

CONFIRMED MINUTES

HIBS BOT MEETING



At the **HIBS BOT Meeting** on **8 Sept 2025** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 4 August 2025
Time:	6:00 pm to 8:35 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Craig Nicholson, Glenn King, Nigel Blair, Reid Hebden (Chair), Ted Grieve, Tom Gordon, David Graham, Aryan Gandhi, Nathan Schofield
Attendees:	Byron Lynds, Lyanne Horsefield
Apologies:	Jane Derbyshire
Guests/Notes:	Paul Brennan, Jeremy Field, Whaitiri Poutawa

1. HOD Presentation

1.1 Sports Presentation

Paul and Jeremy stated:

- HIBS currently offers approximately 24 sports codes, with Floorball having been newly introduced and Climbing gaining popularity, particularly among Year 7 students.
- In winter sports, rugby participation numbers are small, but the quality is high, with the 1st XV competing for 5th and 6th place, and other teams like the U65, U55, and 2nd XV reaching semi-finals.
- The Football programme is strong, with the 1st XI consistently being a top side in Wellington for the past 4-5 years and potentially reaching the semi-finals this year. The Junior A team is also very strong.
- Senior Basketball is very strong, currently ranked 2nd and potentially reaching the final for the first time. The Junior team is also performing well.
- In Hockey, the 1st XI is in the top four, and the 2nd XI is unbeaten.
- Underwater Hockey is doing extremely well.
- Badminton has low numbers this year but still boasts quality representative players. We no longer have a Badminton Convenor.
- We have a few boys involved in senior climbing and they are doing very well.
- Cross Country is consistently strong.
- Our Rathkeale Exchanges involve six sides and we have recently participated in a first time rugby exchange with Francis Douglas College.
- We have several teams involved in the upcoming Winter Tournament Week.

- The school provides information to College Sport Wellington (CSW) for their annual census, which helps in tracking participation numbers.
- 85% of boys in Years 9 to 13 are involved in sport, culminating in 70 teams.
- We had 8 defaults in 2024 which is good given the amount of sport played.
- Overall participation is tracking upwards.
- In comparison to similar schools, HIBS has a higher participation number by approximately 10%.
- Despite high participation, the school has a smaller amount of staff involved in coaching, managing and convening.
- There is a heavy reliance on the community for coaching, and we are really lucky to have that support.
- Staff involvement in coaching has been declining over the past two years.
- We have large numbers of Year 7 & 8 boys involved in sport and we have a great programme.
- This year we have four teams going to AIMS Games.
- The recent Coaches and Managers evening was poorly attended. Next year there will be more of a build up to get more people along.
- The new cricket nets have been very well received.

Strengths

- High participation numbers.
- Experienced sports office and convenors.
- Good variety of sports on offer for students.
- HIBS has a reputation for fair sport.

Challenges

- We have a downward trend in staff involvement in team sports.
- The current gym facility has been outgrown.
- Having access to the HIBS grounds and reliance on external facilities can be challenging.
- It is always difficult to secure suitable coaches.
- We need more resources to train coaches.
- There is an incompatibility between the CSW's Sporty platform and the HIBS website.
- There is a recognised need for alternative methods to support our individual achievers.
- **Staff and Volunteer Incentives:** The Board inquired about incentives for staff coaching sports teams. Tom confirmed that some coaches and convenors are paid, but the school heavily relies on parents as volunteers. There was a discussion about how to incentivise other volunteers, with petrol vouchers being a suggestion. Tom expressed gratitude for the wonderful parents who are coaches and managers.
- **Website Alignment:** In regards to the misalignment between the Sporty website and the HIBS website, along with the associated cost and workload of updating them, Tom plans to discuss this further with Paul and Jeremy.
- **Health and Safety for Coaches and Managers:** Jeremy confirmed that all coaches and managers receive a booklet with a step by step guide on how to handle injuries. All completed injury reports are handed in to be recorded.
- **Special Character in Sport:** Discussions between Jeremy and Ben Carswell established that HIBS has a reputation for playing hard and playing to win, but always playing fairly. It was acknowledged that maintaining Special Character on the sidelines of sports fields is challenging. A positive initiative is five Year 10 boys coaching junior teams. The new

boards placed on the field with messages like "It's not the world cup" are proving beneficial in promoting appropriate behaviour.

Reid thanked Paul and Jeremy for their presentation and wished them well for the remainder of the season.

Jeremy left the meeting at 6.31pm.

2. Administration

2.1 Declaration of Interests

Tom welcomed Nathan Schofield from the Board of Proprietors and Whaitiri Poutawa who has run Kapa Haka at HIBS for many years. Whaitiri has been nominated for the Board of Trustees.

Craig noted there are the same number of BOT and BOP members at the meeting so if a vote was required, he would not be included.

2.2 Cricket Trip to India Documentation

Ted stated:

- **Departure and Return:** The tour is scheduled to depart on 9 September and return on 2 October.
- **Organisation:** The trip is facilitated through Hutt Hawks, utilising Qantas for flights to and from India.
- **Participants:** There will be 14 players (eight Year 13s and six Year 11 & 12 students), accompanied by five parents, including Ted. The tour guide, Ravi (owner of Hutt Hawks and father of Rachin Ravindra), will travel with the group throughout the trip.
- **Leadership:** Paul Brennan is designated as the Coach and Teacher in Charge of the trip.
- **Travel Advisory:** The current situation in India is calm, with no advisories or warnings for the specific areas they will be visiting, although some parts of northern India still have advisories. HIBS will follow travel advisories and MOE guidelines, with a plan in place for extraction if travel is not recommended.
- **Vetting and Insurance:** Police vetting for adults is underway. All travellers have their own travel insurance and vaccines.
- **Player Welfare:** All necessary paperwork regarding player welfare has been signed off, and payments of \$6,000 per boy have been made.
- **Support:** Hutt Hawks has experience with approximately 60-70 similar trips. They have provided two information sessions and offer a comprehensive website with guidelines. Medical teams will be close by.
- **Accommodation:** Hotel accommodation is provided in two locations, with twin-share rooming; attending parents will share a room with their child.
- **Itinerary:** The playing itinerary includes 50 over and T20 games, with rest days. Most games will be in the afternoon/evening due to the heat, leaving mornings available for study and free time. Players are encouraged to bring study material.
- **Activities:** A visit to a charity is also planned.
- **Concerns and Confidence:** Both Ted and Paul expressed comfort with the arrangements, citing the frequency of such trips and satisfaction with medical support and food. The Board also noted high satisfaction with the tour, reinforcing the idea of HIBS, as a cricket school, travelling to India, which is considered the "soul of cricket".

Paul left the meeting at 6.50pm.

2.3 Confirm Minutes

HIBS BOT Meeting 9 Jun 2025, the minutes were confirmed as presented.

The minutes of the 9 June 2025 meeting were approved.

It was agreed any future land purchase conversations are held 'In Committee'.



Approved.

Approved.

Decision Date: 4 Aug 2025
Mover: David Graham
Seconder: Nigel Blair
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
8 Sept 2025	Address the expired items on the fixed asset register Status: In Progress	Byron Lynds

3.2 Sharpen Our Offerings Notes from previous meeting

Taken as read. The Board complimented Matua Glenn for a great report.

4. Updates

4.1 Principal's Report

Tom stated:

- **Matariki Celebration:** HIBS hosted a wonderful celebration of Matariki, which received positive feedback for its blend of Te Ao Māori and the school's Special Character. The boys played active roles in the ceremony. The event provided a good "dress rehearsal" for the kapa haka group before HuttFest. Tom thanked Matua Glenn and Sharon for their work on Matariki and has asked them to work on the pōwhiri for next year.
- **International Service Trip to Vietnam:** Students involved in the IS trip had a positive experience in Vietnam, working with Blue Dragon, an organisation the school has partnered with previously. Blue Dragon commended the HIBS staff for their active participation.
- **Year 7, 2026:** Tom has just completed interviews for Year 7, 2026 students. The Board inquired if we had received correspondence from parents whose sons were not accepted. Tom said he has not received any.
- **Principal's Trip to Boston:** Tom said he recently attended the International Boys' School Coalition (IBSC) conference in Boston. Key highlights included discussions about Artificial Intelligence (AI), with Harvard's President acknowledging uncertainty on how to address it, and insights from Mark Milley (ex-Chief of Staff USA) on the value of education and his respect for teachers. The conference involved 750 delegates globally, including approximately 25 New Zealanders, which facilitated valuable networking. Tom thanked the Board for the opportunity and plans to present at next year's conference in South Africa.

- **Principal's Report Format:** The Board is reviewing the "shape of the Principal's Report", with a suggestion to make it "more focused on strategic items". Reid has asked the Board to present any comments or suggestions to him.

4.2 Staff Trustee

David stated:

- Dr Rochelle Mackintosh has joined the staff as the new Te Reo teacher, and her welcome by the boys has been positive.
- Discussions are underway with representatives from Toin Gakuen school in Japan to explore future opportunities, building on an existing relationship through a rugby tour.
- Significant changes to NCEA have been announced, with NCEA Level 1 being dropped. The new system will feature approximately 80% external assessments and 20% internal assessments.
- Our current Year 9 students will be the last cohort under the 'old system', while our current Year 8 students will be the first to experience the new assessments. This transition is anticipated to be challenging but exciting.
- Only 75% of New Zealand students sat NCEA Level 1 last year. Schools like Hutt Valley High School already have their own programme instead of NCEA Level 1.
- If the new Year 11 programme proves insufficient, alternative provisions will be put in place at HIBS.
- Negotiations with the Post Primary Teachers' Association (PPTA) are still ongoing.

4.3 Student Trustee

Aryan stated:

- A few students have queried if they can wear their contact and golf jackets as part of their uniform. Tom said they cannot.
- Interhouse Singing is on next week.
- Eight Year 13 leadership boys will attend a morning tea with the Prime Minister next week.
- Our Academic Assembly is on tomorrow where students are acknowledged for their impressive motivation grade.
- The Senior Ball is on 16 August.

4.4 BOP Update

Craig stated the BOP met on 9 June for the AGM and meeting.

AGM Results:

- New members were elected: Nathan Schofield, Kara Tait, and Whetū Campbell.
- Existing members re-elected were Gilane Khalil and Craig Nicholson.
- Andrew Rae was re-elected as Chair, Craig as Deputy Chair, and Stu Darvill as Treasurer.
- A new constitution was adopted.

Committee Updates:

- Ben provided an update on the Special Character committee meeting.
- Whetū updated on the Whānau committee meeting, noting they are looking to support Matua Glenn and Sharon.

Facility Matters:

- Another leak outside the Admin building has been repaired.
- The Science lab upgrade is scheduled to be completed over the summer holidays.

4.5 Health & Safety

Byron stated:

Seagull Mitigation: Efforts are ongoing to reduce seagull presence, especially as summer approaches. An organisation with sounders will be engaged to try this method in November, when the birds are expected to return.

Ventilation System: A ventilation system in D2 is scheduled for installation within three weeks. This will allow staff to conduct soldering projects for extended periods without fumes.

Cricket Nets Area: The Board suggests that topsoil needs to be laid around the cricket nets. Byron has confirmed this will be done once the artificial turf is installed.

4.6 Finance - Management Accounts

Byron stated:

A six-month financial report and projection has been provided, noting variances with explanations.

- The school is somewhat on target compared to the budget, with a difference of \$15K.
- A deficit is anticipated due to the conclusion of a three-year cycle of fee increases.
- The community has been notified about an increase in school fees from 2026, and there has been no negative feedback from parents regarding this.
- There was a discussion about the possibility of implementing smaller annual fee increases instead of large increases every three years.
- Byron explained that previous increases aimed to account for both past and future inflation. The current increase is a "catch up and forecast" for future years, with the goal to break even over the three-year period

5. General Business

5.1 Update on Election

Byron stated:

- Positions open for election are for the parent, staff, and student representatives.
- The deadline for parent representative nominations is 12pm this Wednesday, with four nominations currently received.
- An election will not be held if only five nominations are received in total.
- Successful candidates are set to take office on 17 September.
- If an election is necessary, it will take place on 10 September.
- The election process has been outsourced to an external body, which is paid for by the Ministry of Education.

5.2 Strategy Update/Self Review Check

The Board discussed the following:

Governance and Leadership

- The Board acknowledged making progress towards being more focussed strategically, particularly following the strategy workshop. The Board had drafted a one page strategy document to support its strategic goals.
- A concern raised is that the Board spends too much time in the operational space at the expense of long-term strategies. It was acknowledged that it is a fine balance. When the Board has stepped back on issues, comments have been made that there has been too much reliance on the School and vice versa.
- Suggestions include forming more committees or working groups to address strategic goals or looking into more detail on other issues.
- Tom believes that if the Board has confidence in the policies and leadership team, a reduced focus on operational matters is appropriate.

Policy Development

- Policy reviews and updates are primarily managed by SchoolDocs, with the Principal receiving regular updates.
- A key area for future consideration is how to ensure adherence to policies, particularly those in high-risk areas. While ERO currently provides some assurance, the Board is considering methods for reviewing adherence.
- Going forward, the Principal's Report could include a sign-off to confirm there have been no policy breaches since the last report, aiming to provide comfort to the Board without extensive discussion.
- The Board should consider further the amount of time and assurance it has on policy development and adherence.

Financial Oversight:

- The Board's financial oversight is seen by the majority as reasonable. This is supported by management and Board-level resources such as Finance Committees.

Educational Excellence:

- The Board actively supports educational excellence by providing extra staff to maintain class sizes of 24 and continuously upgrading facilities.
- Regular reporting on achievement levels and variances occurs, including presentations from Heads of Department at each meeting.

Special Character:

- The Board receives reports on student wellbeing and reviews plans to address any concerns.
- There is a clear acknowledgement of staff wellbeing and successes, with the Board frequently inquiring about staff welfare.
- An initiative to be revisited with the new Board involves members attending staff briefings.

Staff

- There is a clear acknowledgement of staff wellbeing and successes, with the Board frequently inquiring about staff welfare.
- An initiative to be revisited with the new Board involves members attending staff briefings to ensure appropriate communication and engagement.

Support for the Principal:

- Tom feels well-supported by both the Board of Trustees and the Board of Proprietors.

Evaluation of Board Meetings

- Board meetings are noted as being efficient and shorter in duration than previous meetings.
- The Board believe the minutes are recorded efficiently.

5.3 Proposal for International Trip to China in 2027

Tom stated:

- The proposal for a trip to China in 2027 is supported by the SLT.
- Catherine Chen, HOD Languages, is taking the trip along with Lynlee Lawrence. Both Catherine and Lynlee managed the trip to Taiwan last time.
- It is expected there will be a small group of boys.
- It is a well-researched trip.
- They are using an MOE approved travel agent.

The Board approve the proposal for the trip to China in 2027.



The Board approves the trip to China in 2027.

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Decision Date: 4 Aug 2025
Mover: David Graham
Seconder: Reid Hebden
Outcome: Approved

5.4 Term 3 Overnight Trip Schedule

The Board noted that the Year 7 & 8 A Football team travelling to AIMS games was duplicated.

Action - Lyanne to arrange for Trevor to update the list.



Update Term 3 Overnight Trip Schedule

Lyanne to arrange for Trevor to update the Term 3 Overnight Trip Schedule.
The Year 7 & 8 A Football team has been duplicated.

Due Date: 8 Aug 2025
Owner: Lyanne Horsefield

5.5 Sensitive Expenditure

Reid stated:

Sensitive Expenditure:

- The meeting last week with the Auditors highlighted the need to draft guidelines on future alcohol expenditure.
- These guidelines should be moderate, reasonably specific, and adhere to the Auditor General guidelines, while also aligning with the school's "HIBS values and Special Character".
- A Committee is to be formed to draft these guidelines - members David, Ben, Byron, Glenn and Craig. Reid to check if Jane is interested. Craig will organise the initial meeting date/time.
- The drafted guidelines will be shared with the Auditor for alignment.
- An update is expected at the next Board meeting.

Meeting closed at 8.35pm.



Organise Meeting for Sensitive Expenditure Committee

Craig to organise a meeting date and time for the Sensitive Expenditure Committee.

Due Date: 12 Aug 2025
Owner: Craig Nicholson



Agenda Item for Next Meeting

Lyanne to add an agenda item to the next meeting for an update on sensitive expenditure guidelines.

Due Date: 12 Aug 2025
Owner: Lyanne Horsefield

5.6 Other

Reid stated:

- Tom, Reid, several teachers, and students were present at the recent funeral of a mother of three of our HIBS boys. A HIBS string quintet performed, and the attendance of the boys was noted with pride.
- The Board Dinner is scheduled for 21 August.

The Meeting closed at 8.35pm.

6. Close Meeting

6.1 Close the meeting

Next meeting: HIBS BOT Meeting - 8 Sept 2025, 6:00 pm

Signature: _____

Date: _____

20 Oct 25