

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **7 Sept 2026** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 3 August 2026
Time:	6:00 pm to 8:46 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Jane Derbyshire (Chair), Ben Carswell, Charles Anderton, Craig Nicholson, Josh Sinclair, Lizzie Briscoe, Nathan Schofield, Thomas Sturmer, Whaitiri Poutawa
Attendees:	Lyanne Horsefield, Vicky Thorby
Apologies:	Tom Gordon, Ed Blunden
Guests/Notes:	Catherine Chen, Craig Stevenson

1. Opening

1.1 Opening Karakia - Charles

2. HOD Presentation - Catherine Chen

2.1 HOD Languages & Careers

Jane welcomed Catherine to the meeting.

Catherine stated:

- Her role covers Languages, Gateway and Careers.
- There are four teachers in the Languages Department covering Chinese, Spanish, French and Te Reo Māori.
- The recently proposed China and Tahiti trips have had to be cancelled due to low numbers. There are concerns from parents regarding the number of trips offered at HIBS and the cost of them.
- The Department is looking at more local immersion programmes like the Year 10 French immersion with St Oran's that is happening tomorrow.
- Her role as Careers Advisor entails liaising between the students and universities.
- She would like more parents to use the HIBS Careers website from Year 10 and above, not just Year 13. The website has information about scholarships, cover letter and CV templates as well as information about career choices.
- We currently have 17 students doing Gateway and this is funded by the Tertiary Education Commission.

- We have a STAR programme for Barista and Aviation and this is funded by the Ministry of Education.

The Board asked what career paths are currently popular. Catherine said she tells the boys they need to go for a job they love and they need to focus on two to three pathways or skillsets to broaden their career options.

The Board asked if we keep statistics on how our students that have left HIBS are going. Craig said the only information we get is from the universities when degrees are awarded.

Jane thanked Catherine for her presentation and for the work that she and her team are doing.

3. Administration

3.1 Declaration of Interests

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3.2 From the Board Chair

Jane acknowledged there is a lot of work going on outside of the Board meetings and thanked everyone for the work they are doing.

She has received really great feedback around the work being done on the Principal recruitment. Communication to the staff and parent community has been appreciated.

4. Minutes

4.1 Confirm Minutes

BOT Meeting 8 Jun 2026, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 3 Aug 2026

Mover: Josh Sinclair

Second: Charles Anderton

Outcome: Approved

5. Correspondence

5.1 BOT Acceptance of the Principal's Resignation

6. Actions from Previous Meetings

6.1 Action List

Due Date	Action Title	Owner(s)
9 Mar 2026	Staff Survey Status: Completed on 30 Jun 2026	Tom Gordon
11 May 2026	Possible Parent Information Evening on shifts in reporting methods Status: On Hold	Ed Blunden, Tom Gordon

Due Date	Action Title	Owner(s)
26 May 2026	Two staff reps required on the Strategic Plan Sub Committee Status: Completed on 8 Jun 2026	Ed Blunden
8 Jun 2026	Report on C O2 Levels in Science Department Status: Completed on 24 Aug 2026	Vicky Thorby
8 Jun 2026	Whaitiri to email information from Gov Hub Workshop he attended Status: Completed on 8 Jun 2026	Whaitiri Poutawa
8 Jun 2026	Board Risk Register Status: In Progress	Josh Sinclair
8 Jun 2026	Ben to Liaise with PSA President re Confidence Course Status: Completed on 8 Jun 2026	Ben Carswell
23 Jun 2026	SchoolDocs Status: Completed on 18 Jun 2026	Lizzie Briscoe
30 Jun 2026	Timing of Staff Survey Status: Completed on 30 Jun 2026	Nathan Schofield, Tom Gordon

7. Updates

7.1 Principal's Report

Craig stated:

- Tom has deferred his meetings with new entrant families due to bereavement leave.
- He has met with the majority of the brothers of current students coming to HIBS next year.
- Sarah Tobin led a review of the National Assessment Moderation Process. Once we receive the report, Sarah and Martin Burrows will look at any suggestions that come from that.
- Staff are busy with curriculum changes, assessment changes and the new Year 11 HIBS Diploma. There are more Teacher Only Days to assist with this.
- We were supposed to have the latest curriculum change information by the Teacher Only Day this Friday, but this has been delayed.
- Staff are very keen to support the new Year 11 programme so our boys are prepared for Years 12 and 13.
- The Year 11 HIBS Diploma Information evening has been postponed by a week due to Tom's absence.
- The International Service trip to Tonga in the holidays was very successful.
- ERO have confirmed they will be with us this Term.

The Board asked how HIBS went with the last ERO review. Craig said our next review was pushed out to a longer term due to receiving a positive report.

The Board queried whether an overnight trip listed (golf) that has one staff member and three students, is in line with policy and is appropriate. Craig says this has happened in the past, however he can see how it could bring up potential issues.

Action - Craig to check our policy and check to see if there are any parents travelling with the group. This discussion needs to be taken to SLT as the Board agree there should be two adults on the trip.

The Board asked if the request to provide IS Team staff members with a letter from the Board after an overseas trip is usual practice. Craig said this has happened in the past. The Board agreed a letter from the Board should be sent as the staff have given up a year of their time to fundraise and attend the trip.

Action - Craig to get some information to Lyanne who will formulate a letter for Jane to sign.



Letter from the Board to International Service team staff

Craig Stevenson to formulate a letter for Jane to sign to go to the three staff that were part of the International Service trip to Tonga

Due Date: 25 Aug 2026

Owner: Lyanne Horsefield

7.2 Staff Trustee

Ed is absent from the meeting.

7.3 Student Trustee

Thomas stated:

- Year 12 Business Studies students have started their cafe training and the first cafe opened today.
- The Strengthening Democracy project finished up at Parliament House with the students meeting many dignitaries and parliamentarians.
- Interhouse Chess is coming up.
- The 2027 IS Team has a cocktail night fundraiser coming up.
- There is a Year 10 French exchange to St Oran's tomorrow.
- The mid-year Academic Assembly is on tomorrow.

The Board asked what the students are saying about the Principal moving on and getting a new Principal. Thomas says he hasn't heard any feedback on that.

Tom will be announcing he is leaving at the end of Term 3 to students upon his return.

7.4 BOP Update

Craig stated:

- The BOP had their AGM. Ben Carswell was re-elected as the Chair, Stu Darvill as the Treasurer, Ted Grieve as the Secretary and Nathan Schofield was elected as the Deputy Chair.
- There was a presentation from Giving Architects regarding advancement options.
- Results from the Junior Pastoral Survey were presented.
- Nathan has taken over the Chair of the Special Character Committee. Sharon Dalgety and Paul Cotton are working on reviewing the Special Character strategy.
- Dan Bradley gave an update on the Building and Capital Works committee.
- Discussion is ongoing with the Wellington Racing Club.
- There is potential for a future joint gym, used by both the school and the Racing Club.
- Dan has an architect looking at what a gym might look like, ie. with two full-size basketball courts.
- Dan presented a 10-Year Master Plan in regards to the lifespan of assets etc.
- There are ongoing discussions with Friday Homes about land past the Performing Arts Block.

- Ben has spoken to Kaye Wilmshurst, PSA President, about their plan for an adventure park.

Nathan said that on Tuesday, 10 November, Sharon and Paul will have a day in the Chapel for the Board to find out about the changes to special character. He encourages everyone to attend if they are able.

The next BOP meeting is on Thursday, 13 August and Whitiri Poutawa will be attending on behalf of the BOT.

7.5 Health & Safety

Vicky stated:

- The Health & Safety committee are meeting this week.
- In line with the Wellington Racing Club changes, she received a phone call today to say they are starting some building works by the back gate where our boys walk to the train station. Because of this we have had to lock the gates.
- There is currently no crossing for the boys to get to and from the train station and the line of sight leaving our property is not great.
- A lot of boys have headphones on, and are not concentrating when crossing the road.
- Extra staff have been put on train duty to assist.
- Dan and Vicky are speaking about this with the architects.
- Vicky has had a meeting with the Council and is meeting with the Upper Hutt Mayor tomorrow to see if we can make some progress to get our boys safely across the road.

The Board asked about the boys playing handball in the front of the auditorium. If balls go across the road, boys run out without looking. Staff on duty need to monitor this area.

We have a new EAP provider called Giving Well. Giving Well allows our staff to choose from a variety of providers, ie. online or in person, or if they have their own providers, they can complete an anonymous reimbursement via Giving Well. She has talked to the pastoral team to make sure that staff are aware of this.

The Board would like to see some feedback as to staff taking up this service and feedback on the number of staff seeing Karl Smith.

CO₂ Levels in Old Science Labs

Vicky stated:

- Some of the old Science labs are showing high CO₂ readings following a week of monitoring.
- Ministry of Education CO₂ targets are 800 ppm or less; windows should be opened at 1000 ppm; and levels over 2000 ppm for more than one hour require intervention.
- Of note, the classroom that has the highest reading (levels exceeding 2000 ppm for at least two periods), is the most occupied classroom with more than 150 extra students per week. This reading occurred on a day with five or more periods when the heat pump was on and windows and doors were closed.
- HIBS has stand-alone air purifiers if necessary.
- While the air quality issues will be addressed in the upcoming long-term building plan, the Board agreed that immediate changes may be necessary.
- Vicky suggested there is the possibility of swapping classes so that classes with higher student numbers are held in the new classrooms.

- The Board also brought up the fact we may need to expand our monitoring to other classrooms across the school.

It was agreed that further testing (longer than one week) needs to be done with results reported back to the BOP at their meeting next week.

Action Items:

- Vicky to look at class swapping options and to ensure further testing is completed with reporting at the next BOP meeting.

7.6 Finance

Vicky stated:

- In the reporting, we are still holding the \$35K as cash for Relay for Life and that needs to go to the Cancer Society.
- As part of the recent audit, some things were picked up as being coded as minor improvements rather than capital expenditure. The auditors advised to code these as capital expenditure. The budget doesn't reflect that change.
- There was a discussion about the amount showing for teacher bulk funding. This may include some support staff, but if we look at the pays per period, the costs are similar as expected.
- We need to be mindful that HIBS is very fortunate that we try and look after our staff financially as best as possible. HIBS pays for more staff than the staffing entitlement and gives out more units. In regards to the excess allowances and units, the MOE haven't been checking and were paying. Next year this overpayment (\$77K minimum) will come out of our bulk grant. This needs to be taken into consideration for the budget.

Vicky asked the Board if there was anything in particular they would like to consider for next year's budget.

The Board said:

- An appraisal process for the new Principal should be considered. The Board would still have input, but would have an expert advising and this will cost.
- They would like funds allocated in the budget for Board PD.

The Board asked if we subscribe to anyone around penetration testing for cyber security. Our biggest risk is some students using AI and hacking us. Josh will put together some questions for Vicky to bring up with our IT team regarding this.

Action - Josh to provide questions for Vicky to ask the IT Team regarding penetration testing for cybersecurity.

Vicky said the shade sail near the cricket pitch at the far end of the field needs replacing. She has received two quotes and would like the Board to approve the quote for \$11K.

The Board approved the quote of \$11K for replacement of the shade sail.



The Board approves the quote of \$11K to replace the shade sail at...

The Board approves the quote of \$11K to replace the shade sail at the far end of the field.

The Board also approves the management accounts.

Decision Date:	3 Aug 2026
Mover:	Jane Derbyshire
Seconded:	Charles Anderton
Outcome:	Approved



Questions for IT Team

Josh to provide Vicky with questions she can take to the IT team regarding penetration testing for cybersecurity.

Due Date: 14 Aug 2026

Owner: Josh Sinclair

7.7 Property Update

Vicky stated:

- It is exciting to be creating a 10 year master plan with the BOP. It gives the school a direction and provides us with pictures we can show our community to allow them to understand what we are working towards.

7.8 Review of the Strategic Plan

Whaitiri stated:

- Our current strategic plan does not meet prescriptive government requirements. These must be addressed and in place by 1 January 2027.
- While the initial focus was on adjusting the timeframe, the Board acknowledged a larger scope was necessary to meet legislative needs.
- A mandatory community consultation is required. Due to the urgent timeline, the Board agreed on a "light touch" approach, using school communications to staff and the parent community as quickly as possible.
- The project must be completed by the end of the year. The Subcommittee will draft the strategy and consultation process, which will be reviewed by the Board via an in-between meeting round-robin before being sent out for wider consultation.
- SLT can provide assistance to move the project forward.
- The strategy will now be a standing item on the BOT agenda.
- Nathan will provide an update to the BOP regarding this.
- It was stressed to everyone this is an urgent project and we only have four more Board meetings before the end of the year.
- The Subcommittee consists of Whaitiri, Nathan, Lizzie, Thomas Sturmer, Bede Bailey (staff) and Kara Tait (BOP).



Expansion of the scope of the Strategy Subcommittee

The Board approves the expansion of the scope of the Strategy Subcommittee in order to meet our legislative requirements.

Decision Date: 3 Aug 2026

Mover: Jane Derbyshire

Seconder: Josh Sinclair

7.9 Board Risk Register - Deferred

7.10 School Docs Policy Review - Deferred

8. General Business

8.1 Junior Pastoral Survey

The Board agreed it is great receiving this information.

Craig said the results are in line with previous years. Nothing came out of the survey that the Pastoral Team were unaware of. The majority of issues that were raised were in the past and had been dealt with.

8.2 Geography & History Trip to Japan in 2028 Proposal

Jane had a brief chat with Tom about this. SLT have approved this trip, despite their initial concern around Laura Dodd being a young staff member leading the trip. There are however three staff going and Kirsty Garrick is experienced with overseas trips.

Tom has said that if the Board have any questions or concerns, the decision can be deferred to the next meeting.

There is no 'recce' intended for this trip.

Vicky said the travel agent they are using is one we have used before and we couldn't praise their service enough.



The Board approve the 2028 Geography & History trip to Japan.

The Board approve the 2028 Geography & History trip to Japan.

Decision Date:	3 Aug 2026
Mover:	Jane Derbyshire
Seconder:	Lizzie Briscoe
Outcome:	Approved

8.3 HIBS Advancement Update

Nathan provided a brief update on the advancement proposal from Giving Architects as follows:

- Giving Architects talked to both internal and external people, and have come back to us with a report showing three options.
- Option 1 is the lighter option and focuses on communications and alumni marketing with no extra staff being employed.
- Option 2 is that we employ someone to focus on this advancement policy. This is at a greater cost than Option 1.
- Option 3 is the highest cost and would include employing several staff.
- The BOP had a good discussion about these options and agree this is a long-game and we might not see any money until years three or four.
- The Subcommittee have been focusing on Options 1 and 2 and they will present their findings to the BOP at the next meeting on 13 August.
- The Subcommittee's recommendation is Option 1 with a view to review late next year to progress to Option 2.

Jane thanked Nathan for the update and Lizzie for being on the Subcommittee on behalf of the BOT.

9. Any Other Business

9.1 SLT/Board Dinner - 20 August 2026

9.2 Acting Chair

Jane thanked Whaitiri for taking on the Acting Chair position whilst she is away.

Josh has access to the BOT email account and Whaitiri will be given this also.

Tom's farewell - there will be a Staff/Board lunch on 18 September and on 25 September, there will be a student assembly with Ben and Jane attending to farewell Tom. Everyone is welcome to come along to the assembly.

9.3 Karakias for Next Meeting

The opening and closing karakias for the next meeting will be undertaken by everyone. Vicky will provide a large copy for board members to follow.

10. ** IN COMMITTEE **

10.1 Staff Leave Request

Thomas left the meeting at 8.31pm and the Board went into Committee.

10.2 Principal Recruitment Update

Craig Stevenson left the meeting at 8.35pm.

The meeting ended at 8.46pm.

11. Closing karakia

11.1 Closing karakia - Vicky

Next meeting: BOT Meeting - 7 Sept 2026, 6:00 pm

A handwritten signature in black ink, appearing to be 'Jane Derbyshire', written in a cursive style.

Jane Derbyshire
10 Sep 2026