

MINUTES (in Review)

BOT MEETING



Name:	HIBS BOT
Date:	Monday, 11 November 2024
Time:	6:00 pm to 7:47 pm (NZDT)
Location:	HIBS Staffroom, Granville Street, Trentham, Upper Hutt
Board Members:	Ang Bingham (Chair), Anita Guthrie, Aryan Gandhi, Craig Nicholson, Jane Derbyshire, Nigel Blair, Reid Hebden, Tom Gordon, Trevor Lawrence
Attendees:	Byron Lynds, Lyanne Horsefield
Apologies:	Glenn King

1. Opening Meeting

1.1 Presentation from Paul Cotton (HOD Performing Arts)

Paul played a video clip of what the Performing Arts Department have been doing this year.

The Performing Arts Department are trying to encompass students' wellbeing.

Paul talked about the key challenges for the Department, namely:

- Falling numbers in Senior Drama. Since Covid, the Department has had to group together L1, L2 & L3 classes due to low numbers. To counteract this they have tried to run a vibrant and engaging Junior Drama Club to give the boys a taste of what it's like to be involved in Drama. They also asked for Music and Drama to be put in separate subject lines so students can select both rather than having to choose one. This year the Year 10 Drama class has gone from three students to 17 and class sizes are looking good for next year.
- Mixed results in the external exams. Some students struggle with this but this is being worked on. Derived grade exam results were good with 43% gaining Excellence, 43% gaining Merit and 14% with Achieved. Next year they are looking to introduce new NCEA Level 1 course which is more portfolio based rather than exam based which Paul thinks will be a positive change.

Areas of success for the Department are:

- Drama Club, Dance Groups, Junior Performing Arts and successful larger Arts Events which have been successful.
- Exciting changes have been made over the past 18 months in the Junior Performing Arts Programme reflecting Mātauranga Māori.

The Board congratulated Paul on his enthusiasm for the NCEA changes. It was recognised the boys that come through the Performing Arts stream have confidence and enthusiasm.

The Board thanked Paul for his presentation and for the work he and his Department are doing at HIBS.

Paul left the meeting at 6.30pm.

1.2 Declaration of Interests

Nil.

1.3 Confirm Minutes

BOT Meeting 21 Oct 2024, the minutes were confirmed as presented.



Accepted.

Accepted.

Decision Date: 11 Nov 2024
Mover: Anita Guthrie
Seconders: Craig Nicholson
Outcome: Approved

2. Correspondence

2.1 Royal Commission for Anglican Church & Faith Based Schools Document

Tom stated:

- This paper has come to us via the Anglican Church and it is the nationwide abuse in care report for faith based schools.
- This doesn't entirely relate to us as we don't have boarders.
- Sharon Dalgety has read through this and given her recommendations. Most of these we already have in place.
- There is no immediate action required by us.

The Board asked about the Child Matters training and believe it should be for everyone, not just the Chaplain or School Counsellor.

The Board notes the correspondence and the recommendations from Sharon.

2.2 2023 Exit Survey

Tom stated:

- We have now accepted the survey as a final copy.
- It was decided at the last meeting that the SLT would look at it. Tom will come up with an action plan which will then be presented to the Board.

The Board confirms receipt of this final document and look forward to Tom presenting the action plan next year.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
1 Nov 2024	Circulate Royal Commission for Anglican Church & Faith Based Schools Document Status: Completed on 1 Nov 2024	Tom Gordon
11 Nov 2024	Finance Committee Meeting Status: Completed on 28 Nov 2024	Byron Lynds
11 Nov 2024	Circulate Byron's Feedback from the Board Workshop Status: Completed on 4 Nov 2024	Lyanne Horsefield

Due Date	Action Title	Owner(s)
11 Nov 2024	Board Workshop Summary to be discussed & endorsed at 11 November 2024 meeting Status: Completed on 4 Nov 2024	Lyanne Horsefield
11 Nov 2024	Staff Member attending Cricket Trip to Australia in July 2025 Status: Completed on 4 Nov 2024	Tom Gordon
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	Tom to discuss filling the Year 8 & 9 vacancies with SLT Status: Completed on 4 Nov 2024	Tom Gordon
6 Dec 2024	Roll Growth Committee need to meet Status: Completed on 4 Dec 2024	Tom Gordon
4 Aug 2025	Risk and Health & Safety information from Hutt Hawks Status: In Progress	Trevor Lawrence

4. Updates

4.1 Principal's Report

Tom stated:

- Summer sports have started.
- We have two teaching vacancies - English and Te Reo Māori.
- We are farewelling several senior and longstanding staff next week.
- Senior students are currently on study leave and completing NCEA exams.

The Board would like to congratulate the longstanding staff members that are leaving HIBS and would like to thank them for their service.

The Board noted there are a higher number of students next year requiring support. This seems to be a trend at other schools also.

The Board asked about roll numbers for next year. Tom said we are sitting at 661 if all seniors return.

4.2 Staff Trustee

Trevor stated:

- The Year 8 Camp paperwork has been signed off today.
- The Year 10 students are ready to go down south for their DOE Journeys. Parent helper meetings have taken place. That should be signed off next week.
- There are farewell speeches for Jane Dewar, Joe Hamilton, Brenda MacKechnie and Amy Cooper on Teacher Accord Day (19 November).

Trevor said this is his last meeting as he is resigning from the Board. He has been on the Board for six years. He has a student teacher working with him next year and he would like to focus on that.

On behalf of the Board, Ang acknowledged Trevor's six years contribution. She said it is a large amount of service that has been valued. His consistency and knowledge has been appreciated. Thank you and good luck.

4.3 Student Trustee

Aryan stated:

- NCEA exams started last week. Most of the boys will finish these at the end of next week.
- Juniors have been playing Interhouse cricket and softball.

4.4 BOP Update

Craig said the BOP haven't met since the last BOT Meeting.

4.5 Health & Safety

Byron stated:

- There was a discussion at the recent meeting about chairs and desks being stored upstairs in the Auditorium, blocking an exit. Plans are in place so this doesn't happen in the future.
- The Hill Run went well and the manning of the checkpoints was spot on.



Approved.

Approved.

Decision Date:	11 Nov 2024
Mover:	Glenn King
Seconder:	Nigel Blair
Outcome:	Approved

4.6 Finance Report

Byron stated:

- The 31 October 2024 management accounts have been finalised.
- He is comfortable and confident with how things are going.

4.7 2025 Draft Budget

Byron stated:

- The Finance Sub-Committee met last week and discussed the budget.
- They looked at the budget for both the BOP and BOT to get an overall picture of the two entities.
- There were three parent reps as well as Tom and Byron.
- We are looking at a deficit again next year.
- This is the last year of the three year cycle since school fees were increased. A deficit was always expected.
- The BOP will also be in a negative position next year.
- We are looking at a school fee increase for 2026.

The Board asked if we are comfortable with both Boards being in deficit. Byron said the BOP haven't received an increase in their school fees in a long time so an increase is well overdue. We are going into the red which was not planned (due to increase in interest rates and insurance costs). Next year the BOP is budgeting a deficit of \$170K.

The Board asked when we will be giving notice to our parents to indicate an increase in fees is coming up. The Sub-Committee are looking at this.

Byron said the Sub-Committee talked about more forecasting in regard to the budget. It would be in the first half of the year.



Accepted.

Accepted.

Decision Date: 11 Nov 2024
Mover: Tom Gordon
Seconders: Jane Derbyshire
Outcome: Approved

4.8 Roll Growth Committee

Tom stated:

- The Roll Growth Committee met last week.
- There has been a lack of action on roll growth which is perhaps indicative of where we are with this given staff voted quite strongly against the proposal.
- After much discussion it is recommended we do not continue with roll growth.
- A decision needs to be made as to whether it will be a definite 'no' or whether it will be reconsidered in the near future. Also, do we link it to the strategy sessions?

The next NCEA changes are to be implemented in 2027/2028. We don't want to be looking at changes at that time, therefore three or four years would not be good timing.

The Board agrees it will not happen in the next three to five years.

The Board thanked the staff that were involved in the Sub-Committee for their contribution.



Decision was made to not go ahead with the roll growth proposal a...

Decision was made to not go ahead with the roll growth proposal at this time.

Decision Date: 11 Nov 2024
Mover: Anita Guthrie
Seconders: Nigel Blair
Outcome: Approved

5. General

5.1 History Trip to Europe 2026 Proposal

Trevor stated:

- There is already a trip to France in the 2026 Easter holidays.
- SLT have said the Commerce trip will now be on a three year cycle.
- The History trip has been put forward by Finn Stenner.
- They will be using a tour company which has been used in the past and is reputable.
- There are quotes for different amounts of students.
- The proposal is to take Year 11 to 13 students so we are unsure of numbers at this stage.
- The cost will be between \$10K and \$11K, depending on student numbers. If there are 20 students, and three teachers the cost would be \$10,789; if there are 40 students and five to six teachers, the cost would be \$9,700. These figures include insurance cost.
- We are confident we will get staff members to go.
- We still have to address whether parents are going. We will wait to see what the numbers are like.
- This is the first History trip of its kind.

The Board asked if the proposed itinerary is linked to the curriculum. Trevor said it is mainly linked to World War 2 history which is a big part of the History course.

The Board accept the proposal as it stands. They also commented they would like to see local history trips considered also.



The Board approves the History trip proposal.

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Decision Date: 11 Nov 2024
Mover: Nigel Blair
Seconders: Jane Derbyshire
Outcome: Approved

5.2 Board Workshop Summary



The Board approve the Board Workshop notes.

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Decision Date: 11 Nov 2024
Mover: Ang Bingham
Seconders: Anita Guthrie
Outcome: Approved

5.3 Board Chair

As this is Ang's last meeting, she thanked the Board for their support. She said it has been great, fun, hard and challenging. She thanked the Board for their hard work and wishes them all well for the future.

Reid said on behalf of the school and the Board, he would like to thank Ang for her mahi. Reid said a Māori proverb which translates, "through looking and listening we gain wisdom". Over the last couple of years Reid said he has looked and listened to Ang and he has learnt a lot. He has appreciated serving on the Board with her. He looks at her experience, in particular her HR experience, and when the Board has had to deal with HR issues, it has been very assuring that Ang has been here to guide the Board through. Her ability to listen to the voices around the table and try and incorporate them in to the way forward, is a great skill. Reid said he is very sad that she is moving on and we all wish her well.

Ang is presented with a gift.

6. In Committee

6.1 Returning Officer

Byron stated he has had received correspondence from SchoolEd to administer the election process in September 2025. Byron recommends we go with this offer - the MOE pay for this.

The Board approve SchoolEd be appointed as the Returning Officer.



Returning Officer

Approved

Decision Date: 11 Nov 2024
Mover: Nigel Blair
Seconders: Reid Hebden
Outcome: Approved

6.2 In Committee

Aryan left the meeting at 7.31pm and the Board went into Committee.

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____



4 Apr 2025

Reid Hebden