

# CONFIRMED MINUTES

## HIBS BOT MEETING



At the **HIBS BOT Meeting** on **5 May 2025** these minutes were **confirmed as presented**.

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

### 1. HOD Presentation

#### 1.1 HOD Presentation from Chris Smyth, HOD Design Technology

Chris stated:

- He has been at HIBS for four years but this year is his first as permanent HOD.
- Ex-HOD Dan Waterson is now employed to maintain our equipment in the workshop and improve facilities.
- Staff are settled with two new beginner teachers last year.
- The Department has two facets - Design Technology (DET) which is workshop focused and has an engineering perspective and a trades pathway. In DET there are two classes each at Years 11, 12 and 13. In Year 11 they create a remote controlled boat; in Year 12 they build a motorbike and in Year 13 they invent their own projects. There is a focus around project management and writing briefs. Juniors do little projects to build their skills.
- Design & Visual Communications (DVC) is what was previously known as Technical Drawing and then Graphics. The focus for DVC is design processes, drawing for design, freehand drawing, technical drawing, making models, spatial design and project design.
- There are small numbers in DVC at the senior level, but he is hoping this will improve.
- His general approach is to upskill staff with courses etc so their knowledge becomes varied which in turn helps students.

The Board asked if it is hard sourcing DVC and DET Teachers. Chris said it's an issue therefore retaining teachers is really important. He said HIBS is really well run and is very supportive for teachers.

Reid thanked Chris for his presentation and wished him well for developing the department.

Chris left the meeting at 6.16pm.

## 2. Administration

### 2.1 Declaration of Interests

Noted a potential conflict of interest as Glenn King is a parent representative serving on the Board of Trustees and also a staff member. Appropriate measures will be taken to ensure transparency, impartiality and exclusion where required.

### 2.2 Confirm Minutes

**BOT Meeting 10 Feb 2025**, the minutes were confirmed with the following changes:

*David Graham is a Board Member not an attendee*

David Graham needs to be changed to a Board Member rather than an attendee.

Subject to this change, the minutes are approved.

Glenn moves and Nigel seconds.



#### **The Board approves the minutes from the 10 February 2025 meeting,...**

The Board approves the minutes from the 10 February 2025 meeting, subject to David Graham being changed from an attendee to a Board member.

**Decision Date:** 10 Mar 2025

**Mover:** Glenn King

**Second:** Nigel Blair

**Outcome:** Approved

## 3. Correspondence

### 3.1 Waitangi Day Celebrations - For Information Only

Tom stated:

- It was lovely to be able to share the letter with the Board.
- He read this out to the boys at assembly.
- Panapa is a parent with a son in Year 8. At the Powhiri, Panapa spoke on our behalf and his brother, Whaitiri, spoke on behalf of the guests. Both Panapa and Whaitiri are now HIBS parents.

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner(s)
14 Feb 2025	Byron's status on Board Minutes <b>Status:</b> Completed on 3 Mar 2025	Lyanne Horsefield
18 Feb 2025	Charter <b>Status:</b> Completed on 3 Mar 2025	Tom Gordon
10 Mar 2025	Provide a brief description of the Management Accounts <b>Status:</b> Completed on 5 Mar 2025	Byron Lynds
10 Mar 2025	Overnight Trip Schedule name update <b>Status:</b> Completed on 14 Feb 2025	Lyanne Horsefield

Due Date	Action Title	Owner(s)
10 Mar 2025	Sports Representative to present at a BOT meeting <b>Status:</b> Completed on 5 Mar 2025	Tom Gordon

## 4.2 Updated Overnight Trip Schedule

David stated:

- Cricket Trip to India - Trevor is meeting with Ted Grieve, Paul Brennan and Ravi from Hutt Hawks to discuss payment schedules and itinerary for the trip.

The Board agreed the Health & Safety information needs to be submitted for sign off by 4 August.

The Board discussed whether a staff member (other than Paul Brennan) should also be attending. Tom to discuss with SLT.



### Change due date for Health & Safety information from Hutt Hawks

Change due date for action for Health & Safety information to be received from Hutt Hawks for Cricket trip to India

**Due Date:** 12 Mar 2025

**Owner:** Lyanne Horsefield



### Decision whether a staff member needs to go on the Cricket trip to India

Tom to discuss with SLT whether a staff member (other than Paul Brennan) needs to go with the Cricket trip to India

**Due Date:** 5 May 2025

**Owner:** Tom Gordon

## 4.3 HIBS Charter

The Board enquired if we currently track students with disabilities. Tom said we do not.

Tom said Rachel Beach (Learning Support) is tracking students with learning difficulties (approximately 50). Tom is to talk to Rachel to get details of these students.

The Board discussed the goal of reducing discrimination incidents. This can be determined by the number of stand down days that are due to discrimination. Lyanne to source this information from last year.

The Board said given we don't have a Te Reo teacher and are relying on a LAT (Limited Authority to Teach), the risk needs to be understood more. It was suggested a collective of teachers supporting Te Reo Māori be formed. Glenn to speak to Tom about this.

The Board asked if the new Charter information has been updated on the HIBS website. Tom said it has.

Reid said the Charter links well with the new Board Strategy paper.



### Information about students at HIBS with disabilities

The Board has requested Tom get further details from Rachel Beach of the students at HIBS with disabilities

**Due Date:** 5 May 2025

**Owner:** Tom Gordon



### Discussion about forming a collective for Te Reo Māori

Tom and Glenn to discuss forming a group of teachers in regards to Te Reo Māori, given we don't have a Te Reo Māori teacher

**Due Date:** 5 May 2025

**Owners:** Glenn King, Tom Gordon



#### **Data on Discrimination Incidents**

The Board would like historic data on stand down days involving discrimination

**Due Date:** 12 May 2025

**Owner:** Lyanne Horsefield

### **4.4 Updated HOD Presenter List**

## **5. Updates**

### **5.1 Principal's Report**

Tom stated:

- Commencement Service last week went really well. It was nice to recognise our Year 7s who are starting and our Year 13s who are beginning their last year. It is a big night for Andrew Rae and the Board of Proprietors.
- The new cricket scoreboard is up and running and it is great. This was paid for by the Old Boys Association.
- The Year 7 Camp at Kaitoke was very successful.
- Our new staff have settled in very well.
- There are no updates on NCEA reconsiderations.

The Board asked if Matariki should be a mandated activity for the school. Tom said we can encourage people but it is a public holiday. Glenn and Sharon Dalgety will be meeting to discuss what the HIBS way is to celebrate Matariki. Tom said we have some great people working on this, Glenn, Sharon and people from the Whānau ropu.



#### **Discussion about Matariki at HIBS**

Glenn to meet with Sharon Dalgety and members of the Whānau ropu to discuss HIBS matariki celebration.

**Due Date:** 5 May 2025

**Owner:** Glenn King

### **5.2 Staff Trustee**

David stated:

- The PPTA contract negotiation rounds have just started.
- PPTA members have met and have nothing to report at this stage.
- Staff are looking forward to the Board Dinner next week.
- There have been presentation evenings for parents to promote the History trip to Europe and the French trip to Tahiti. Applications of interest are due on 21 March. About 20 families were present for the History evening.
- Craig Johnson, Deputy Principal Operations & Pastoral, is taking a sabbatical in Term 3. This is a great opportunity for other people to step up. Whilst in London he will be running an Old Boys event.

### **5.3 Student Trustee**

No update as Aryan was absent.

## 5.4 BOP Update

Craig stated:

- The BOP met last Thursday, 6 March.
- Ben gave an update on what the Special Character Committee have been focussing on.
- John gave an update on the Whānau Committee.
- The Board endorsed the draft constitution to go to the AGM in June for ratification.
- Byron gave an update on the building works that have been happening. The Performing Arts building is almost complete. There will be a grand opening on Monday 7 April and the BOT will be invited.
- The sprinkler system has been repaired.
- The cricket nets need upgrading which is a health and safety concern.
- There was a conversation about the potential for another grass cricket wicket.

## 5.5 Health & Safety

Byron stated:

- There are an increasing number of seagulls on the sports fields. This was an issue last year but now we don't know what to do as the spray used during winter does not work in the summer. There are approximately 300-400 seagulls. They aren't bringing in as much rubbish, however the health and safety concern is they are defecating on the fields and seagulls are dying on the fields which brings diseases. He has contacted the Council, Rentokil and a specific bird pest control company. Many options have been offered, but they are all unsuitable, eg. a loud siren, but we can't do this due to nearby residences and Summerset. Dan Bradley (BOP) has a contact who may have a solution. He is in contact with Byron.

## 5.6 Finance - Management Accounts

Byron stated:

- He has provided the 31 January 2025 Management Accounts.

The Board asked for the column on the far right to be changed to state 2025 (rather than 2024).

The Board asked about cutting back on carbon and postage costs for Excellent Effort certificates. It was agreed the boys and families prefer to receive physical certificates rather than digital certificates that were emailed during lockdown.

With the amendment, the Board approves the 31 January 2025 Management Accounts.

Jane approve and Nigel seconds.



### Change from 2024/2025 in Management Accounts

Change to 31 January 2025 Management Accounts - far right column to read 2025 rather than 2024

**Due Date:** 12 Mar 2025

**Owner:** Byron Lynds

## 5.7 Finance - 2025 Budgeted Balance Sheet

Byron presented the 2025 Budgeted Balance Sheet.

The Board asked if the P&L budget for 2025 lines up. Byron said it does.

The Board approves the 2025 Budget.

Tom moves and Jane seconds.

#### External Audit Plan

- The auditors do an interim audit in October/November. This is a check to ensure our systems and processes are ready for the year end in April.
- The auditors would prefer a statement of cash flow. Byron provides this like a P&L.

The auditors picked up the following items -

- Asset management - they noted the fixed asset register has a lot of assets on it that are likely to be expired. Most will be IT related (computers purchased a long time ago). Byron to sit down with Shaun Alaifea (HOD IT) to go through.
- Review of journals - currently journals that are raised by someone in the Accounts team, Byron reviews. If Byron raises a journal, nobody currently approves this. David Graham has offered to sign off Byron's journals going forward. The Board are happy with this.
- Sensitive expenditure - identified instances of purchase of alcohol.

The finalised report comes back to the Board after the findings.

Reid to acknowledge receipt on the Board's behalf. Byron to draft a letter for Reid's signature.



#### **Address the expired items on the fixed asset register**

Byron to address the expired items on the fixed asset register.

**Due Date:** 8 Sept 2025  
**Owner:** Byron Lynds



#### **Draft letter to auditors**

Byron to draft a letter for Reid's signature to the Auditors to acknowledge receipt of the external audit plan.

**Due Date:** 12 May 2025  
**Owner:** Byron Lynds



#### **Approval of the 2025 Budgeted Balance Sheet**

The Board approves the 2025 Budgeted Balance Sheet

**Decision Date:** 10 Mar 2025  
**Mover:** Tom Gordon  
**Second:** Jane Derbyshire  
**Outcome:** Approved

## **5.8 Cyclical Maintenance Plan**

Byron stated:

- We have an external company that prepare this document. They assess our buildings and decide when they should be painted.
- This is reviewed every year by the Board, but is replaced every five years (next is 2026).
- Each year the SLT review the document and agree when painting needs to occur. Sometimes items are deferred.

The Board approves the Cyclical Maintenance Plan.

Glenn moves and Nigel seconds.



## Approval of the Cyclical Maintenance Plan

The Board approves the Cyclical Maintenance Plan

**Decision Date:** 10 Mar 2025

**Mover:** Glenn King

**Seconded:** Nigel Blair

**Outcome:** Approved

## 6. General Business

### 6.1 International Trip Schedule

The Board would like to see a one page document outlining details for all international trips (like the overnight trip schedule).

Tom said all international trips going in 2025 have been approved by the Board.

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** HIBS BOT Meeting - 5 May 2025, 6:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
4.2	Change due date for Health & Safety information from Hutt Hawks <b>Due Date:</b> 12 Mar 2025	Lyanne Horsefield
4.2	Decision whether a staff member needs to go on the Cricket trip to India <b>Due Date:</b> 5 May 2025	Tom Gordon
4.3	Information about students at HIBS with disabilities <b>Due Date:</b> 5 May 2025	Tom Gordon
4.3	Discussion about forming a collective for Te Reo Māori <b>Due Date:</b> 5 May 2025	Glenn King, Tom Gordon
4.3	Data on Discrimination Incidents <b>Due Date:</b> 12 May 2025	Lyanne Horsefield
5.1	Discussion about Matariki at HIBS <b>Due Date:</b> 5 May 2025	Glenn King
5.6	Change from 2024/2025 in Management Accounts <b>Due Date:</b> 12 Mar 2025	Byron Lynds
5.7	Address the expired items on the fixed asset register <b>Due Date:</b> 8 Sept 2025	Byron Lynds
5.7	Draft letter to auditors <b>Due Date:</b> 12 May 2025	Byron Lynds

Reid Hebden  
8 May 2025