CONFIRMED MINUTES

BOT MEETING

At the **BOT Meeting** on **11 May 2026** these minutes were **confirmed with the following changes:**

Amend - the School reported a deficit of $272,000, which was slightly better than the budgeted deficit of $282,000 to "the School reported a deficit of $272,000 which is significantly more than the budgeted deficit of $182,000."

Name:	HIBS BOT
Date:	Monday, 9 March 2026
Time:	6:00 pm to 8:12 pm (NZDT)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Jane Derbyshire (Chair), Whaitiri Poutawa, Lizzie Briscoe, Charles Anderton, Thomas Sturmer, Craig Nicholson, Tom Gordon, Ed Blunden
Attendees:	Lyanne Horsefield, Vicky Thorby
Apologies:	Josh Sinclair, Ben Carswell
Guests/Notes:	Trevor Lawrence

1. Opening

1.1 Opening karakia - Charles

1.2 Introduction & welcome to new Staff Representative

Jane welcomed Ed Blunden to the Board of Trustees.

Ed introduced himself as a HIBS Old Boy and a current English teacher. He joined HIBS in 2018.

2. Administration

2.1 Declaration of Interests

Charles has said he will leave the meeting when there is a discussion pertaining to the Japan trip as his sister Jessica is involved in this.

3. EOTC

3.1 Presentation on EOTC at HIBS

Jane welcomed Trevor back to the Board.

Trevor presented the slideshow he goes over with the staff each year.

- **EOTC Safety and Planning:**

  - The EOTC process applies to all trips under the HIBS name, with the exception of regular weekend/after-school sports and specific fundraising activities.
  - The Safety Management Plan is adapted from Education Outdoors NZ (EONZ) and signed off by the Senior Leadership Team (SLT).
  - Key risk factors identified for these trips include transport, water-based activities, medical emergencies, and changes to the original plan.
  - The Board's oversight focuses on who is planning the trip, whether it aligns with Special Character guidelines, its educational purpose, and student-to-staff ratios.
- **Administrative Procedures:**
  - While the Board must be informed of all overnight trips, approval is considered an operational matter handled by Tom rather than a governance one.
  - The school avoids "pop-up" trips due to extensive forward planning.
  - All helpers involved in trips are Police vetted, and the school has largely moved away from billeting, except for homestays on Languages trips.
  - Post-trip reviews are mandatory to ensure feedback is incorporated into future planning.
- **Status of Specific Trips:**
  - **Europe Trip:** Facing uncertainty as the flights are transiting through Dubai. Our travel agent is currently looking at options, which may include postponement or rerouting.
  - **International Service (IS):** The Term 2 trip to Tonga is nearing its $100,000 fundraising goal. There is currently a project manager on site in Tonga.
  - **Future Trips (2027-2028):** Planned excursions include trips to China (they are meeting tomorrow night), a French trip to Tahiti (this has just gone to SLT), Rugby trip to Japan (Rugby), Cricket trip to India (will be selecting 24 students in April), and a Music and Drama trip to Europe in 2028. Interviews are currently taking place for the IS trip in 2027.

Trevor's EOTC presentation is now designated to be shown to every new Board to ensure consistent understanding of our processes. Trevor is happy to do this.

The Board suggested information at the end of each year would be helpful for trips going early the following year. Trevor agreed this would be a good idea and he is happy to provide this information.

The Board asked if an overnight trip comes up after a Board meeting, would the Board be advised? Trevor said yes. Tom said we don't have trips popping up in between Board meetings as we do so much planning.

The Board asked Trevor from a Board's perspective, what have they done in regards to EOTC that has worked well and what hasn't worked so well. The Board would like to get the balance right. Trevor said the Board have added value by funding advanced health and safety training for staff and providing personal locator beacons, which may be due for replacement again shortly.

Tom thanked Trevor for all the work he does on EOTC. He said he has great trust in Trevor's work.

On behalf of the Board, Jane thanked Trevor for his presentation tonight and the great work he does at HIBS to manage EOTC.

Trevor also thanked the Board on behalf of the staff - he said the Board's work is truly appreciated.

Trevor left the meeting at 6.37pm.

4. Minutes

4.1 Confirm Minutes

BOT Meeting 9 Feb 2026, the minutes were confirmed as presented.

Approved.

Approved.

Approved.

Decision Date:	9 Mar 2026
Mover:	Charles Anderton
Seconder:	Vicky Thorby
Outcome:	Approved

5. Correspondence

5.1 2025 Sport Participation Data

Tom stated:

- **Student Participation and Expectations:**
  - HIBS maintains high participation levels in co-curricular activities, performing well above most other schools in the Wellington region.
  - Students are expected to engage in at least one co-curricular programme—ranging from sports and cultural activities to the library or chess club—to foster a sense of belonging and connection to the school.
  - While younger students tend to be more serious about their participation, many senior students transition to playing more socially as they get older.
- **Staffing and Parental Support:**
  - Reflecting a national decline in staff involvement in co-curricular programmes, HIBS relies significantly on parental assistance.
  - The school identifies the importance of valuing parent volunteers, often providing them with HIBS gear; currently, the Sports Department is successful in recruiting enough coaches and managers.

6. Actions from Previous Meetings

6.1 Action List

Due Date	Action Title	Owner(s)
28 Nov 2025	Response to Tania Waikato **Status:** Cancelled on 9 Feb 2026	Whaitiri Poutawa
11 Feb 2026	Add Strategic Plan discussion to the 9 March BOT meeting **Status:** Completed on 11 Feb 2026	Lyanne Horsefield
11 Feb 2026	Presentation by Trevor Lawrence on EOTC at the 9 March meeting **Status:** Completed on 11 Feb 2026	Lyanne Horsefield
24 Feb 2026	Trevor Lawrence to present EOTC at the 9 March meeting **Status:** Completed on 24 Feb 2026	Tom Gordon

Due Date	Action Title	Owner(s)
5 Mar 2026	All Board members to review the current one page Strategic Plan **Status:** Completed on 4 Mar 2026	Charles Anderton, Craig Nicholson, Jane Derbyshire, Josh Sinclair, Lizzie Briscoe, Thomas Sturmer, Tom Gordon, Vicky Thorby, Whaitiri Poutawa
9 Mar 2026	Vicky to investigate cost of BDO attending a Board Meeting **Status:** Completed on 2 Mar 2026	Vicky Thorby
9 Mar 2026	Discussion about Moulin Rouge event for Music Trip to Europe **Status:** Completed on 2 Mar 2026	Tom Gordon
9 Mar 2026	Staff Survey **Status:** In Progress	Tom Gordon

7. Updates

7.1 Principal's Report

Tom stated:

- **Academic Changes (HIBS Diploma and NCEA):**
    - HIBS intends to drop NCEA Level 1 for Year 11 next year and replace it with a HIBS Diploma.
    - This new programme is expected to be more academically challenging and interesting, and it has the unanimous support of the Heads of Departments (HODs).
    - The transition will result in Year 11 students staying at school longer because they will not have November NCEA examinations, creating potential opportunities for outdoor education and service activities.
    - Future Year 12 and 13 programmes will shift toward a more traditional structure, requiring students to pass both internal assessments and end-of-year examinations, with a return to using percentages for results.
    - An information evening will be held for parents of current Year 10 students to discuss these changes alongside subject selection.
- **Student Conduct and Welfare:**
    - The school continues to take a hard line on stand-downs regarding racial comments.
    - Tom acknowledged the Board's support concerning a matter of historic sexual abuse; he noted that no formal correspondence has been received in response, other than one very positive and encouraging message from a parent.
- **Reporting and Statistics:**
    - The English Department is considering hosting an evening for parents to explain shifts in new reporting methods. Tom, Ed and Martin are to look at this.
    - Tom expressed satisfaction with the recent NCEA statistics, noting that while comparisons to other high-decile schools are complex because some exclude Level 1 entirely, he was pleased with the overall results.

- Staff are currently navigating the challenges of a new curriculum and reporting requirements, which are viewed as being in the best interest of the students

Possible Parent Information Evening on shifts in reporting methods

Tom, Ed and Martin Burrows to discuss hosting a parent information evening to outline the shifts in reporting methods.

Due Date: 11 May 2026
Owners: Ed Blunden, Tom Gordon

7.2 Staff Trustee

Tom said David Graham has stepped down from the Board for personal reasons.

Ed Blunden has only just been appointed in the past 48 hours.

Ed said he doesn't have anything to report as yet.

7.3 Student Trustee

Thomas stated:

- Our Open Day is on 28 March.
- Octathlon was postponed and is now on next week.
- There was a Biology trip to Kaitoke River.
- He has a suggestion to have a coffee cart on the racecourse field on a Saturday when we have football and rugby.

Tom asked if anyone knows who has a coffee cart. A suggestion could be to utilise our current Year 12 and 13 barista and students.

Tom thanked Thomas for this great idea.

Action - Vicky to investigate this

Coffee Cart on Racecourse Field on Saturdays during sports season

Vicky to investigate the possibility of a coffee cart on the racecourse field for Saturday sports

Due Date: 11 May 2026
Owner: Vicky Thorby

7.4 BOP Update

Jane thanked Charles for attending the recent BOP meeting on behalf of the BOT.

Craig stated -

- **Leadership and Governance:**
  - Ben Carswell has been elected as the new Chair of the BOP, succeeding Andrew Rae, who stepped down after approximately five years.
  - The Special Character Committee is currently discussing with Sharon Dalgety whether a specific special character strategic plan is required.
- **Facilities and Maintenance:**

    - The recently refurbished science labs are complete, though challenges remain with other labs that will need to be addressed in the future.
    - Testing has recorded very high CO_2 levels in these facilities compared to Ministry of Education standards.
    - Recent storm damage has necessitated the replacement of the Design Tech roof and skylights.
    - The school is currently reviewing its 10-year cyclical maintenance plan.
- **Cultural and Whānau Updates:**
    - HIBS participated in a Ki-o-rahi regional tournament for the first time where we were warmly welcomed.
    - The powhiri was noted as being better integrated than in previous years.
    - There is an ongoing discussion regarding whether HIBS should implement a karakia kai for visiting schools and sports games.
- **Strategic Building and Land Use:**
    - Work is progressing on a 10-year building and asset plan.
    - Discussions continue regarding the land surrounding the school; it currently appears that the accessway to the racecourse will be located behind the Performing Arts Block.

Jane asked for a volunteer to attend the next BOP meeting on 7 May. Lizzie said she would attend.

7.5 Health & Safety

Vicky stated:

- The Health & Safety committee held its first meeting of the year and reported that most outstanding items have been completed.
- The school is currently reviewing security camera locations to identify and address blindspots, such as those in the gym weights room.
- The shade sails are nearing the end of their usable life, so their safety is being monitored and their replacement has been integrated into the property plan.
- CO_2 levels in the older Science classrooms are being monitored.

The Board asked about health and safety for our school holiday programmes that the IS teams often run.

Action - Vicky to check Standard Operating Procedures (SOPs) for hosting these events.

SOPs for School Holiday Programmes

Vicky to investigate Standard Operating Procedures (SOPs) for school holiday programmes run by International Service teams.

Due Date: 11 May 2026
Owner: Vicky Thorby

7.6 Finance

Vicky stated:

- HIBS has begun working with Craig from the Miles Group, who is assisting with updating the school's financial records.

- **2025 Financial Performance:** The school reported a deficit of $272K which is significantly more than the budgeted deficit of $182K. This resulted in a reduction of the school's working capital surplus.
- **Specific Costs and Income:**
  - $45,000 of the previous year's deficit was attributed to redundancies for canteen staff.
  - Donation income exceeded expectations because the allowance made for financial hardship among families was not fully utilised.
- **Overseas Trips:** These trips showed a budgeted deficit, although the income and expenditure for these are spread across both the 2024 and 2025 financial years.

The Board approved the 2025 financials, subject to final end of year adjustments.

In regards to BDO attending a BOT meeting, Vicky has spoken with them and they are happy to come along.

They are meeting with Vicky in the week of 30 March. They will attend a BOT meeting after the final report is produced.

Approved subject to end of year adjustments.

Approved subject to end of year adjustments.

Decision Date: 9 Mar 2026
Mover: Charles Anderton
Seconder: Craig Nicholson
Outcome: Approved

7.7 Cyclical Maintenance Plan

Vicky stated:

- She is currently updating the school's Cyclical Maintenance Plan.
- A report has come back regarding details for painting (eg. dates and costs). This will help with our forecasting.
- She is working with Dan Bradley (BOP) on the 10 Year Property Plan. They are currently checking the current state of our buildings.

7.8 Schedule Finance Committee Meeting

Vicky confirmed the Finance Committee will meet on an 'as needed' basis.

8. General Business

8.1 Review of the Strategic Plan

Jane stated:

- The Board discussed the process for updating the school's current strategy, which was originally formulated at the end of 2024 through workshops with the Senior Leadership Team (SLT), Board of Proprietors (BOP), and the Board of Trustees (BOT).
- The Board of Proprietors has expressed a clear desire to be involved in the strategy update process.

- To move the strategy forward, the Board agreed to form a sub-committee. It was agreed this group should consist of two BOT members, two BOP members, and two staff members.
- Whaitiri volunteered for the sub-committee, as did Vicky, Lizzie, Ed and Thomas. Ed will seek another staff member to join. Craig and Tom will talk to Ben Carswell (BOP) about two BOP members joining.
- The strategy update will now be a standing agenda item for meetings, and Ed will follow up with staff regarding their involvement.

One staff member required for Strategic Plan Sub-Committee

Ed to speak to staff and follow up with an email, seeking one more staff member to join the Strategic Plan Sub-Committee.

Due Date: 11 May 2026
Owner: Ed Blunden

Two BOP members sought for Strategic Plan Sub-Committee

Tom/Craig to speak to Ben Carswell to seek two BOP members to join the Strategic Plan Sub-Committee.

Due Date: 11 May 2026
Owners: Craig Nicholson, Tom Gordon

Review of the Strategic Plan to be added to the Agenda of BOT meetings going forward

Lyanne to add Review of the Strategic Plan to each BOT meeting agenda.

Due Date: 16 Mar 2026
Owner: Lyanne Horsefield

8.2 Health & Safety Risks

This has been delayed until the next meeting as Josh is absent.

Health & Safety Risks to be added to 11 May 2026 Agenda

Lyanne to add the Health & Safety risk item to the 11 May 2026 BOT Meeting

Due Date: 16 Mar 2026
Owner: Lyanne Horsefield

8.3 Exit Interview Analysis

Jane thanked Vicky for providing this information, which is very helpful.

Vicky stated:

- A small sample of exit interviews (five) revealed that staff consider HIBS an "amazing place" to work and would choose to send their own children to the school.
- Despite the positive feedback, the interviews highlighted concerns regarding staff burnout and overload, as well as the current processes for decision-making and consultation with staff.
- Exit interviews are offered to all departing staff, though they are not compulsory. Vicky will lead this process moving forward, and the information gathered will be used to inform a wider staff survey.

- Recognising the pressure of upcoming NCEA and curriculum changes, the school has implemented support measures, including four teacher-only days this year and granting departments extra time when needed.

Jane acknowledged the high workload of staff. Tom said sending an individual letter of support and thanks to every staff member during this demanding period would be appreciated.

8.4 Staff Survey

Tom and Jane said they have had discussions about a staff survey, but have been dealing with other more urgent matters.

This item is to be discussed at the next BOT meeting on 11 May.

Action - Lyanne to schedule this for the next meeting.

Staff Survey to be added to 11 May 2026 Agenda

Lyanne to add the Staff Survey agenda item to the 11 May 2026 BOT Meeting.

Due Date: 16 Mar 2026
Owner: Lyanne Horsefield

8.5 NZ School Boards Association National Conference

Jane stated:

- The NZSBA acts as the national professional body supporting school boards in New Zealand, delivering governance and employment advice.
- They have a conference in Auckland in July and the Board is considering sending two representatives.
- The proposal suggests sending one member from the Board of Trustees (BOT) and one from the Board of Proprietors (BOP).
- The conference registration fee is $825 per person, excluding flights and accommodation.
- The Board has a $6,000 budget available for professional development.
- Jane and Vicky have both expressed interest in attending.

Action - Tom to discuss this with Ben Carswell (BOP) to see if anyone from the BOP is interested in attending.

NZ School Boards Association Conference

Tom to talk to Ben Carswell (BOP) to see if any BOP member is interested in attending the NZSBA Conference in Auckland in July.

Due Date: 11 May 2026
Owner: Tom Gordon

8.6 IN COMMITTEE

Charles left the meeting at 7.45pm.

The Board went into Committee at 7.46pm.

The Board came out of Committee at 8.10pm.

8.7 Reminder - Staff/Board Dinner on 18 March

Jane reminded the BOT of the Staff/Board Dinner - 6pm at the Cossie Club in Upper Hutt on Wednesday, 18 March. She said she attended last year and it was a very enjoyable event.

Tom said new staff members and new board members will need to stand up and briefly introduce themselves.

The meeting finished at 8.12pm.

Karakia for 11 May meeting:

Opening - Lizzie

Closing - Ed

9. Closing karakia

9.1 Closing karakia - Vicky

Next meeting: BOT Meeting - 11 May 2026, 6:00 pm

Jane Derbyshire
21 May 2026