

CONFIRMED MINUTES

HIBS BOT MEETING



At the **BOT Meeting** on **9 Feb 2026** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 17 November 2025
Time:	6:00 pm to 8:25 pm (NZDT)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Craig Nicholson, Jane Derbyshire (Chair), Tom Gordon, Whitiri Poutawa, David Graham, Josh Sinclair, Lizzie Briscoe, Thomas Sturmer, Ben Carswell
Attendees:	Lyanne Horsefield
Apologies:	Byron Lynds, Charles Anderton
Guests/Notes:	Greg McMillan-Perry

1. HOD Presentation

1.1 Music Presentation

Greg stated:

Music Programme

- There is a lot of music going on with 140 boys learning instruments.
- The school choir is small and often combines with St Pat's Silverstream for performances.

Europe Trip Highlights

- The boys' performed a 40-minute show at venues where Mozart previously performed as well as taking part in four workshops.
- Greg was asked if the group was from a specialist music school.
- A key highlight was performing the HIBS haka and pepeha, including giving an explanation of its meaning and context when delivered.
- The European experience was extraordinary and eye-opening for the students.

HIBS Music Roadshow

- The HIBS Music Roadshow is coming up.
- For the last 16 years, Greg has taken a group of junior boys to perform at schools around the area and in previous years, at retirement homes.
- This year, the roadshow includes Pinehaven, Silverstream, Upper Hutt and Oxford Crescent Schools.
- The educational focus involves teaching the boys to set up all their equipment, perform, and then pack it down.

Performing Arts Facilities

- The Performing Arts Block renovations are complete, resulting in a space that is fantastic, fit for purpose and possesses a creative energy feeling.
- He is currently in discussion with Tom regarding the issue of time within the Department.

The Board credited Greg for successfully getting Barbershop to both regionals and nationals. Jane thanked Greg for the huge amount of opportunities he provides the boys and thanked him for his work and presentation tonight.

Greg left the meeting at 6.21pm.

2. Administration

2.1 Declaration of Interests

2.2 Confirm Minutes

HIBS BOT Meeting 20 Oct 2025, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 17 Nov 2025
Mover: Josh Sinclair
Seconder: David Graham
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
22 Oct 2025	Add presentation from Byron on Health & Safety to the November BOT agenda Status: Completed on 7 Nov 2025	Lyanne Horsefield
22 Oct 2025	Amendment to Sensitive Expenditure Guidelines Status: Completed on 7 Nov 2025	Lyanne Horsefield
10 Nov 2025	Thomas to present a formal proposal to Tom for timing of Derived Grade Exams Status: Completed on 4 Nov 2025	Thomas Sturmer

4. Updates

4.1 Principal's Report

Tom stated:

Staffing

- The school is fully staffed for next year.
- Joy Dabel-Moses has been appointed as a new Commerce teacher. She is from Upper Hutt and is a first-year teacher.
- Catherine Chen, HOD Languages, has taken on the role of Career Guidance and Gateway.

- Kylie Lincoln (English) will be responsible for running the Senior Ball and Leavers' Dinner from 2026.
- Byron is leaving HIBS for a new role at Trinity Schools.
- The Board acknowledged the significant work and knowledge that Byron has contributed to the school and the Board. They wish him well in his new role.
- Tom has been working with Stu Darvill (BOP) and hopes to make an offer tomorrow for Byron's position.

Enrolments

- Four new boys are joining Year 9 next year; three of these are older brothers of current or incoming students.
- A current Year 12 rugby student is leaving HIBS to take up other opportunities at Wellington College; this is noted as something that "does not happen often".
- We anticipate we may lose some football students to the new NZCIS charter school which opens next year.

School Events, Discipline, and Engagement

- The New Parents Evening went really well and we had a very good turnout with positive feedback received.
- Orientation Day also went extremely well.
- When the Board asked about the number of students being stood down for racism, Tom explained it is predominantly Year 7 & 8 students using inappropriate language. The boys are aware we have a 'zero tolerance' stance on this issue.
- The Board asked how the engagement of staff is tested. Tom suggested that a pulse survey once a term would be a nice way to gauge engagement, noting that this is a discussion point and not currently practised.
- Tom currently has a fortnightly meeting with the pastoral team to receive updates on staff and student wellbeing. Staff talk to David, Sharon (Chaplain) and Tom regarding wellbeing.
- The Board suggested pulse surveys should be conducted not too often and at the same time. It would be good to ask staff "What keeps you here - why do you love it?" Also don't ask questions if the school is not prepared to act on the results, stressing the importance of communicating follow-up actions.
- Both Jane and David offered to assist Tom with this.
- The Board asked if Tom had advised staff of the changes to the alcohol policy. Tom said he will discuss these changes with the staff at the beginning of next year.
-

4.2 Staff Trustee

David stated:

Student Activities and Events

- Year 8 students are currently away on camp this week and Year 10 students are scheduled to go on their DOE Journeys next week.
- Seven members of staff attended an Outdoor First Aid Course last Friday. This was beneficial and deemed appropriate for outdoor adventures.

Staff Recognition and Wellbeing

- The staff and Senior Leadership Team (SLT) thanked the PSA for the "amazing Christmas lunch" held last Friday. The lunch was appreciated by the staff and it made them feel very valued.

Communication

- Tom and David are developing a strategy to improve communication between the Board and staff (e.g., printing minutes or sending links).
- Tom said Board member visits to staff meetings are very positive.
- Whaitiri said he will attend the staff meeting this Friday.

International Service

- Due to Byron leaving HIBS, the composition of the International Service Team for 2026 has changed. The 2026 team now includes David Graham, Kelly Dornbusch, and Josh Garcia-Hernandez.
- Jack Dowd has taken on the role of leader for the 2027 International Service Team. He is joined by James Adlam and one other yet to be named.

4.3 Student Trustee

Thomas stated:

- Seniors are currently on study leave for NCEA exams.
- Orientation Day was last week.
- Softball and Cricket went ahead which went well.
- Year 10 Duke of Edinburgh Journeys are coming up. The Year 10s appreciate the work Mr Dornbusch and Mr Graham do.

The Board asked Thomas if there have been significant changes given the NCEA changes. Thomas says there haven't been.

The Board asked if he had received any feedback on the controversial NCEA English Unfamiliar Text paper. Thomas said he was aware of this, but didn't believe the boys were concerned. Tom said the English Department thought it was a bit odd but it was only a small part of the entire paper.

4.4 BOP Update

Craig said the Board of Proprietors haven't met since the last BOT Meeting.

- Of note, the land behind the Performing Arts Block is now actively for sale. The BOP are deciding if they are going to put in a tender and if so, for how much. It is an odd shaped piece of land so there is some thinking to do on this.

The Board said there was a lot of communication from parents at sports events over the weekend regarding the land that is for sale. The consensus from parents is that surely HIBS would be looking at putting in an offer.

After discussion, it was agreed for Tom to discuss with Andrew to see if we should advise our parent community.



Land for Sale

Tom to discuss with Andrew Rae, whether the school should be advising our parents that we are aware of the land for sale that is adjacent to the school.

Due Date: 28 Nov 2025

Owner: Tom Gordon

4.5 Health & Safety

Lyanne stated:

- The Health & Safety committee met on 12 November.
- The science lab renovations are going well.
- A lifting platform is being installed in the upper area of the gymnasium where students do weight lifting.
- A suggestion was made regarding SOPs for Grandparents' Day and fundraising events outside of school time. It was agreed these items need to be discussed at SLT.

4.6 Presentation on Health & Safety at HIBS

Tom stated:

Health & Safety Structure and Procedures

- Byron has provided the Board with a document outlining the Health & Safety (H&S) procedures conducted at HIBS.
- H&S meetings are held twice a term with attendees being representatives from the higher risk departments, sports staff, grounds staff, Trevor Lawrence (EOTC), David Graham and Tom Gordon.
- Each year Trevor Lawrence attends the EONZ Conference (Education Outdoors New Zealand), and reports back on any new requirements or initiatives.
- An Outdoor Education First Aid Course took place last week.
- Regarding audits, Tom said that the Board reviewed H&S procedures last year.

The Board noted the school does not currently have a strategic risk register. Tom said there is a generic risk register template available from the MOE that we could use.

Staff and Student Wellbeing Support

- The Board raised concerns about a potential gap in H&S discussions relating to psycho-social risks.
- They questioned if staff are happy and healthy, if they are accessing the right support, and what psycho-social risks the Board should be concerned about.
- The Board believes H&S concerns must broaden from just visible risks to include more on people and their wellbeing.
- Tom said Sharon Dalgety (Chaplain) sees staff members and notifies Tom if staff appear to be struggling.
- Karl Smith (Counsellor) is available to support both staff and students and is present two to three days a week.
- For students, a survey is conducted every term, and any areas of concern identified are passed on to Housemasters, Sharon, or Karl.

The Board asked Thomas if there are any risks that should be raised from a students' perspective. Thomas said there aren't any.

Board Concerns and Future Actions

- The Board raised specific examples of risks, such as transportation issues involving boys in uniform potentially using mobile phones while driving.

- The Board asked what risks the school is currently worried about that the Board should also be worried about.

ACTION: The Board scheduled an agenda item for the first BOT meeting in 2026, to specifically discuss risks and identify the top risks they believe should be prioritised.



Agenda Item for 9 February 2026 Meeting

Add an agenda item to 9 February 2026 meeting for the Board to discuss Health & Safety risks.

Due Date: 28 Nov 2025
Owner: Lyanne Horsefield

4.7 Finance - Management Accounts

David & Tom stated:

- There was a Finance Sub-Committee meeting recently which was attended by David, Charles, Byron, Tom & Stu Darvill (BOP).
- There is a significant variance in the Uniform Shop figures from last year. This is due to the bank account no longer being in use, with the funds having been used to purchase a school van.
- The collection rate is at 97% which is consistent with the past two years. Byron is expecting 98% by the end of the year.

Thomas asked why items from the Uniform Shop need to be paid for before being handed out rather than putting them on an account to pay. Byron to answer this.



Approved.

Approved.

Decision Date: 17 Nov 2025
Mover: Jane Derbyshire
Seconded: Josh Sinclair
Outcome: Approved



Uniform Shop Payments

Byron to respond to Thomas's query about why uniform shop items have to be paid for before being given out rather than putting them on an account to pay.

Due Date: 25 Nov 2025
Owner: Byron Lynds

4.8 Approval of 2026 Budget

David stated:

- The Finance Sub-Committee is very comfortable with how the budget has been prepared and the explanations given for variances from previous years.
- Tom said he is also very happy with the Budget Byron has prepared.

The Board asked what risks there are for the budget? David advised that Byron said the teacher negotiations are unknown at this stage. He has applied 3% and has also included another 2%.

The Board asked that if we did want to save money in the future, what cost lines should be used? We could look at removing some expenditure on furniture and equipment. We would be able to find \$50K if we needed to.

Next year will be the first year of our three year cycle.



Approved.

Approved.

Decision Date: 17 Nov 2025
Mover: David Graham
Seconder: Tom Gordon
Outcome: Approved

5. General Business

5.1 Review of the Strategic Plan

Tom stated:

- He met with a Senior Advisor from the Ministry of Education. She is the Education Advisor for all schools in this region.
- We can roll over our 2025 Strategic Plan for next year if we want to.
- We will need to update our Annual Implementation Plan which Tom said he will do.
- We have two goals for 2025 and we should have three goals for 2026.
- We are looking to boost our attendance rate. Our biggest issue is families taking holidays during school time.

ACTION - Add Strategic Plan to the Agenda for the 9 February 2026 meeting.



Add Strategic Plan to 9 February 2026 Agenda

Add Strategic Plan to 9 February 2026 Agenda

Due Date: 19 Nov 2025
Owner: Lyanne Horsefield

5.2 2025 Leavers' Data

Taken as read

5.3 2026 BOT Meeting Dates



Dates agreed to.

Dates agreed to.

Decision Date: 17 Nov 2025
Outcome: Approved

5.4 Giving Effect to Te Tiriti O Waitangi

Jane stated:

- We need to have a discussion regarding Te Tiriti o Waitangi after the changes to the Education Act.
- The Treaty is in our Strategic Plan.
- It is a Board decision around the strategy and what the school endorses.
- This needs to be discussed with both the BOT and BOP given the BOP are responsible for special character.
- We need to understand the document before a decision is made.

Whaitiri stated:

- He has spoken with Whetū Campbell from the BOP about this.
- The whānau rōpū have asked if the Board are going to address our parent community about the school's position.
- HIBS does a lot with regard to the Treaty of Waitangi, both directly and indirectly.
- We have a connection with the Orongomai Marae and Glenn King was invited to speak on the pāepae at the Waitangi Day ceremony.
- Tom said we intended to have a full staff visit to the Marae at the beginning of next year, however they are fully booked.
- A Māori lawyer named Tania Waikato has compiled a list of schools across New Zealand that are refusing to follow the Government's directive to drop Te Tiriti o Waitangi obligations from their governance practices.
- She has published this list on social media and HIBS has been included.
- He is not sure how HIBS has been put on the list given it is a Board decision and to date, the Board have not discussed this.

After much discussion, the Board agreed -

- The paper provided by Whaitiri is a really helpful document.
- We are looking to continue the involvement we currently have in regards to the Treaty and we are keen to add to it.
- Whaitiri is to make contact with Tania to say the information hasn't come from the HIBS Board. We are currently going through a process and are not in a position to have a decision.
- The discussion is considered "ongoing korero"
- Both Boards need to agree on the final decision.
- Our next step is for the Board of Proprietors to discuss this.
- Craig will discuss this with Andrew and the BOP, with the aim of a decision by this Thursday (19 November).
- From there our parent community will be advised in the What's On at HIBS this Friday, reaffirming our commitment to the Treaty and the fact that the Boards are in discussion regarding a response.
- We need to document what we do and what we intend to do.
- The Board supports discussing the matter as part of the strategic plan at the start of next year.

ACTION - Whaitiri to draft a response to Tania Waikato and pass it by Jane before sending.

ACTION - Craig to speak to Andrew regarding a discussion this week with BOP members.

ACTION - Add this topic to the Strategic Plan for next year.

The Board asked about applying the principles for Māori learners, ie. should it not be for all of our learners? It was agreed the Treaty of Waitangi is to cover Māori, however all students are included in our Strategic Plan.

Jane thanked Whaitiri for the paper he produced.

Post Meeting Note - Jane and Andrew had a discussion and the BOP voted by email to approve the wording to go into the What's On at HIBS. Subsequently the BOT also had a vote that was unanimous to accept the proposed wording.



Response to Tania Waikato

Whaitiri to draft a response to Tania Waikato to say the information she has published has not come from HIBS and that we are currently going through a process and are not in a position to have a decision.

Once drafted, Whaitiri will give to Jane for checking/approval.

Due Date: 28 Nov 2025

Owner: Whaitiri Poutawa



Craig to speak to Andrew re Giving Effect to Te Tiriti O Waitangi

Craig to speak with Andrew Rae regarding the BOP agreeing to advise our parent community on our stance with giving effect to Te Tiriti O Waitangi. If agreed to, the information will go to parents at the What's On at HIBS this week.

Due Date: 18 Nov 2025

Owner: Craig Nicholson



Agenda Item for 9 February 2026 Meeting

Giving effect to Te Tiriti O Waitangi to be added to discussion at 9 February 2026 meeting regarding the Strategic Plan.

Due Date: 28 Nov 2025

Owner: Lyanne Horsefield

5.5 Youth Parliament

Josh stated:

- He emailed Tom about the 'Youth MP Scheme' (New Zealand Youth Parliament).
- They are currently seeking applicants aged between 16 and 20.
- Tom said David Graham will be emailing Year 11 and 12 students regarding this.

Tom thanked Josh for passing this on.

5.6 Next Meeting - 9 February 2026

Jane said at the start of the next meeting on 9 February 2026, we will need to elect a new Chair and Deputy Chair. Anybody interested can contact Jane.

Jane thanked everyone for their contributions for a successful year.

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

A handwritten signature in black ink, appearing to read 'J. Derbyshire', with a long horizontal flourish extending to the right.

Jane Derbyshire
10 Feb 2026