

CONFIRMED MINUTES

HIBS BOT MEETING



At the **HIBS BOT Meeting** on **20 Oct 2025** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 8 September 2025
Time:	6:00 pm to 7:40 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Craig Nicholson, Glenn King, Jane Derbyshire, Reid Hebden (Chair), Tom Gordon, David Graham, Aryan Gandhi
Attendees:	Byron Lynds, Lyanne Horsefield
Apologies:	Nigel Blair
Guests/Notes:	Debbie Smith

1. HOD Presentation

1.1 Visual Arts Presentation

Debbie stated:

- The year began with a challenging start with Krysia Jovanovic falling ill and having to leave at the beginning of Term 1. Krysia was a dedicated and passionate teacher. Molly Milne was appointed to replace Krysia. She has settled in well and is already achieving good results.
- The department's strengths include dedicated staff members that are committed to planning and delivering effective programmes.

Achievements and Results:

- Results are successful, with the department performing well above the national average and exceeding it in some areas.
- 100% of students passed their externals in Visual Arts across all year levels and fields.
- Joel Swift's Design board received an Excellence endorsement and is now touring New Zealand as part of a top art exhibition, with only 15 boards selected nationally in each field. It would be nice if Joel could receive Arts Colours for this.
- The Level 2 results were sound.
- All Māori students achieved their standards, though there are no Māori students at Level 3.

Challenges and Concerns:

- There is a worrying trend of the quality of work dropping each year.
- Endorsement results have fallen because students find it challenging to achieve Excellence in all three required standards.
- Level 1 students are struggling with the introduction of two externals instead of one.
- Student numbers are decreasing, particularly at Years 10 and 11.

- Scholarship entries are also dropping.
- Contributing challenges include: time pressures; ongoing development of Level 1 standards; a lack of quality exemplars; interruptions to teaching due to school activities; and the perception of Visual Arts as a non-academic subject with a heavy workload and unclear viable career paths.
- Students' after-school commitments (e.g., working) and a growing reluctance to do homework are noted frustrations.

Department Programmes and Mitigation Strategies:

- The department has reviewed standards and reduced the number of internal assessments for Year 11 and Year 13.
- After-school workshops and holiday programmes are offered to help students keep up.
- There is a structured programme from Years 7 to 13, with a focus on enjoyment for junior students to get them engaged.
- Level 1 is a general course, while Levels 2 and 3 are specialised.
- Programme activities this year included a trip to Te Wharewaka as part of the internal programme.
- The Annual Art Exhibition, which displays portfolios, is strongly supported by the PSA and Marie Martin and is run as a gallery opening event.
- The Artist in Residence programme is in its third year, featuring Caleb Wake, an old boy who donated a piece of his work called 'The HIBS Man'. Caleb spoke at Assembly last week.
- The department is also part of the Year 10 Development Programme, which includes a cultural day.

Resources and Future Planning:

- The department is well-resourced, but increasing costs for consumables may necessitate a budget increase.
- Future funding support from the PSA for the Artist in Residence programme would be welcomed.
- More laptops would be good, as current Chromebooks do not support Photoshop.
- There is a need to promote Visual Arts, particularly by highlighting its connection to viable career pathways.
- Programmes offered will need to be reviewed, especially given the upcoming staffing changes with Debbie's retirement.

Tom said Debbie is retiring at the end of the year after 25 years at HIBS. He thanked her for her contributions and Reid thanked Debbie on behalf of the Board.

2. Administration

2.1 Declaration of Interests

2.2 Confirm Minutes

HIBS BOT Meeting 4 Aug 2025, the minutes were confirmed as presented.

The minutes are approved.



Approved.

Approved.

Decision Date: 8 Sept 2025
Mover: Glenn King
Seconder: Craig Nicholson
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
8 Aug 2025	Update Term 3 Overnight Trip Schedule Status: Completed on 14 Aug 2025	Lyanne Horsefield
12 Aug 2025	Organise Meeting for Sensitive Expenditure Committee Status: Completed on 2 Sept 2025	Craig Nicholson
12 Aug 2025	Agenda Item for Next Meeting Status: Completed on 14 Aug 2025	Lyanne Horsefield
8 Sept 2025	Address the expired items on the fixed asset register Status: Completed on 9 Sept 2025	Byron Lynds

4. Updates

4.1 Principal's Report

Tom stated:

- He has just returned to school this afternoon.
- We had Tournament Week and then AIMS Games the following week.
- Year 9 Camp last week was very successful.
- There are two weeks left of this Term.
- Next Term the Seniors are here for three weeks in Term 4.
- We are in the planning phase for next year.

4.2 Staff Trustee

David stated:

- The School was closed on 20 August due to a Teacher Strike. There are ongoing negotiations with an offer being voted on this Thursday. There is the possibility of strike action in Week 10, with rolling rostered days home.
- There was a Teacher Only Day on 25 August. This provided opportunities for Departments to work through submissions relating to NZQA, moderation and planning for 2026. Bede Bailey presented to some staff about the history of the Treaty and the impact of Education reforms through time on Māori.
- Debbie Smith, HOD Visual Arts, is retiring at the end of 2025. Applications for the HOD role have initially been sought internally.
- It was a busy last few weeks with Tournament Week. Year 9 Camp as well as staff illness. Several internal assessments are now due for seniors, and preparation for external assessments will be significant for both staff and students.
- This week and next are Language weeks.

The Board asked if the school has indicated to parents about the possibility of rolling strikes as some other schools in the area have. Tom said we haven't, but he would look at this.

4.3 Student Trustee

Aryan stated:

- Term 3 has gone by quickly.
- All Year 11 to 13 students will be planning for their Derived Grade Exams at the start of next Term.
- Year 9 Ski Camp went very well. It is always a highlight for boys.
- House Awards are on next week.
- There is an Interhouse Haka competition next Friday. All Houses will prepare for this at Tutor Groups during the week.
- Boys are leaving Friday morning for the Cricket trip to India.
- Year 13s are currently submitting their scholarships and hall applications.
- Universities have been in for course planning.
- Ms Moore has been really good with helping Year 13s complete the necessary forms.
- Seven students have put their name down for the Student Rep on the BOT for 2026.

4.4 BOP Update

Craig stated:

- The BOP met on 14 August.
- Westlab are progressing the design for the Science Lab refurbishments. It will be completed in the upcoming summer holidays.
- Whetū Campbell gave an update on the activities that the Whānau Ropu are doing.

4.5 Health & Safety

Byron stated:

- No issues at the recent Health & Safety meeting.
- Cricket run ups are now complete.

The Board asked about the high level medical training and whether it has been organised. Tom said Kelly has sourced someone in the community and the training session has been booked.

4.6 Finance - Management Accounts

Byron stated:

- He has presented the management accounts.
- He has shown further information including comparisons and trends.
- P & L is looking very similar to the last one.

Byron asked if there was any other information the Board would like him to present. The Board were all happy with what they are currently provided.

5. General Business

5.1 Update on Election

Byron stated:

Student Rep Election

- Seven students have been nominated.
- All but one has created a video to be played to students at Tutor Group time this Wednesday. The seventh candidate is currently overseas.
- The successful candidate's term will start on 17 September.

Parent election

- The parent election closes on 10 September.
- We have 14 nominations.
- 30.8% of the parent community have voted so far.
- We find out the results on 16 September and the new Board takes office on the 17th.

Reid asked if there is any handover required. Byron said there should be a handover between the Boards. Tom said we have an Induction Pack to be given to new Board members. Reid is available to facilitate this transition.

5.2 Sensitive Expenditure

Glenn stated:

- The committee held two meetings to draft a set of guidelines around sensitive expenditure.
- The guidelines have been drafted to adhere to the Auditor General's guidelines and cover sensitive spending, hospitality, and alcohol.
- They were intentionally kept high-level so the Senior Leadership Team (SLT) can manage them within the school.

Reid expressed his appreciation, stating he thought the guidelines were progressing well.

A general discussion was undertaken on completeness of the guidelines and approval process.

A suggestion was made to remove the word "planned" from "all planned events" on the top of Page 2, which discusses pre-approval. Further, that the Board/SLT Dinner should be a footnote as this is funded by the Board of Proprietors. It was suggested that no alcohol will be paid for in regards to conferences.

It was agreed that the Senior Leadership Team (SLT) should review the guidelines before they are sent to the Auditor to look over. The SLT meet this Wednesday and it will be discussed there with comments expected back to the Board within the next week.

Byron raised a question about whether the guidelines should return to the committee for consideration if there are questions from the SLT. It was decided that if this happens, it will be discussed via email.

Reid thanked the committee members for their work on the guidelines.



SLT to look over Sensitive Expenditure Guidelines

The Senior Leadership Team are to discuss the Draft Sensitive Expenditure Guideline document and report back to Reid with their findings within a week.

Due Date: 16 Sept 2025

Owner: Tom Gordon

5.3 Other Business

Reid thanked the parent representatives for their service, including Nigel who is absent. He said it has been great working with them. A strength has been the ability to work together with the Boards and staff.

Reid also thanked the school representatives, Tom, Byron, David, Aryan and Lyanne for their commitment and care.

Reid said he has enjoyed his time on the Board.

6. Close Meeting

6.1 Close the meeting

Next meeting: HIBS BOT Meeting - 20 Oct 2025, 6:00 pm

A handwritten signature in black ink, appearing to be 'Jane Derbyshire'.

Jane Derbyshire
20 Oct 2025