

CONFIRMED MINUTES

HIBS BOT MEETING



At the **HIBS BOT Meeting** on **9 Jun 2025** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 5 May 2025
Time:	6:00 pm to 7:30 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Anita Guthrie, Craig Nicholson, Glenn King, Jane Derbyshire, Nigel Blair, Reid Hebden (Chair), Tom Gordon, David Graham, Aryan Gandhi
Attendees:	Byron Lynds, Lyanne Horsefield
Guests/Notes:	Madeleine Andrews

1. HOD Presentation

1.1 No HOD Presentation due to the meeting being brought forward

2. Administration

2.1 Declaration of Interests

2.2 Confirm Minutes

HIBS BOT Meeting 10 Mar 2025, the minutes were confirmed as presented.



Minutes accepted

Minutes accepted

Decision Date:	5 May 2025
Mover:	Glenn King
Seconder:	Jane Derbyshire
Outcome:	Approved

3. Correspondence

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
12 Mar 2025	Change due date for Health & Safety information from Hutt Hawks Status: Completed on 11 Apr 2025	Lyanne Horsefield

Due Date	Action Title	Owner(s)
12 Mar 2025	Change from 2024/2025 in Management Accounts Status: Completed on 1 May 2025	Byron Lynds
5 May 2025	Decision whether a staff member needs to go on the Cricket trip to India Status: Completed on 2 May 2025	Tom Gordon
5 May 2025	Information about students at HIBS with disabilities Status: Completed on 2 May 2025	Tom Gordon
5 May 2025	Discussion about forming a collective for Te Reo Māori Status: Completed on 1 May 2025	Glenn King, Tom Gordon
5 May 2025	Discussion about Matariki at HIBS Status: Completed on 1 May 2025	Glenn King
12 May 2025	Data on Discrimination Incidents Status: Completed on 11 Apr 2025	Lyanne Horsefield
12 May 2025	Draft letter to auditors Status: Completed on 17 Mar 2025	Byron Lynds
4 Aug 2025	Risk and Health & Safety information from Hutt Hawks Status: In Progress	David Graham
4 Aug 2025	Provide the Board with data on student participation in co-curricular activities Status: In Progress	Tom Gordon
8 Sept 2025	Address the expired items on the fixed asset register Status: Not Started	Byron Lynds

5. Updates

5.1 Principal's Report

Tom stated:

- There were three international trips in the recent holidays which were very successful (Music trip to Europe; Rugby trip to Japan and World Challenge trip to Cambodia). He has received great feedback from the boys, staff and people they interacted with.
- He is strongly recommending overseas trips are on a three year cycle going forward.
- The Term has started well.
- Applications for Year 7, 2026 closed last Friday. They are currently being collated so we don't have the final numbers as yet.
- SLT is happy that Paul Brennan is the only staff member attending the Cricket trip to India. At this stage there will be 5/6 parents and 14 boys.

The Board asked if we are identifying students with disabilities in our learning need statistics. Tom said 100% of our boys passed NCEA Level 1 and all boys that are receiving learning support have gained University Entrance. There was discussion about how we promote ourselves as a disability friendly school.

The Board asked about stand downs in relation to racial comments and what the school is doing about this. Tom said the boys know we have zero tolerance for these comments and we have found that parents of students that have been stood down for racial comments, are very supportive of the school.

Aryan believes a lot of the current Year 7 and 8 students are more confident than Year 7 and 8 students in the past.

Reid stated:

- He attended the recent Open Day and thought it was excellent.
- The presentations were on point in regards to the content, length etc. It showed we are trying to get the best out of each boy on an individual basis.

- He wandered around the school and felt it was showcased extremely well.
- It was a credit to Tom, the staff and students involved.

5.2 Staff Trustee

David stated:

- The three recent overseas trips were very successful. He acknowledged the contributions of the following staff members - Jessica Anderton for the Rugby trip to Japan; Greg & Denise McMillan-Perry for the Music trip to Europe and Jack Dowd and Sarah Tobin for the World Challenge trip to Cambodia. Each of these staff members made the trips such a success.
- Future overseas trips have been outlined in the Principal's Report.
- IS 2025 - The final planning for this trip is currently being reviewed by Trevor and David.
- Fundraising has begun for the IS 2026 team. The destination has yet to be determined, but it is likely to be Vanuatu, Fiji or Tonga. Proposals from outside providers are currently being considered.
- There are now sufficient students for the History Trip to Europe in April 2026 (currently 18 students and 2 parents have signed up). There would be three staff members attending.
- The French Trip has been cancelled due to a lack of numbers.
- There are no other overseas trips that have been approved by SLT for Board review.
- Craig Stevenson will be Acting Deputy Principal - Operations and Pastoral Care for Term 3 in Craig Johnson's absence.
- Gareth Walsh will fill in as Acting Assistant Principal - Junior School.
- SLT are seeking expressions of interest from staff for the Rutherford Housemaster position for Term 3.
- We have two new permanent staff members - Molly Milne (Art) and Jade Van de Heuval (Science Technician).
- Josh Garcia-Hernandez was admitted into Tui Tuia's Teacher Spanish Immersion Programme in Salamanca, Spain. He will be travelling to Spain during the September holidays to attend this.
- Two out of the three Parent Teacher interviews have taken place. The last online parent interviews take place this Thursday. The interviews have been quite successful with the new times.
- Julie Rich has organised a number of staff social event for this Term.
- There have been no significant movements in terms of contractual negotiations for teachers. The removal of Teacher Council registration fees (approximately \$500 every three years) has been a welcome initiative from the Government. The BOP have previously covered the costs for HIBS Staff.
- The minutes from the past two BOT meetings need to be put on the website. Lyanne said all past signed minutes are on the website.

5.3 Student Trustee

Aryan stated:

- Highlights from the overseas trips are: Europe trip - performing in Mozart's house, visiting museums and walking around the cities; Japan trip - staying with Japanese families and the food; and World Challenge trip to Cambodia - a great experience in a country they would not normally visit.

- There were pre-season sports trips for Football and Hockey to Hamilton. The boys got a lot out of it.
- The first grading games started on Saturday. The 1st XI and 1st XV won which is a great start to the season.
- There are House challenges coming up - chess and mid-year motivation grades.
- Next term we have House Singing and a new Haka competition that Jayden Mataira (Te Manutaki) has introduced.

5.4 BOP Update

Craig stated:

- The BOP haven't met since the last BOT meeting.
- The Performing Arts Block has been formally opened.
- The Special Character Committee held a workshop to discuss how preference is being applied under the Enrolment Scheme, ie. how the various key criteria are being assessed.
- The cricket run ups are almost finished.
- The BOP will be discussing the future of the racecourse land at their meeting this Thursday.
- The BOP AGM is in June and everyone is welcome to attend.

5.5 Health & Safety

Byron stated:

- The cricket run ups are almost complete. The concrete was poured in the holidays and the astro turf is going down next week.
- The seagull problem is getting better. The leaf growth of the grass means we can return to using our repellent which works well in winter.

5.6 Finance - Management Accounts

Byron stated:

- He has presented the 31 March 2025 Management Accounts.
- Points to note - the Government grants were paid in April rather than March; the Canteen redundancy payouts have been included and the Relay for Life money is being received in April rather than March.
- So far we have made \$2K from the new canteen for the first three months of the year.

The Board asked if there is a plan to advise parents if there is an increase in school fees. Byron thinks six months notice would be good. It is also a good time to remind parents that we have a three year cycle for review of school fees.

The Board asked Byron if he could produce a three year aggregate budget. Byron said he will complete this by the end of May. A Finance Sub-Committee will need to meet which will include BOP members. Jane and Nigel volunteered to attend.



Three Year Aggregate Budget

Byron to prepare a three year aggregate budget.

Due Date: 9 Jun 2025

Owner: Byron Lynds



Finance Committee Meeting to be scheduled

Byron to arrange for the Finance Sub-Committee to meet.

Due Date: 9 Jun 2025

Owner: Byron Lynds

5.7 Finance - 2024 Audited Financial Accounts - For Information Only

- The 2024 Audited Financial Accounts will need to be signed off by Reid and Tom, sometime between this Board Meeting and the next Board Meeting.
- Byron will present these to the Finance Sub-Committee and he will then bring them to the Board.
- If there are any concerns, they will be circulated to the Board.

The Board asked if the Analysis of Variance gets reported to the Board. Tom said Martin Burrows presents this.

6. General Business

6.1 Junior Pastoral Survey Results

The Board suggested we look at trend data, ie. results from previous years. They said it would be good to have pulse surveys for the group of Year 8 boys that have indicated they are unhappy.

The Board asked about the Year 13 feedback from last year. Tom said this is with Craig Johnson and he will report back to the Board on this. The Board said it would be beneficial to see trend data for the Year 13 information also. Tom said the exit surveys are only completed every two to three years.

The Board asked about streaming of Junior classes next year. Tom said Year 7 and 10 classes are currently streamed. Consideration is being given for next year for these years as well as Years 8 & 9, however a decision is yet to be made on this. This will be communicated to the Board once this has been decided.

The Board thought the results from the survey were pretty good.

6.2 Strategy Update - June BOT Meeting

Reid stated:

- At the 9 June Board meeting, we will have an update on how we are tracking in regards to the strategy.
- Reid and Tom will meet to discuss this prior to the meeting.
- We need to put in a three year plan for the Ministry of Education for 2026 to 2028. After the update, we will need to discuss what we need to do in regards to the MOE obligations.



Reid & Tom to meet to discuss the Strategy update

Reid & Tom to meet to discuss the strategy update which will be discussed at the 9 June BOT meeting.

Due Date: 9 Jun 2025

Owners: Reid Hebden, Tom Gordon



Update on Strategy to be included in Agenda for 9 June Meeting

Update on Strategy to be included in the Agenda for the 9 June BOT meeting.

Due Date: 9 May 2025

Owner: Lyanne Horsefield

6.3 IN COMMITTEE

In committee

7. Close Meeting

7.1 Close the meeting

Next meeting: HIBS BOT Meeting - 9 Jun 2025, 6:00 pm

Reid Hebden

13 Jun 2025