

CONFIRMED MINUTES

BOT MEETING



At the **HIBS BOT Meeting** on **10 Mar 2025** these minutes were **confirmed with the following changes:**

David Graham is a Board Member not an attendee

Name:	HIBS BOT
Date:	Monday, 10 February 2025
Time:	6:00 pm to 7:55 pm (NZDT)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Anita Guthrie, Craig Nicholson, Glenn King, Nigel Blair, Reid Hebden, Tom Gordon, Aryan Gandhi
Attendees:	Lyanne Horsefield, David Graham
Apologies:	Byron Lynds, Jane Derbyshire
Guests/Notes:	Martin Burrows

1. Opening Meeting

1.1 Declaration of Interests

Nil

1.2 Election of Board Chair & Deputy Board Chair

Reid asked for nominations for the Board Chair position. Tom nominated Reid Hebden. No other candidates were nominated so Reid was elected unopposed. This was seconded by Anita.

Reid then asked for nominations for the Deputy Board Chair position. Tom nominated Jane Derbyshire. No other candidates were nominated so Jane was elected unopposed. This was seconded by Reid.

1.3 2024 NCEA Achievements

Martin Burrows provided a summary of NCEA results from 2024 and several previous years. He stated:

- The 2024 results are currently provisional, given students can still apply for resubmissions.
- Our endorsement rates are looking really good, especially given the changes to the Level 1 standard last year which made things more challenging.
- The Year 12 results are the best since 2016.
- Our results are tracking above the Equity Index Boys category.
- Excellence endorsements are up for all year levels.
- The results by ethnicity are looking positive.

- We have extremely good results for the Numeracy and Literacy co-requisites. The strategic goal was for all students to pass the NCEA co-requisites by the end of Year 10.
- The results were due to a huge team effort and the School is proud of our students.

On behalf of the Board, Reid passed on his congratulations to all of the staff involved in the fantastic NCEA results.

The Board said they would be keen to see some comparison school results once they have been confirmed. The Board would also like to see some comparisons in the progress of students entering HIBS at Year 7 to where they are now, ie. how much of an improvement has HIBS made.

1.4 Strategy Paper

Reid stated:

- The previously discussed HIBS one page Strategy is ready for discussion and if appropriate approval.
- SLT and BOP have reviewed the draft Strategy to ensure they are all on board.
- Feedback has been received, finessed and incorporated.
- It is intended that the School Charter which will be completed in the next few weeks will then link into the Strategy to bring the Strategy to life.
- The Strategy has both short and long term aspects to it so the Strategy and progress should be discussed on a regular basis by the Board (eg Quarterly).
- The next step is the Charter and it will be important to ensure that the Charter incorporates and compliments work that is already in progress eg Whānau group.

Board accepts the proposed Strategy. Glenn moves this and David seconds.



The Board approves the Strategy paper.

The Board approves the Strategy paper.

Decision Date:	10 Feb 2025
Mover:	Glenn King
Seconder:	David Graham
Outcome:	Approved



Charter

Tom and team to ensure HIBS Charter is up to date, including completing prior year and ensuring current year reflects the sharpen aspect of HIBS strategy.

Consideration be given to engaging with relevant groups (whānau group) to ensure total school approach.

Charter in draft by end of February and can be distributed to Board to provide comfort that aligns with strategy.

Charter to be included in March Board papers.

Due Date:	18 Feb 2025
Owner:	Tom Gordon

1.5 Confirm Minutes

Craig asked if Byron could be the mover of the motion to accept the Health & Safety minutes if he was only "in attendance" (rather than being a Board member). Glenn said he was happy to move if Byron couldn't be.

The Board approves the minutes subject to checking with Byron. Reid moves and Nigel seconds.

**The Board accepts the minutes with the possible amendment.**

The Board accepts the minutes with the possible amendment.

Decision Date: 10 Feb 2025
Mover: Reid Hebden
Seconder: Nigel Blair
Outcome: Approved

**Byron's status on Board Minutes**

Check if Byron should be listed as "in attendance" on the Board Minutes.

Due Date: 14 Feb 2025
Owner: Lyanne Horsefield

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner(s)
11 Nov 2024	Finance Committee Meeting Status: Completed on 28 Nov 2024	Byron Lynds
11 Nov 2024	Risk Factor on report needs to change to 'High' Status: Completed on 11 Nov 2024	Trevor Lawrence
6 Dec 2024	Chemical List & Disposal Status: Completed on 4 Feb 2025	Byron Lynds
6 Dec 2024	Roll Growth Committee need to meet Status: Completed on 4 Dec 2024	Tom Gordon

2.2 HIBS Charter (Annual Implementation Plan)

3. Updates

3.1 Principal's Report - No report for this Meeting

Tom stated:

- Our Year 7 students have settled in well. Informal feedback from staff is that they are doing well.
- Cricket has started and we had 11 teams (from Years 9 to 13) that played last Saturday (Years 9 to 13).
- Volleyball is underway.
- There is a really good feeling about the place.
- One of our staff members, Krysia Jovanovic, suffered a stroke over summer. Due to this Krysia has had to retire from teaching. She is showing positive signs of recovery. Sharon is visiting her and we are getting regular updates. We would like to farewell her when she is up to it.
- We have a temporary Teacher to cover Krysia's role and the position will be advertised shortly.

3.2 Staff Trustee

David stated:

- He has spoken with the new staff and they are all very happy. They have enjoyed the induction process and are happy with the support from their HODs. We have nine new staff members.
- The vibe of the place is outstanding which has been a very good start to the year.
- There has been a new focus on the students coming into the classrooms which has settled our Year 7s and reminded the other students of the values of the school. It is a new focus and is one that is working.

Glenn said the staff induction was wonderful, well organised and well supported. He also said the powhiri went very well. The vibe amongst the teachers was very positive. We are fortunate to have two parents of the school that spoke to the visitors and new families on behalf of the school. Feedback from other parents was very positive. Glenn said it was a credit to many staff who helped make it happen. It was a real team effort.

3.3 Student Trustee

Aryan stated:

- It has been a great start to the year.
- There are a few big events coming up - 1500m on Friday, Octathlon, Year 7 Camp, sports.
- For the first time in HIBS history, two cricket teams are playing in the 1st Premier Grade.
- The 2nd XI Cricket team beat the Rongotai 1st XI on Saturday.
- Winter sports registrations are being taken tomorrow.
- We have a new Tuck Shop - the food and pricing is good. It's been a bit hectic sometimes as the systems have been on and off. It is a big improvement - the quality of food is much better.
- The Year 13s have asked for air conditioning and fly spray for the Common Room.

3.4 BOP Update - No BOP Meeting since BOT last met

Craig stated:

- The new constitution for Hutt Integrated Boys' School Incorporated (the Society) has been finalised and is ready to be endorsed by the BOP. A decision to adopt it can then be voted on by all members of the Society at the BOP AGM later in the year.

3.5 Health & Safety - No H&S Meeting since BOT last met

No update required.

3.6 Finance Report

In Byron's absence, Reid stated:

- A letter has been included from BDO (our Auditors), with their Audit Plan and our Management Accounts. This will be discussed at the 10 March meeting when Byron is present.

The Board asked Byron please provide a brief summary paper to cover the Accounts outlining any items that should be brought to the Boards attention, relevant management comments and recommended actions of the Board.

It was noted that it would be appreciated that all Board presentations had a similar cover note. Tom to locate a template cover paper that could be used.



Provide a brief description of the Management Accounts

Audit Plan and Management Accounts update rolled forward to March meeting.

Byron to provide and update on any issues identified and whether school considers the scope sufficient.

Tom to locate prior template for a cover to Board papers

Due Date: 10 Mar 2025

Owner: Byron Lynds

4. General Business

4.1 Updated Term 1 Overnight Trip Schedule

David provided an updated list to the Board with one additional overnight trip, which is the PE Trip for Year 13 students to the Marlborough Sounds.

The Board asked if names in the schedule could be identified as either parent or teacher.

The Board also asked if they could get some feedback on trips that have gone ahead, ie. what went well, what didn't? Tom said as Trevor is no longer on the Board, therefore himself and David can provide this to include in the Principal's Report.



Overnight Trip Schedule name update

In reporting who is attending to provide appropriate supervision, we need to clearly identify who is a teacher/staff member and who is a parent.

Due Date: 10 Mar 2025

Owner: Lyanne Horsefield

4.2 HOD Presenters for 2025

In reference to the draft list of HOD presenters provided to the Board for 2025, Reid queried whether:

(a) Any Board member had any particular HOD they would like to hear from.

(b) If there was any interest in a sports representative presenting to the Board, given sports is a major part of the School and that the boys are representing the School when they take part in sports.

The Board discussed and agreed a sports presentation would be appreciated and that if the presentation covered how sports aligned to the school's values, management of health and safety, participation in sports and successes and challenges in the sports programme.

The Board was interested in how the School encourages students to get involved in sports given the benefits sports provides. Tom noted that his vision for the school is that everyone participates in a co-curricular program offered (sports, music, voluntary service, librarian, cultural etc) as opposed to just sports.

Tom to arrange a sports representative to speak to the BOT about Sports. He will also look into participation data of students.



Sports Representative to present at a BOT meeting

Include a sports presenter on the HOD presenters and confirm by March Board meeting

Due Date: 10 Mar 2025

Owner: Tom Gordon



Provide the Board with data on student participation in co-curricular activities

Identify participation data of students in co-curricular activities.

Due Date: 4 Aug 2025

Owner: Tom Gordon

5. In Committee

5.1 In Committee

IN COMMITTEE

The Board went into committee at 7.36pm and the meeting closed at 7.55pm.

6. Close Meeting

6.1 Close the meeting

Next meeting: HIBS BOT Meeting - 10 Mar 2025, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.4	Charter Due Date: 18 Feb 2025	Tom Gordon
1.5	Byron's status on Board Minutes Due Date: 14 Feb 2025	Lynne Horsefield
3.6	Provide a brief description of the Management Accounts Due Date: 10 Mar 2025	Byron Lynds
4.1	Overnight Trip Schedule name update Due Date: 10 Mar 2025	Lynne Horsefield
4.2	Sports Representative to present at a BOT meeting Due Date: 10 Mar 2025	Tom Gordon

Item	Action Title	Owner(s)
4.2	Provide the Board with data on student participation in co-curricular activities Due Date: 4 Aug 2025	Tom Gordon



Reid Hebden
23 Mar 2025