

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **3 Aug 2026** these minutes were **confirmed as presented**.

Name:	HIBS BOT
Date:	Monday, 8 June 2026
Time:	6:00 pm to 8:25 pm (NZST)
Location:	HIBS Boardroom, Granville Street, Trentham
Board Members:	Jane Derbyshire (Chair), Ben Carswell, Charles Anderton, Craig Nicholson, Lizzie Briscoe, Thomas Sturmer, Tom Gordon, Whitiri Poutawa, Ed Blunden, Nathan Schofield
Attendees:	Lynne Horsefield, Vicky Thorby
Apologies:	Josh Sinclair
Guests/Notes:	Morgan Paterson-Snaddon (BDO)- online

1. Opening

1.1 Opening karakia

2. BDO

2.1 HIBS Audit

Jane welcomed Morgan Paterson-Snaddon from BDO. Vicky said we had a different outcome from our audit this year in comparison to the previous year. It was a positive change. The Board would love to hear a breakdown around what those differences look like and what the outcomes were from an audit perspective.

Morgan stated:

- HIBS achieved a significantly more positive audit result this year compared to the previous year.
- The school has successfully implemented clear policies regarding sensitive expenditure. Testing showed that all sampled spending was in line with policy and had the necessary Board approval.
- The auditors were pleased with the processes surrounding revenue and noted that the school receives a high percentage of donations.
- Minor journal adjustments were raised regarding cyclical maintenance provisions to ensure they are correctly reflected in the financial statements.
- A very small discrepancy in asset tracking was noted, attributed to the transition between Byron and Vicky, but it was not considered a significant concern.
- One sample from a credit card statement was found to lack the appropriate approvals.
- The auditors recommended that minutes from separate Finance Committee meetings be recorded and provided for future audits.
- The school is encouraged to continue ensuring all spending remains appropriate for the use of taxpayer funds.

Jane and Vicky thanked Morgan for attending the meeting and Jane congratulated Vicky and the team for a much better audit result.

Morgan left the meeting at 6.13pm.

3. Administration

3.1 Declaration of Interests

3.2 Moving & Seconding

Jane stated:

- The current method for moving and seconding motions is not time-efficient and she proposed changes to speed up the process.
- She clarified that moving or seconding a motion does not mean the individual is personally responsible for that item.
- Options for Change:
 - Option 1: The Board could stop using formal movers and seconders entirely, with the minutes simply recording recommendations as carried.
 - Option 2: Jane, as the Chair, moves the motion and requires another member to second it (excluding voting situation).
- After discussion, the Board agreed to adopt Option 2, where Jane moves the motions and another member seconds them.
- Ben said he believed that it is not good practice for Board of Proprietors (BOP) members to move or second motions as they don't always attend every meeting (with the exception of Craig Nicholson).

4. Minutes

4.1 Confirm Minutes

BOT Meeting 11 May 2026, the minutes were confirmed with the following changes:

Change Nathan Schofield from guest to BOP Member

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The Board approves the minutes with the proposed change.

The Board approves the minutes with the proposed change.

Decision Date:	8 Jun 2026
Mover:	Jane Derbyshire
Seconded:	Charles Anderton
Outcome:	Approved

5. Correspondence - Nil

6. Actions from Previous Meetings

6.1 Action List

Due Date	Action Title	Owner(s)
11 May 2026	Possible Parent Information Evening on shifts in reporting methods Status: On Hold	Ed Blunden, Tom Gordon
8 Jun 2026	Report on C O2 Levels in Science Department Status: In Progress	Vicky Thorby
8 Jun 2026	Board Risk Register Status: In Progress	Josh Sinclair

7. Updates

7.1 Principal's Report

Tom stated:

- The winter sports season is currently in progress.
- We hosted a very successful Relay for Life celebration. We hope that the Cancer Society will schedule a date earlier in the year for next year's event, otherwise we may look to do something similar at school. Thanks to Jess Athukorala for all of her hard work organising this.
- Tom provided the Board with clarification regarding the school's ballot process and how applications are reviewed.
- Year 9 student Neihana Poutawa represented HIBS at the recent Ngā Manu Kōrero regional competition. He performed exceptionally well and was supported by many senior students who attended in uniform during their mid-term break. While the Kapa Haka group currently only practises for one hour a week, the aim is to have at least 20 participants next year to meet the minimum requirement for the regional competition.

7.2 Staff Trustee

Ed stated:

- The Variety Show was a great event.
- House singing is on at the end of the Term.
- Teachers are currently busy preparing reports for students in Years 7 to 10.
- Gareth Walsh is taking leave for a family wedding, and Ed will step in to cover his duties as the Rutherford Housemaster.
- The most significant curriculum changes for Years 7 to 10 are in Mathematics and English. HIBS has fewer adjustments than other schools regarding these curriculum changes as we already provide a comprehensive programme.

7.3 Student Trustee

Thomas stated:

- The Variety Show went really well.
- The International Service (IS) team has raised a significant amount of money through the Variety Show, recent dances, and food and drink sales at Saturday sports games

- Winter sports are in full swing, and Scholarship English sessions have commenced for students in Year 12 and 13.
- Senior students from the Callum Breakfast team are meeting with the Governor General tomorrow.
- Students will be invited at tomorrow's assembly to email any suggestions they wish to be brought to the Board. One current request for a weekly late start is being discussed by Tom and Ed before being presented to the Senior Leadership Team for consideration.

7.4 BOP Update

Craig stated:

- There have been no meetings since the last BOT meeting, with the Annual General Meeting (AGM) and a regular meeting scheduled for next Thursday.
- The Racing Club has agreed that HIBS will not be required to pay for the new access point near the Performing Arts Block.
- Friday Homes have completed the settlement for the purchase of the first portion of land.
- The Strategic Building Sub-committee has been re-established, with Vicky leading the development of a long-term vision for the school.
- Following storm-related water damage to the Technology Block, a repair quote has been approved. The work is scheduled to take place during the December holidays.

7.5 Health & Safety

Vicky stated:

- We have received an engineer's report on the condition of the shade sail. They have indicated that the shade sail has at least 10 more years of service life remaining. With proper maintenance, this could potentially extend to 12-17 years. While there are some minor maintenance issues to address, they are not considered significant.
- The findings from the engineer's report will be incorporated into the 10 year plan.
- The requested carbon dioxide monitors have arrived.

7.6 Finance

Vicky stated:

- We received positive results from the recent audit, and the school's cashflow is in a strong position, particularly regarding the balance between the Board of Proprietors (BOP) and the Board of Trustees (BOT).
- Donations are \$244K higher than expected due to budget staging, and the working capital surplus has increased.
- Budget Variances - Depreciation is currently over budget. This overspend of the budgeted amount will increase over the year.
- Repairs and maintenance have exceeded the budget, with a \$30K additional spend to utilise a grant received in 2025.
- Cyclical maintenance is also projected to be over budget as the original 2026 figures were set before the current maintenance plan was established. The insurance budget is currently insufficient to cover the year's costs.
- Folding desks - \$18K of non-budgeted capital expenditure went towards a much needed replacement of exam desks.

- While staffing expenditure appears lower on paper due to year-end journals, actual pay period costs remain consistent with last year.
- The Uniform Shop has generated a YTD \$22K profit, which has previously been used to fund school vans.
- \$150K has been placed into a six-month term deposit.
- Although the Government has announced its 2026 budget, we only expect to see an increase in the operational grant starting in 2027.



The Board approves the Management Accounts.

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Decision Date: 8 Jun 2026
Mover: Jane Derbyshire
Seconder: Charles Anderton
Outcome: Approved

7.7 Board Risk Register - Deferred until 3 August 2026 Meeting

7.8 Review of the Strategic Plan

Whaitiri stated:

- The group will meet next week and we will then have a better indication after that as to how long this review will take.
- Ed has confirmed another staff representative for the group.

8. General Business

8.1 Staff Survey

Tom stated:

- The staff survey is currently in draft form.
- He thanked Nathan for the advice he has given and would like to further talk regarding the timing of the survey.
- The BOT will receive feedback from the results.



Timing of Staff Survey

Tom and Nathan to discuss the timing of the Staff Survey.

Due Date: 30 Jun 2026
Owners: Nathan Schofield, Tom Gordon

8.2 School Docs & Policy Assurances

Tom stated:

- HIBS uses SchoolDocs, a platform utilised by over 2,000 schools, at an annual cost of \$2,600.
- The service provides policies that meet current legislation and are updated as necessary.
- Every policy is reviewed on a three-year cycle.

- Review topics are shared with parents through the school newsletter.
- Tom currently reviews every policy.
- Following a thorough implementation process in 2023, the policies were tailored to HIBS. If we make any changes to a policy, it is returned by SchoolDocs to become the school's own specific policy. Lizzie is to investigate and confirm this is the case.
- Going forward, Lizzie will assist Tom with policy reviews.
- The Board intends to discuss policy adherence as part of the risk management strategy to ensure the school is following its established guidelines.
- A suggestion was made to include a policy review as a regular item at each meeting.



SchoolDocs

Lizzie to investigate if we make changes to our SchoolDocs policies, do they then become HIBS policies.

Due Date: 23 Jun 2026

Owner: Lizzie Briscoe

9. Any Other Business

9.1 Delegations to Tom and/or Staff

Jane stated the Board are currently looking at the delegations in place for Tom. Once finalised, it will be good to have everything in one place.

9.2 BOT Communication

Jane read out the anonymous responses from the current survey about how the Board would like to communicate in between meetings.

The Board discussed and agreed to use WhatsApp for urgent or time-sensitive communications (eg. an emergency or closing the school) and email or BoardPro for routine communications.

Jane reiterated any agenda item requests should go to her.

9.3 Karakias for Next Meeting

3 August Meeting

Opening Karakia - Charles

Closing Karakia - Vicky

9.4 ** IN COMMITTEE **

The Board went into committee at 7.57pm.

The Board meeting finished at 8.25pm.

10. Closing karakia

10.1 Closing karakia - Whaitiri

Next meeting: BOT Meeting - 3 Aug 2026, 6:00 pm

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

Jane Derbyshire

4 Aug 2026