

## HIBS Board Meeting Minutes

(Meeting commenced at 6.00pm)

Joel opened with the meeting with a Karakia.

Date	Attendees	Apologies
11/03/24	Ang Bingham, Reid Hebden, Anita Guthrie, Suzie Chang, Joel Swift, Craig Nicholson, Nigel Blair, Tom Gordon, Viv Hullen, Joel Bull, Byron Lynds and Lyanne Horsefield	Trevor Lawrence
Owner	Agenda Item	Motion/Minutes

Ian  
Clark/Sarah  
Tobin

Mathematics/Numeracy

Ian provided a handout outlining the results from the Maths Department, including the PAT results for Year 7-10 students at the start of the year in comparison to the national standard average. He said:

- The main focus for the Maths Department is to add value, lifting the bottom 25% of students. The start of year and end of year results for Year 10 students confirms they are adding value.

Sarah talked about Numeracy:

- There are two assessments for students to attempt – one in June and another in October.
- 75% of students passed the first assessment in June. Some didn't attempt this due to sickness/holiday etc. These results were well above the national average.
- NZQA suggest we shouldn't test students below Level 4 but we did last year.
- For boys that didn't pass, Sarah worked with them during her non-contact periods, so they spent an hour a week specifically on numeracy.
- After the October assessment 96% of HIBS students had passed.
- The feedback we receive from NZQA is very limited.
- The national pass rate for Numeracy is 62%. Some Wellington schools are under 50%.
- There is not a lot of change in the new Level 1 Maths course, it is more about the delivery rather than the curriculum.

Action Items

- The Maths Department are very positive about the NCEA change.
- Our Level 1 HIBS course will be quite different from other schools as it will be tailored to our students.
- The course is focussed more on learning as opposed to assessment.
- On Fridays, all Level 1 and 2 Maths classes and the Level 3 Calculus classes do an assignment. They all work together to solve problems.
- Rather than teaching in compartments, the Maths Department are mixing topics up.

The Board agreed it is really exciting to see what the Maths Department are doing. They asked if there is a way we can get better feedback from NZQA? The school has already investigated this to no avail.

The Board asked which Department goal is the most challenging. Ian said the biggest challenge is getting the Level 3 students to perform to their potential. In saying that, there are around 25 students that attend a Scholarship Calculus session in the morning. This group includes some students from St Oran's.

The Board thanked Ian and Sarah for the great work the Mathematics Department is doing.

Ian and Sarah left the meeting at 6.24pm.

Joel Bull joined the meeting at 6.25pm.

Joel Bull 1. HIBS Old Boys

Joel said:

- Matt Chan has pulled together a list of all students that have attended HIBS, including their start date and end date.
- This is all on an Excel spreadsheet.
- We have researched platforms we can store this information on.
- After considering all options, Sporty seems to be the most ideal package.
- Sporty is well used in New Zealand by sporting clubs, schools etc.
- It is around the middle of the road with pricing.
- The Old Boys' Trust has asked if the Board could help the implementation of this by funding \$2,950 + GST to establish Sporty.

- The Old Boys' Trust would look after managing the annual fees going forward.

The Board asked if the data governance sits under the Principal. Tom said he is a Trustee of the Old Boys. Ownership of the database should be with the school, with access given to the Old Boys' to use.

The Board asked if anyone is reviewing the terms and conditions. Joel said they will seek legal advice for this.

- The cost to establish Sporty is within the Principal's delegation, but this has come to the Board as a matter of courtesy.
- There is a Trust Deed that sits between the School and the Foundation.
- Joel said they could write up a draft Memorandum of Understanding in the meantime.

**Motion** – To seek endorsement and funding from the Board to implement an Alumni database solution for the HIBS Old Boys

The Board is supportive to take on the Alumni. The cost is within the Principal's delegation and there will be an Interim Memorandum of Understanding.

Nigel moved and Anita seconded.

Tom said the Old Boys' are becoming more and more active and there are some very motivated men within this group.

Joel Bull left the meeting at 6.40pm.

Chair 2. Administration

- 2.1. Declaration of Interests Nil
- 2.2. Correspondence To be discussed in Committee.

The Board accepts the minutes of the 12 February 2024 meeting are a true and accurate record.

2.3. Confirmation of  
Previous Minutes: 12  
February 2024

Suzie moves the 12 February minutes and Nigel seconds.

TG 3. Updates  
3.1. Principal's Report

Taken as read.

Tom stated:

- There is a concern regarding staffing.
- He has contacted a Recruitment Agency for Teachers who bring in international candidates.
- Tom said there is an interim plan to shuffle the timetable to accommodate vacancies – this is not ideal but necessary.
- He is very pleased with our Scholarship results.
- We have Open Day on Saturday 6 April. This will be the first time with the new enrolment scheme.
- Science is facing the most challenges in regards to the new NCEA curriculum changes. Tom is very pleased with how our Science Department are reacting.
- The BOP have just agreed to increase the hours of Karl Smith, the HIBS Counsellor, from two days per week to three. Karl works with both staff and students.

The Board notes and accepts the March Principal's report.

TL 3.2. Staff Trustee

Trevor was not present at the meeting. Viv said Parent Teacher Interviews are coming up in the next few weeks. Year 12 and 13 students are away at PE & Geography trips.

JS 3.3. Student Trustee

Joel stated:

- The Year 7 camp was good fun. The Year 13 students formed great connections with the new Year 7s.
- Relay for Life is on in a couple of weekends. We have already raised \$25K.
- Octathlon is coming up in March.

BOP

3.4. BOP

Craig stated:

- The BOP met last Thursday.
- There was a focus on Finance.
- Byron presented the Building & Capital Works Programme. The Performing Arts Block earthquake strengthening has been put back due to not receiving consent in time from the Council. This is now being done in the April holidays.
- They are still looking at the refurbishment of the Performing Arts Block, but need to ascertain the budget.
- A boundary fence between HIBS and the racecourse is being looked at. We would gain an extra 1700 sqm which is our land. The Racing Club have offered to pay half. To reclaim our land we are looking at putting in a solid block fence.
- The Auditorium heating isn't working properly. It can't be repaired and needs replacing.
- Our insurance costs have increased greatly.
- The BOP are looking at perhaps reducing the money they give the BOT, given the BOT is looking better financially.
- There is a Constitution Review – the 2022 Incorporated Societies Act has new requirements so we need to update our constitution.

BL

3.5. Health & Safety

Byron stated:

- Motion – to note and accept the minutes of the H&S Meeting
- Ang to accept and Anita seconds

TG

3.6. SC: Roll Growth

Tom stated:

- The community engagement has been deferred until Term 2.
- A survey has just gone out to staff to gain more feedback. This is anonymous and staff have two weeks to complete. Any issues raised will be addressed with staff.
- After we receive staff feedback, we will be in a better position to engage with the wider community.
- If the roll growth does go ahead, the timeline for this to occur is now 2028.

### 3.7. Enrolment Scheme

Tom stated:

- Open Day is the start of the campaign for the new enrolment scheme.
- It won't change how people will apply.
- Enrolment packs were sent out last week to families of all students pre-registered.

#### **General Business**

#### **HIBS Results Comparison**

Taken as read.

#### **IS Donation from the BOT**

**Motion** – Board to approve a donation to the IS 2024 Team.

- The IS 2024 Team are in the process of making a request for \$3K as a donation from the BOT.
- The team also have money left to them from the IS 2023 Team.

The Board agrees to delegate Tom & Byron to approve a donation to the IS 2024 Team.

#### **BOP & BOT Collaboration**

**Motion** – Trustees to volunteer to attend 1-2 BOP meetings per year

The Board thanks the BOP for the invitation.

Moved by Ang and seconded by Nigel.

#### **Connection with Staff**

**Motion** – Board members to attend a staff briefing via roster

So the Board members are visible to staff, BOT members are encouraged to attend a Staff Briefing, either Monday or Friday at 8.15am. Tom says it would be much appreciated by staff.

Moved by Anita and seconded by Suzie.

- Lyanne to share a Google Sheet for BOT members to add if they will attend a BOP Meeting
- Lyanne to share a Google Sheet for BOT members to add if they will attend a Staff Meeting

### **Refreshment/Sabbatical Leave**

**Motion** – Board to accept Principal's recommendation regarding the number per year of refreshment leave and sabbatical requests.

Tom said:

- We already have one staff member that has had refreshment leave approved for 2025.
- There is a second to be discussed 'In Committee'.
- The Collective Agreement for a school of our size states we are allowed up to four teaching staff a year on refreshment or sabbatical leave.
- Short term teaching positions are very hard to staff.
- SLT have discussed and three would be preferable.

The Board are happy to accept Toms' recommendation of three staff members approved for sabbatical/refreshment leave per year.

### **As and When Vacancies**

**Motion** – Board to annually delegate to the Principal to fill as and when required vacancies are aligned to the Policy and the Scheme

The Board are happy for the Principal to fill as and when vacancies.

### **Debrief Visit from the Bishop**

Reid stated:

- The visit from the Anglican School Board went extremely well.
- There were two reps from the Anglican School Board; Ben Carswell and Andrew Rae represented the BOP, Sharon Dalgety and Paul Cotton represented HIBS.
- It was more of a reconnection between the Church and our school.
- The Anglican Board are trying to reconnect with schools throughout New Zealand.
- Sharon and Paul did a great job outlining the HIBS values, beliefs, service, our programme etc. They were very impressed by that.
- There was a sharing of ideas on how religion and belief sits in schools in the modern age.

**Self Review**

**Motion** – Board to agree the timeline and any final discussion on the questions

Anita and Nigel drafted three generic questions for those that don't know much about the Board and how it works.

The Board agreed to have these three questions included in a survey to parents.

The Board agreed for themselves to have more of a discussion rather than a survey.

Ang moved and Nigel seconded.

**Tribute to Viv Hullena**

Ang read out a tribute to Viv, written by herself and Andrew Rae –

***Tēnā koe wahine toa, whaea, taonga, kaitiaki, e hoa***

***It is a challenge to acknowledge you, your career and your impact on HIBS in a short paragraph. However, we are up for a challenge - here is the legacy you will leave us with.***

- ***Wahine toa – being a feminist in a school for boys is of immense value to our ākonga tama and their education***
- ***Kaiwhakahaere – being a leader with our kaimahi that sees and hears the challenges and celebrates the wins.***
- ***Whaea/ kaiako – being an educationalist and reminding us that evidence and data can inform the path forward. Your pedagogical approach to akoranga is acknowledged.***
- ***Taonga – Being a safe and trusted pair of hands with a strong heart that can absorb and reflect spirit and wairua***
- ***Kaitiaki – As a guardian of our young men and to instill in them life long learning and service as they march into adult life. You knew each boy, and you knew their stories, a mark of care and respect***

4. Regular Self Review



*E huri to aroaro ki te rā tukuna tō ataarangi ki muri i a koe  
Turn your face to the sun and let your shadow fall behind you.*

**Ngā manaakitanga  
The Boards**

Joel closed the meeting with a karakia.

Joel & Viv left the meeting at 8.40pm

The Board went Into Committee at 8.40pm.

The Board came out of Committee at 8.50pm when the meeting closed.



Ang Bingham  
**Board Chair**