

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **9 Sept 2024** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 5 August 2024
Time:	6:00 pm to 8:25 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Ang Bingham (Chair), Reid Hebden, Anita Guthrie, Nigel Blair, Trevor Lawrence, Joel Swift, Tom Gordon
Attendees:	Lyanne Horsefield, Byron Lynds, Craig Nicholson
Apologies:	Andrew Rae
Guests/Notes:	Jane Dewar, Lynlee Lawrence

1. Opening Meeting

1.1 HOD Presentation - English & Literacy

Jane said the strengths of the English Department are:

- The depth of experience and skill at HIBS.
- The extra-curricular activities, ie. Debating (we have teams in all grades), creative writing, the scholarship programme (we have 14 students this year).
- The Junior programme has a focus on literacy (including reading and writing) which has paid off.
- Being able to run programmes with the Librarian.
- The Upper Hutt cluster group is beneficial.

The challenges the Department are facing are:

- The proposed changes to the curriculum (they don't yet know what the changes look like). When the changes are implemented, it will cause a lot more work for teachers and they will need time for PD and resourcing. The timeframe for implementation is scheduled for a year after the consultation.
- The impact on reporting for Juniors is a concern. HIBS abandoned the e-asTTle writing test and currently use our own.
- The new standards have caused immense work.
- AI, whilst beneficial for some things, is causing a lot more work for teachers. HIBS currently uses Turnitin and Zero Chat. Having conversations with students also takes time. Joel said the boys see AI as a helpful tool.
- It is challenging having laptops charged and ready to go for large groups. The Department has 56 devices and they are being used in every lesson. The Seniors take priority.

- There is increased admin involved with digital standards as they have to be checked before being submitted to NZQA.
- Future planning is a challenge as it is difficult to plan with a changing field.

Jane believes a Teacher Librarian would be helpful and would be a good opportunity for someone.

Literacy

Lynlee said:

- She was made Literacy Coordinator last year.
- Students they thought would need a boost before getting to the Literacy standards were targeted and approached about the Literacy programme.
- In mid 2023, HIBS achieved 60% for writing which was around the national average. Reading at the same time was about 75%.
- A few changes in the Year 10 English programme were implemented and by the end of 2023, the results were 98% for reading, and 75% for writing
- In comparison, results came in last week for reading with a 89.5% pass rate and writing with a 91% pass rate.
- Last year we had 40 boys that didn't pass and this time we have nine boys that haven't passed.

The Board said the results were fantastic. Lynlee said it was a team effort from staff and parents. Jane said Lynlee has done a fantastic job as Literacy Coordinator and believes this position should continue.

The Board acknowledges the success of the English Department and looks forward to seeing how the Board can support them.

Jane and Lynlee left the meeting at 6.38pm.

1.2 Declaration of Interests

Nil.

1.3 Confirm Minutes

Action Item Import 21 Jun 2024, the minutes were confirmed as presented.



Approval of the 10 June 2024 Minutes

The Board approved the 10 June 2024 Minutes.

Decision Date:	5 Aug 2024
Mover:	Nigel Blair
Seconded:	Craig Nicholson
Outcome:	Approved

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
20 Jun 2024	AIS NZ Member Schools Diversity & Inclusion Guide for the BOP Meeting Status: Completed on 24 Jun 2024	Lyanne Horsefield
21 Jun 2024	Correspondence to parents regarding BOT vacancy Status: Completed on 23 Jun 2024	Ang Bingham
21 Jun 2024	BOT email address to be added to the HIBS website Status: Completed on 24 Jun 2024	Lyanne Horsefield
5 Aug 2024	Chemical List & Disposal Status: In Progress	Byron Lynds

3. Board Annual Work Plan

3.1 Nil for August

4. Updates

4.1 Principal's Report

- Tom thanked the Board for him being able to attend the recent IBSC Conference. HIBS has been attending this for the past 20 years and it is the third year in a row that HIBS has presented. Tom presented on student leadership this year. Next year the Conference is in Massachusetts. Tom would like it if one or two staff could attend with the Principal, if they have a presentation accepted.
- He is currently interviewing Year 7 2025 students. The Special Character Committee are meeting with Sharon to see how the process has gone this year and Tom will report back at the next meeting.
- The Numeracy results came out today and 90% of boys have passed which is fantastic.
- We are tracking well with our three strategic goals. The focus on Literacy and Numeracy has been very successful. The delivery of the NCEA changes has been challenging but we are working through it. We have a good staff atmosphere and there is great support in the pastoral corridor. In regards to our third goal of barrier free engagement to safeguard school culture and special character, there is currently no measure on this. We will know more next year.

The Board asked if Matariki is something we should consider making compulsory for the school going forward? Tom thinks probably not as there were some challenges this year with conflicting ideas/beliefs.

The Board asked about the fourth sprinkler leak. Craig said the BOP are looking at the best way to manage this going forward. The BOP meet next week.

The Board asked about the IS report for 2024. Tom said the IS boys presented at assembly last week. Joel said it was such a great experience and amazing to see how grateful the Fijian people were. The Board passes on their thanks and congratulations to the IS2024 team.

The Board discussed the recent stand downs.

The Board said the Variety Show was magnificent.

4.2 Staff Trustee

Trevor said:

- The IS Trip to Fiji was a standout. Each of the teachers have completed a review.
- It is a busy term with 17 overnight trips, including Winter Tournament Week, Year 9 camp, Junior rugby trip and Aims games. All of the necessary paperwork is in place for these.
- Kelly Dornbusch has record numbers of students completing their DOE silver and gold. Kelly received an award by the Governor General for his service to DOE. The Board passed on their congratulations to Kelly.
- Everyone is looking forward to the School Ball this Saturday.

4.3 Student Trustee

Joel said it is a busy time for the boys with the upcoming Winter Tournament Week, Senior Ball and Interhouse Chess.

4.4 BOP Update

Craig said:

- The BOP had their AGM in June. There were five vacancies and Andrew Rae, Ben Carswell and Ted Grieve were re-elected. Two new members were elected - Stuart Darvill and Dan Bradley.
- The Performing Arts block is almost finished with earthquake strengthening. The interior refurbishment there has commenced.
- There was a discussion about the recent sprinkler leaks.
- Phil Chevis, HOD Science, is concerned about some of the Science Labs not being fit for purpose due to size. He is getting some advice from a specialist laboratory company.
- The first repayment of the debt for the racecourse land is happening this month.
- We have purchased a new lockdown siren that has just arrived. It will be mounted on the roof of the Admin Building. This will replace the temporary siren we currently have.
- The Special Character Committee discussed the proposal for the next Production in 2025.
- The Constitution Review is moving forward. The BOP is hopeful for a Special General Meeting before the end of the year.

4.5 Health & Safety

The Board asked about the Hill Run and whether it will be taking place this year. A discussion will occur prior to a decision being made.

Two injuries need to be recorded in the accident register - a slip in the Auditorium and a student suffering concussion at a Football game.



Injuries to be added to Accident Register

Two injuries needs to be added to the Accident Register - Incident 1 - slip in the Auditorium at Variety Show and 2. A student concussed at a Football match.

Due Date: 13 Aug 2024
Owner: Lyanne Horsefield

4.6 Finance Report

Byron will share the 30 June 2024 Management Accounts with the Board prior to the next meeting.

Everything is going well. We still continue to have a high cash balance. Three new Term Deposits have been set up today.



30 June Management Accounts

Byron to share the 30 June 2024 Management Accounts with the Board.

Due Date: 13 Aug 2024

Owner: Byron Lynds

5. General Business

5.1 Principal's Concurrence

Byron brought a paper to the Board's attention regarding Principal Concurrence. It was moved that:

1. The Board approves the concurrence request and the reasons for the request including the obligations and time commitment imposed on the Principal for the maintenance of the School's Special Character, Internationalisation Programme and ongoing building programme.
2. Because concurrence is sought for a period longer than 12 months, it will be subject to an annual review by the Board as to whether the circumstances still justify the payment being continued for a further period of 12 months (or that the payment be reduced or discontinued);
3. The Board acknowledges and accepts the liability for the additional payment or benefit and has the financial capacity to make the payment without detriment to its other activities;
4. The Board intends to make the additional payment from Board of Trustee funds (rather than from Board of Proprietors' funds or other trust funds).



Principal's Concurrence

The Board delegates the authority to the Chair to make the concurrence request of the Secretary of Education

Decision Date: 5 Aug 2024

Mover: Anita Guthrie

Seconder: Craig Nicholson

Outcome: Approved

6. In Committee

6.1 In Committee at 7.40pm

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Workshop - 17 Sept 2024, 1:00 pm

A handwritten signature in black ink that reads "A/Bingham".

Ang Bingham
10 Sep 2024