

*Ang Bingham*

## HIBS Board Meeting Minutes

Meeting commenced at 6.00pm

Date	Attendees	Apologies
10/06/24	Ang Bingham, Reid Hebden, Anita Guthrie, Joel Swift, Craig Nicholson, Ben Carswell, Nigel Blair, Suzie Chang, Trevor Lawrence, Tom Gordon, Craig Stevenson, Catherine Chen and Lyanne Horsefield	Byron Lynds

Owner	Agenda Item	Motion/Minutes	Action Items
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Catherine Chen	Presentation – Languages	<p>Catherine presented a Powerpoint presentation, including:</p> <ul style="list-style-type: none"> <li>• An introduction to the staff in the Languages department.</li> <li>• Highlights of the department being the annual Languages Week, overseas trips, exchanges and the annual half day immersions with St Oran's.</li> <li>• Last year there was a French trip to Tahiti with 10 boys and in the April 2024 holidays, a Chinese trip to Taiwan with 12 boys (video clips were shown to the Board of both trips). After the Taiwan trip, two students went up a year level in their French as their conversational language improved with this experience.</li> <li>• For future planning, they are looking at a three year cycle for overseas trips, with the possibility of a French trip to France.</li> <li>• They would like to promote international exchanges more.</li> </ul>	
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The Board asked about trips for Te Reo Māori. Catherine said we need to have a Teacher in charge and then they will look at this.

The Board said they understood the request for a sink and would leave that for SLT to consider.

The Board thanked Catherine for her presentation, the videos and the hard work of the department.

Catherine left the meeting at 6.11pm.

Declaration of Interests

Nil

Junior Pastoral Survey

Craig Stevenson stated:

- He has provided information to the Board of results over the past three years.
- We have less than a handful of students that are experiencing negative behaviours.
- Any negative behaviour is dealt with once that information comes to hand.
- Data shows that Year 7s are really happy to be at HIBS (new school etc).
- The level of excitement comes down during Years 8 & 9.
- Very few students are saying they are not enjoying the environment.
- We are comfortable we are meeting the needs of the students that aren't happy.
- We had two DPs from Christchurch Boys' High visit. They had been visiting schools from Auckland down to Wellington and said the feedback from our students was very different from any other school they had been to, in particular with regards to the Housemasters who are seen as people they can go to for support. In other schools Housemasters are seen as being there for discipline only.

The Board agreed the results were really good and thanked Craig for the additional data. They also congratulated the Pastoral Team.

Year 10 Survey

Taken as read. The Board asked about the Year 10 boys being mixed up and not put into banded classes (ie. H, I, B, S). Craig said it is being trialled this year to see what effect it had on teaching and learning.

The Board asked how this is being measured. Craig said he is getting feedback from teachers and students, but it is hard to get data on the effect it is having academically.

The Board asked if it is deemed to be working well, will it carry on going forward? Tom said this is currently being considered. The Board also asked if this non-banding would be considered for Years 7, 8 and 9? Tom said that also is yet to be decided.

Craig said a strong indicator is that we are in June, and have heard nothing from the boys, parents or staff.

Also, the Pastoral team have met and are comfortable with the way things are going with Year 10s. The Board asked if there has been a follow up survey. Tom said there will be at the beginning of next Term.

The Board asked how we would know if languishing wellbeing was an issue for students. What indicators should we be looking at to see if there is an emerging problem? Craig said the biggest key indicator is from the form books. If a student isn't happy, there is usually a correlation in their behaviour. Housemasters look at patterns and motivation grades are monitored, with the bottom percentage of students with low grades are picked up by Craig, Kelly and/or Housemasters. The Ora app used by students is also helpful. The most important thing will always be the relationship students build with a staff member.

The Board asked about using the word 'banter'. Craig said the Pastoral team has discussed whether we should ban the word given boys often don't realise the visible reaction doesn't often relate to the feeling they have inside. Craig has sat down with a number of Junior classes and had a conversation around this. The Board believes if we can keep focusing on this we will be a leading school.

Ang thanked Craig and the Pastoral team. Craig said the Housemasters are superb and do a great job.

Craig left at 6.49pm.

#### Board Self Review

The Board discussed and agreed on the outcomes for the Self Review questions (refer Attachment A).

Ang thanked Suzie for her contribution to the Board.

Suzie left the meeting at 8.00pm.

Correspondence	<p>AIS NZ Member Schools Diversity &amp; Inclusion Guide was provided to the Board for information. Read by the Board. This is covered in the SchoolDocs policy.</p> <p><b>Action</b> – to include this in the BOP Agenda.</p>	<ul style="list-style-type: none"> <li>- Lyanne to include this in the BOP Agenda</li> </ul>
Confirmation of Previous Minutes: 13 May 2024	<p>The Board accepts the minutes of 13 May 2024 meeting are a true and accurate record.</p>	<ul style="list-style-type: none"> <li>-</li> </ul>
1. Updates	<p>Amendment – for the Cricket trip to Australia – change from TLA to TGO</p> <p>Craig moves the 13 May 2024 minutes and Trevor seconds.</p>	<ul style="list-style-type: none"> <li>- Lyanne to make minor amendment</li> </ul>
TG	<p>Principal's Report</p> <p>Taken as read.</p> <p>Tom said he has emailed all families today who applied for Year 7 in 2025. The ballot went very smoothly.</p>	
TL	<p>Staff Trustee</p> <p>Trevor stated:</p> <ul style="list-style-type: none"> <li>● It is good to see BOT members at the staff meeting.</li> <li>● Staff are busy with report writing.</li> <li>● Variety Show this Friday and House Singing is coming up at the end of term.</li> <li>● 1<sup>st</sup> XI Football qualified for the national tournament.</li> <li>● IS 2024 team are heading to Fiji in the July holidays.</li> </ul> <p>The Board wish the IS team very well for their trip.</p>	
JS	<p>Student Trustee</p> <p>Joel stated:</p> <ul style="list-style-type: none"> <li>● Students are busy with House Singing and the Variety Show, as well as exchanges with schools such as Rathkeale, Lindsfarne and Palmerston North Boys' High School.</li> </ul>	
CN	<p>BOP</p> <p>Craig stated:</p> <ul style="list-style-type: none"> <li>● They haven't met since the last BOT Meeting.</li> <li>● Next week is the AGM (20 June).</li> </ul>	
Health & Safety	<p>The minutes of the 15 May Health &amp; Safety Meeting are taken as read.</p>	

The Board asked about the decision not to have a fire alarm in the chemical store. Tom said it is a concrete bunker by the racecourse and it contains chemicals that should no longer be in schools. They are awaiting disposal. It has been budgeted for over the past few years, however it hasn't happened. We have a new Lab Technician who will make this happen this year. A temporary alarm would require a data cable and electricity given it is in an isolated place.

**Action** - The Board asked for a date for when the chemicals will be disposed of. They also requested a list of the chemicals on the Health & Safety Register.

- BL – chemical disposal date to be advised & list to be put on Health & Safety Register

Tom moves the 15 May 2024 H&S Minutes and Craig seconds.

RH

Finance

Finance SC verbal update. Reid stated:

- At the last meeting, they discussed the financial statements and auditors' report. Feedback from the auditors was good, with the exception of a couple of minor items.
- The Trustees are above average on the cash side and the BOP are below average. We will look to rebalance in the future. Byron is currently investigating this.

The Board accepts the management accounts.

Craig moves and Nigel seconds.

Purchase of a New School Van

The Board was in full agreement to approve the purchase of a new school van.

Filling a Casual Vacancy

The Board discussed whether they would prefer a bi-election or selection for a new Board member. The Board agrees to select rather than have a bi-election.

Reid moves this motion and Ang seconds.

Treasurer Vacancy

Requirements are that it is not compulsory to have a Treasurer on the Board. The Board agreed that with Byron, the Finance Sub-Committee and the Proprietor, they are served well and don't need a Treasurer at this stage.

The Board discussed what skill sets or competencies would be beneficial? Suggestions were for a Māori or Pasifica parent. Also a parent with a background in law or digital competency (AI) could be beneficial.

The Board agreed to send out communication to the community seeking interest from parents with skills in the sought areas.

Action - Ang to draft an article for the upcoming Newsletter.

- Ang to write a Newsletter article
- Lyanne to send the demo video for those that couldn't access

Year 10 Pastoral Survey

Taken as read.

BoardPro

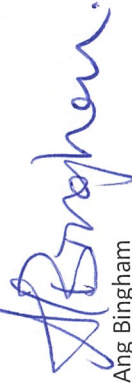
The Board agreed the BoardPro software package would be beneficial so are happy for this to be introduced.

Joel closed the meeting with a karakia.

Joel left the meeting at 8.45pm.

The Board went into **Committee** at 8.45pm.

The Board came out of Committee and the meeting finished at 9.00pm.



Ang Bingham  
Board Chair