conjunction with the BOP.


Ang moves this and Andrew seconds.

6. Next meeting 13 Nov

HOD Presentation Learning Support
Induction of incoming Student Representation
Approval of 2024 Budget
Nil

Chair 7. In Committee

Meeting concluded at 8.17pm.


Ang Bingham
Chairperson

- Three to five year long term goals to be discussed at BOT/BOP Meeting on 28 November.

- Regular self review to be added to the Work Plan.