

# CONFIRMED MINUTES

## HIBS BOT MEETING



At the **HIBS BOT Meeting** on **4 Aug 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	HIBS BOT
<b>Date:</b>	Monday, 9 June 2025
<b>Time:</b>	6:00 pm to 9:10 pm (NZST)
<b>Location:</b>	HIBS Boardroom, Granville Street, Trentham
<b>Board Members:</b>	Reid Hebden (Chair), Jane Derbyshire, Nigel Blair, David Graham, Aryan Gandhi, Craig Nicholson, Tom Gordon, Ben Carswell
<b>Attendees:</b>	Byron Lynds, Lyanne Horsefield
<b>Apologies:</b>	Glenn King
<b>Guests/Notes:</b>	Kelly Dornbusch

### 1. HOD Presentation

#### 1.1 Director of Year 10 Students

Kelly stated:

##### Strengths

- The course is structured yet adaptable, with ongoing improvements made as opportunities arise.
- We have dedicated staff. Many staff members are highly committed, often going above and beyond their teaching responsibilities.
- There is strong community engagement with interest and support from both students and caregivers.
- There is a high success rate. The 2024 cohort achieved a 94% success rate in the Duke of Edinburgh Bronze Award (potentially 97% with three more completions).

##### Challenges

- Limited contact time - managing 96 students in a single 40–45 minute weekly session restricts depth and engagement.
- Staffing constraints - quality experiences depend on underloaded staff rather than those with specific Programme or EOTC expertise. The loss of six skilled staff in 2024 has impacted delivery.
- Staff retention and recruitment - there is a need to make EOTC involvement more appealing and sustainable for staff.
- Venue limitations - the auditorium is ideal but often unavailable. The gym, while a backup, presents issues with seating, sound, lighting, and ICT.

- Growing logistical demands - event planning and safety management are increasingly complex and time-consuming, especially when support staff are unavailable.
- Rising costs - EOTC-related expenses continue to grow, with a significant increase in DOE fees expected in 2026.
- Time Constraints - time remains a persistent barrier to successful interaction with students as well as planning and delivery.
- Safety training gaps - Outdoor First Aid training has not been accessible for over a decade.

### **Potential Improvements**

- Venue enhancements - improve ICT infrastructure in the gym to better support sessions when the auditorium is unavailable.
- Staff development and support - explore incentives, training, and recognition to attract and retain skilled staff, especially in EOTC.
- Resource management - establish a gear library for staff volunteers and improve camp equipment management, especially for high-use items.
- Safety training access - reintroduce or make available Outdoor First Aid training for staff involved in EOTC.
- Sustainable planning - develop strategies to manage increasing logistical and financial demands.

### **Future Planning**

- Continuous improvement - maintain a focus on identifying and implementing incremental improvements.
- Cultural integration - collaborate with Matua Glenn King to further develop and embed Māori Tikanga into the programme.
- Skill building - provide opportunities for staff to gain experience and confidence in EOTC roles.
- Equipment strategy - continue building a sustainable and accessible inventory of gear for both students and staff.

The Board asked if this is the only Development Programme targeted for a particular year level. Kelly said years ago many staff were concerned with Year 10 students getting lost with behaviour issues etc, which is why the programme was originally introduced. It has developed over the years.

The Board asked Kelly if he thinks it is working. He said we have seen improved academic rates, however there is no strict evidence.

The Board agreed Kelly does an outstanding job with the boys. Tom said that in 2022, he took Kelly Dornbusch and Viv Hullena to a conference in Texas to present the Year 10 Development Programme and it was very well received.

Aryan said he thinks Year 10 is the perfect year level for this programme as at this age, you have just finished your junior years and have yet to have the academic workload of NCEA. He said Year 10 is one of his favourite years at HIBS. His end of year journey was his favourite and he learnt a lot.

The Year 10 Programme is a topic often spoken about at the Leavers' Dinner.

The Board asked about the safety training gap. Kelly said we do first aid courses, but we have more people going further distances. We use a lot of outside providers. In the first term we use trained instructors, however there are times where we need to be aware that if our staff are not certified and something goes wrong, it is not a good look.

The Board asked what it would cost to get that training. Kelly said three years ago it was around \$3,000 to get somebody in to train as many people as we want. You must have your first aid certificate prior to attending an Outdoor First Aid Course.

Tom said we are currently meeting requirements, however said he would speak with Kelly to make it happen.

The Board asked if the one page information sheet from Kelly could be circulated to the BOP in regards to the buildings.



### **Circulate the One Page Information Sheet re. Buildings to the BOP**

The one page information sheet from Kelly Dornbusch to be circulated to the BOP for information regarding buildings.

**Due Date:** 19 Jun 2025

**Owner:** Lyanne Horsefield

## **2. Administration**

### **2.1 Declaration of Interests**

### **2.2 Confirm Minutes**

**HIBS BOT Meeting 5 May 2025**, the minutes were confirmed as presented.

Approved

## **3. Correspondence**

### **3.1 IS2025 Team Request for Donation**

Byron stated:

- Each year the BOT contributes to the IS Team. This is usually \$2K.
- They also seek a contribution from the BOP and PSA.

The Board approve a contribution of \$2K to the IS 2025 Team.



### **The Board approves a \$2,000 contribution to the IS 2025 Team.**

The Board approves a \$2,000 contribution to the IS 2025 Team.

**Decision Date:** 9 Jun 2025

**Mover:** David Graham

**Seconder:** Nigel Blair

**Outcome:** Approved

## **4. Actions from Previous Meetings**

### **4.1 Action List**

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
9 May 2025	Update on Strategy to be included in Agenda for 9 June Meeting <b>Status:</b> Completed on 27 May 2025	Lyanne Horsefield
9 Jun 2025	Three Year Aggregate Budget <b>Status:</b> Completed on 9 Jun 2025	Byron Lynds

Due Date	Action Title	Owner(s)
9 Jun 2025	Finance Committee Meeting to be scheduled <b>Status:</b> Completed on 9 Jun 2025	Byron Lynds
9 Jun 2025	Reid & Tom to meet to discuss the Strategy update <b>Status:</b> Completed on 3 Jun 2025	Reid Hebden, Tom Gordon
4 Aug 2025	Risk and Health & Safety information from Hutt Hawks <b>Status:</b> Completed on 21 Jul 2025	David Graham
4 Aug 2025	Provide the Board with data on student participation in co-curricular activities <b>Status:</b> Completed on 28 Jul 2025	Tom Gordon
8 Sept 2025	Address the expired items on the fixed asset register <b>Status:</b> In Progress	Byron Lynds

## 5. Updates

### 5.1 Principal's Report

Tom stated:

- We are in Week 7 of Term 2. It is a short term with only nine weeks.
- The focus at the moment is on the production which opens this Thursday. It is all consuming for staff and students involved. It will be a fantastic show.
- Winter sports are well underway.

The Board asked about enrolments for Year 7, 2026. Tom said the ballot took place last Thursday and all applicants were advised last Friday afternoon. Some of the feedback has been great and others are disappointed they didn't make it into the ballot. Karen Hope will be responding to the feedback this week. We had 43 priority applicants, and a total of 163 in the ballot (including those with priority).

The Board agreed the CAM testing results between Year 7 and Year 9 are great.

### 5.2 Staff Trustee

David stated:

- There has been a lot going on this term and sickness/ absence is starting to have an impact on relief.
- We have had an International Assembly where the rugby, music and World Challenge teams presented. These trips were a positive experience for all.
- The Addams Family production starts this week. Acknowledgements go to Paul Cotton and his team for their work on this.
- The IS 2025 team held a final meeting last week with families and students. Students were required to present different aspects of the trip to their families.
- Fundraising for the IS 2026 team is underway, and the team is currently deciding between Vanuatu and Tonga.
- Tour documents are almost complete for the Cricket Tour to India. Trevor Lawrence has reviewed the documentation and there are a few minor details to develop. He will request these documents are ready for the next BOT meeting.

### 5.3 Student Trustee

Aryan stated:

- Winter sports have been going well. Rugby had a strong start to the season but just lost on Saturday to Rathkeale. Football has just started their Prem 1 season with a 7-1 win against Paraparaumu. Hockey also won their game quite convincingly last week.
- The production is on this Thursday, Friday and Saturday. The teachers are saying it's going to be the best production HIBS has ever produced.
- On Friday a group of Year 13 leaders are going to Queen Margaret College to play netball. Queen Margaret organised this and approached HIBS. They are doing it for their wellbeing week.
- The Year 13 boys have requested another toastie maker and microwave for the common room. Tom to discuss with Aryan.
- There is a lot of discussion going on at school about AI. Everyone is more weary about their writing.

The Board asks if HIBS is engaging boys enough about AI. Aryan said Mr Alaifea encourages AI in the right way. He has introduced them to Gemini. He believes you get enough resources at HIBS to write yourself.

Tom said we have updated our policies in regards to AI and how it is referenced.

## **5.4 BOP Update**

Craig stated:

- The BOP met just after the BOT meeting.
- Building and capital works developments were discussed. The Performing Arts block is now completely finished.
- The upgrade to our Science Labs by Westlab should be completed over the Christmas holidays.
- The Special Character Committee met with Sharon Dalgety and Paul Cotton around the enrolment policy and how preference is established. An outcome is to add some wording into the enrolment form for future years to make the decision making easier.
- There was a sports coaches and managers evening that was well run but had poor attendance.
- The Strategic Building Committee met to discuss the potential for a new gym which is the highest on the priority list.
- The purchase of land was discussed.

## **5.5 Health & Safety**

Byron stated:

- The Health & Safety Committee met and there are no major issues with health and safety at the moment.

## **5.6 Finance - Management Accounts**

Byron stated:

- He has presented the April management accounts
- There is nothing of concern.
- The biggest item is the Government grants. We have the operation grant which is known (the MOE tells us in September of the year prior). The support staff salaries haven't come in as high as he thought.

The Board asked about teacher registrations. Byron said the BOP usually pay, however the Government have agreed to pay these for the next three years. This will save the BOP around \$6-\$7K per year.

## 5.7 Finance - School Fees 2026

Byron stated:

- The Finance Committee met recently and discussed the proposal to increase school fees for 2026. The last increase was at the start of 2023.
- He prepared and presented a three year budget for the Finance Committee with several options.
- Inflation over the last three years has been 13.7%.
- We have covered a lot of costs for this three year period.
- After consideration, the Finance Committee agreed on an increase of 11% in school fees - \$8,200 to \$9,100 per annum.
- The BOT would receive \$650 and the BOP would receive \$250.
- This would allow the BOT to maintain a break even, with a profit in the first first two years and a deficit in the third year.
- The BOP haven't had an increase in over a decade and have had significant costs in that time.

The Board agree to the Finance Committee's recommendation of an 11% increase in school fees for the start of 2026.



### **The Board agree to an increase of 11% in school fees from the sta...**

The Board agree to an increase of 11% in school fees from the start of 2026.

<b>Decision Date:</b>	9 Jun 2025
<b>Mover:</b>	Jane Derbyshire
<b>Seconder:</b>	Nigel Blair
<b>Outcome:</b>	Approved

## 5.8 Finance - Finalised Financial Statements

Byron stated:

- The Audit has been completed within the statutory deadline.

## 6. General Business

### 6.1 Health & Safety Statement

The Board approve the 2025 Health & Safety Statement.



#### **Approved**

Approved

<b>Decision Date:</b>	9 Jun 2025
<b>Outcome:</b>	Approved

### 6.2 Strategy Update/Self Review Check

Reid stated:

- We need to complete a self review check.
- He will put some questions down between now and the next meeting for people to reflect on and we will then discuss this.



### Strategy Update

Reid to formulate some questions for the Board to consider around the strategy update.

**Due Date:** 4 Aug 2025

**Owner:** Reid Hebden

## 6.3 Strategy update on how we are progressing on the 'sharpen our offering'

Tom stated:

- He spoke with Sharon Dalgety and Matua Glenn King regarding the 'sharpen our offering' item on the Board strategy.
- We have Jayden Mataira, our Te Manutaki, who is flourishing and making a great contribution under the guidance of Matua Glenn. Jayden has embraced the role and is proudly displaying his knowledge of Mātauranga Māori and Te Ao Māori.
- We have a haka competition coming up in Term 3.
- We have a Matariki Celebration at HIBS next week which Matua Glenn and Sharon have been working on.
- A guide for conducting formal welcomes at HIBS is being considered.
- We are hoping to recruit a teacher of Te Reo Māori in the next week. We had two applicants and are hoping the successful applicant can commence at the start of Term 3. This will free up Matua Glenn to further his work as our cultural advisor.
- The BOP have been discussing our facilities being quality and fit for purpose.
- In regards to the HIBS DNA, we have Commencement Service and Relay for Life.
- Tom and the Special Character Committee are very happy with the plan for the Matariki Celebration, which incorporates our Christian values along with Te Ao Matariki.
- Special Character workshops are ongoing.
- We are known for providing opportunities, eg. the international trips we have on offer.

The Board would like Tom's notes included in the correspondence for the next meeting.

Reid believes we have done an excellent job and reiterated how well our Open Day was and how it reflected everything we have talked about.

Tom believes we are definitely sharpening our offerings.



### Include 'Sharpen Our Offerings' notes from Tom for next Board Meeting

As per the Board's request, include notes from the Sharpen Our Offerings subject from Tom in the correspondence for the next BOT Meeting.

**Due Date:** 4 Aug 2025

**Owner:** Lyanne Horsefield

## 6.4 St Patrick's Silverstream considering roll increase

Tom stated:

- St Patrick's Silverstream would like to increase their roll by 50 boys next year.
- He doesn't believe this would affect us given our intake is at Year 7 and theirs is at Year 9.

- Some boys that miss out at HIBS may apply to St Pat's for Year 9.

The Board asked if we have any boys that leave HIBS to go to St Pat's Silverstream. Tom said we don't.

The Board have no issues with St Patrick's Silverstream increasing their roll. Tom to respond.



### **Respond to St Patrick's Proposal to Increase Their School**

Tom to respond to the request from St Patrick's proposal to increase their roll indicating HIBS has no objections with this.

**Due Date:** 27 Jun 2025

**Owner:** Tom Gordon

## **6.5 Update on land purchase from the Racing Club**

Tom stated:

- There is one minor update which is the Board of the Racing Club have now met with the General Manager and it is agreed the Board are happy to sell some land. d.

The Board asked if the BOP decide to purchase the land, where does the money come from? Byron said it would be a loan from the Bank. He said there is no requirement for us to buy the land. The land offering for us to purchase is part of the land swap previously agreed.

## **6.6 Staff Request for Leave Without Pay**

Tom stated:

- A staff member has requested leave without pay for Terms 1 & 2 next year.
- The staff member has a daughter overseas who has a young child. He would like to go with his wife to support her.
- This would require a reliever for two terms.
- Tom is in support of this request.

The Board approves this request.



### **Approved.**

Approved.

**Decision Date:** 9 Jun 2025

**Mover:** David Graham

**Seconder:** Nigel Blair

**Outcome:** Approved

## **6.7 Staff request regarding alcohol consumption on overnight staff trips**

Tom stated:

- Some staff members have approached him regarding the consumption of alcohol on overnight school trips.
- This relates to domestic and international trips.
- We currently have a strong correct safe tested policy which is no alcohol when you are in charge of boys.
- The request is regarding whether a staff member can have a glass of wine at dinner when away with students.



- If this policy changes, School Docs wouldn't apply. We would own it.

The Board discussed this and as per the Ministry recommendation, agreed the benefits would not outweigh the risks.

The Board declines this proposal.



### **Not approved.**

Not approved.

<b>Decision Date:</b>	9 Jun 2025
<b>Mover:</b>	Jane Derbyshire
<b>Seconded:</b>	Craig Nicholson
<b>Outcome:</b>	Not Approved

## **6.8 Junior Pastoral Survey - Trend Analysis**

Tom stated:

- This trend analysis information has been provided as requested by the BOT at the previous meeting.
- Craig Stevenson will continue to provide this in subsequent years.

## **6.9 Year 13 Exit Survey**

Tom stated:

- The action plan provided has been created based on the recommendations from the 2023 Year 13 Leavers (conducted early to mid 2024).
- This is conducted every two or three years.

The Board asked about motivation grades and the fact that some of the teachers mark hard and some don't. Tom said PD has occurred for this issue.

The Board had a discussion about social sports. Tom said we don't call them social teams, but those that are less competitive. The requirement is that they must train once a week.

## **7. IN COMMITTEE**

### **7.1 In Committee**

## **8. Close Meeting**

### **8.1 Close the meeting**

**Next meeting:** HIBS BOT Meeting - 4 Aug 2025, 6:00 pm

Reid Hebden  
5 Aug 2025