HEADS OF INDEPENDENT CO-EDUCATIONAL SCHOOLS

HICES T3 2023 BUSINESS MEETING – MINUTES

Wednesday 16 August 2023 | AIS Sydney

1. **Welcome:** Ian Wake – on behalf of incoming HICES Chair, Raquel Charet
   - Apologies (attached)

2. **Minutes from previous meeting.** Moved: Naomi Wilkins | Seconded: Alex Koch

3. **Correspondence** – NIL

4. **Welcome new members:**
   - Matthew Macoustra – Newcastle Grammar School
   - David Smith – Calrossy Anglican School (not in attendance)

5. **Keynote address: Evelyn Langton | AIS**
   Update on psychosocial hazards and the school's obligations under the WHS Act

6. **Chair's Report –** Raquel advised that work on the revised Constitution was underway. Further updates at the T4 meeting.

7. **Treasurer's Report –** Financials YTD attached.

8. **Reports - Current HICES Events | Activities | Collegiate Groups**

   1). 2023 Conference report – Rebecca Butterworth via Zoom

   Via shared screen, Rebecca highlighted feedback from the post Conference participant survey noting the following:
   - 70% rated Gavin Grift, Kristen Douglas as excellent | 95% rated Adam Voigt as excellent
   - All keynotes and workshops were highly rated
   - ICC venue – feedback excellent, good accommodation close by, right size for group
   - BCC Management – happy with their services, will retain their services in 2025
   - Conference App – well rated
   - Sustainability focus – well received
   - Social Events – Sunday attendance low, Monday dinner popular, Networking Hour of Power well received and sponsors were happy

   Post Conference review by Conference Committee flagged the following:
   - Dates for 2025 – retain June/July time frame
   - Remove Sunday
   - Move Heads meeting to Sunday afternoon and add in PD for Heads, possible dinner
   - Tuesday afternoon – introduce canapes and drinks
   - Incorporate student voice – concerns about practicality, school holidays etc
   - Maintain sustainability focus
   - Reduce 3 social events to 2
   - Sponsorship expectation was too high, will need to be reduced in 2025
   - Profit from Conference $49,000
   - Rebecca gave thanks to team at BCC Management
   - Budget will be reviewed

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In summary, the following was agreed:

1. Remove Sunday from the official conference programme and focus on two full days: Monday and Tuesday.
   Agreed in the meeting.
2. Move the AGM and Heads Meeting to Sunday afternoon followed by a Heads dinner. Decision was no and instead retain the Heads meeting on Tuesday afternoon with optional drinks afterwards for Heads.
3. Develop opportunities for student voice in the programme e.g. through panel sessions, presentations by schools that include students etc.
   Agreed in principle, uncertain of the practicalities of achieving this as the conference is in the holiday break.
4. The equivalent of Louka Parry's last wrap up session on strategic planning be incorporated earlier in the programme as a deep dive session.
   Agreed in principle.
5. Retain the ICC for the next HICES Conference.
   Agreed in the meeting
6. Review potential dates for 2025:Decision to stay with current timing of the conference as it worked well and there is no immediate reason to change.

a. 30th June – 1st July (closest to current dates; likely start of the mid-year break); Head meeting and dinner on Sunday 29th June
b. 14th – 15th April (start of Easter holiday break and the Easter Sunday is 19th April); Head meeting and dinner on 13th April

7. Retain BCC Management.
   Agreed in the meeting.
8. Retain a strong focus on sustainability.
   Agreed in the meeting.
9. Reduce to two social events: conference dinner preceded by a "networking hour of power".
   Agreed in the meeting.

Conference Committee 2025:
Rebecca Butterworth (Chair), Lorrae Sampson, Karen Yager, Cindy Barnsley, Geoff Lancaster, Ian Wake, Allan Dawson (TBC as absent from meeting)
Action: Rebecca to reach out to new members

2). Debating – Ian Wake
(NGS) HICES Debating Co-ordinator, proposed a future management plan to ensure the ongoing success of HICES Debating, citing the scale, significance, and complexities pertaining to the growth of HICES Debating over the past 2 years. This was rejected.
Agreed: HICES will continue to support debating as previously done.

3). Music Festival – Ian Wake reported the following:
440 participants | well supported in 2023
HICES was going to secure a Festival Manager but this didn't happen. Members of the Music Festival Steering Committee stepped in this role.

4). Earthshot
Scott Bedingfield & Karen Yager to assist with support for this group
Action: Raquel to get details of group and pass on to Scott and Karen

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5). HICES Collegiate groups: As per attached

HICES Deputies Network, Pastoral Care Network and Educating for Sustainability Network groups all met during Term 3. All groups had record attendance, exceptional PD, and positive feedback for future attendance.

Heads noted it was very helpful to receive information from EO regarding these groups, upcoming meetings and minutes from meetings to ensure the correct staff are attending.
Action: Minutes attached from recent Educating for Sustainability Meeting. Minutes not yet available for Deputies Network Meeting, or Pastoral Care Meeting.

9. Other business:

HICES Executive Officer Position:
Caroline will be leaving HICES at the end of T3, 2023. Recruitment for a new HICES Executive Officer will be managed by Raquel and Rebecca.
Agreed: By all

HICES promotional video:
The School Photographer has offered to make a HICES video on co-education for our website and other promotional purposes. All agreed this would be helpful.
Action: Geoff Lancaster to send details to Raquel for discussion with Exec team.

Relational Intelligence Retreat for Principals with Gavin Grift
Please see attached information.
Please correspond with Rebecca Butterworth to enable her to gauge interest.

Next meeting: Monday 6 November | 9:00 AM | Via Zoom

2023 Term 3 Business Meeting Activities Reports

T3 2023 HICES Activities Reports

- Music Festival - All set to roll. Enjoy :)
- Debating
- T3 Sports Report - Nil update since T2 Report
- G & T Camp - Nil update since T2 Report
- Leadership Day - Nil update since T2 Report
- Speech Craft Day
- Maths Tournament Day

Collegiate Groups:-

- Pastoral Care Network Group
- Deputy Heads Network Group
- Educating for Sustainability Network Group

HICES Website update - Nil update since T2 Report

2023 HICES Music Festival

Report by:
Music Festival Steering Committee

- **For:** Years 7 - 12
- **Camp:** Sun 13 Aug - Wed 16 Aug 2023
- **Location:** The Tops Conference Centre, Stanwell Tops
- **Festival:** Wed 16 Aug 2023 | Sydney Town Hall
- **Participating schools:** 30
- **Participating students**: 343

Enjoy the festival

Arndell Anglican College
Bishop Tyrrell Anglican College
Broughton Anglican College
Central Coast Grammar School
Chevalier College
Emanuel School
Georges River Grammar School
Hunter Valley Grammar School
Inaburra School
International Grammar School
Macarthur Anglican Grammar
Masada College
Newcastle Grammar School
Norwest Christian College
Nowra Anglican College

Orange Anglican College
Oxley College
Redlands
Rouse Hill Anglican College
Scots All Saints College
Shire Christian College
St Andrews Cathedral School
St Columba Anglican School
St Luke's Grammar School
St Paul's Grammar School
The Hills Grammar School
The Pittwater House School
The Riverina Anglican College
William Clarke College
Wollondilly Anglican College

2023 HICES Debating

Report by: Daniel Kozey | Newcastle Grammar School | Debating Co-ordinator

- **51 schools | 279 teams** entered | **1100 students** participating
- **529 debates** will determine the winners | **112 teams** to progress to the knock out finals.
- **Grand Final 2023:** September 14th at The Hills Grammar School
- **Grand Finals divisions:** Junior (Year 5-6), Middle (Year 7-8), Senior (Year 9-10) and Open (Year 11-12)

- *A huge thank you to Karen Yager and **The Hills Grammar School** for committing to hosting this event for three years.*
- *The quality and enthusiasm for debating across HICES is at an all-time high and simply outstanding.*
- *All schools should be very proud of the way their staff & students have conducted themselves over the first half of the season.*

**Required at T3 meeting:
Discussion regarding the future management of HICES Debating.
Reference: Rebecca Butterworth

Mathematics Tournament Day

Report by: Ben Bui | Co-ordinator | Oran Park Anglican College

For: Year 7 and Year 8 students

Date: Thursday 17 August, 2023

Location: Oran Park Anglican College

Activities: Swiss Challenge, Mixer questions, Maths Relay, Championship Challenges

The annual HICES Mathematics Tournament is an exciting opportunity for high-achieving students to engage in mathematics enrichment activities with like-minded students from other HICES schools.

Registration: Please visit HICES website

Note: A FEW POSITIONS ARE STILL AVAILABLE - BE QUICK :)

Speech Craft Day

Report by: Krystina Burdekin | Co-ordinator | Macarthur Anglican School

For: Years 7 - 12

Date: Wednesday 18th October, 2023

Location: Macarthur Anglican School

Facilitator: Dramatic Difference Training

Effective communication is a result of confidence. Students who have learnt to craft their speech to be concise, clear, and respectful towards those with differing opinions have obtained the most powerful tool to capture audiences: spoken language.

The program has been designed by Macarthur Anglican School and will be a re-imagined and unique annual HICES Educational Conference.

Registration: Please visit HICES website for information.

Note: BOOKINGS NOW UNDERWAY. BE QUICK TO AVOID DISAPPOINTMENT

HICES Collegiate Network Groups

Pastoral Care Network Group

Report by: Liam Toland | Wollondilly Anglican College | Group Co-ordinator

UPCOMING MEETING

T3 2023 Meeting

Date: Friday 8 SEPTEMBER

Host School: Bishop Tyrrell Anglican

Schools attending: TBC

Participants: TBC

The following presenters and keynotes:

- **Safe Talk - Suicide Awareness - Living Works Sam Wade**
- **Managing Anxiety in Schools - Mitchell Barnes**
- **Building Positive Student Relationships - Liam Toland**
- **Building Authentic Student Leadership - Unleashing Personal Potential Luke McKenna**

Thank you to all of the Heads for their ongoing support of the network. It is a valuable space for professional development, support and sharing of expertise.

Liam Toland - Group Co-Ordinator (WAC)

Deputy Heads Network Group

Report by: Scott Hazelton | OAGS | Group Co-ordinator

- **UPCOMING MEETING**
- **T3 2023 Meeting** FRIDAY 1 September
- **Host:** St Paul's Grammar School
- **Attendance:** TBA
- **Schools:** TBA

Speakers:

- **Ian Wake** (Head of School) - Reflections on sabbatical
- SPGS Professional Learning Groups – Avenues to influence change | **Mrs Leanne Mclean**
- What purpose does Effort Tracking serve at St Paul's (Year 10-12) | **Ms Lauren Cullimore**
- Maintaining staff engagement in Dual Credential school (IB/NESA) | **Mr Antony Mayrhofer**

Educating for Sustainability Collegiate Group

Report by: Caroline O'Brien | HICES | Group Co-ordinator

RECENT MEETING UPDATE

T3 2023 Meeting

Date: Friday 4 August

Host School: The Hills Grammar School

Schools attending: 17

Participants: 28

Keynote:

- In three hours, the incredible facilitators of the **Climate Fresk** workshop taught us the fundamental science behind climate change and how we can easily share this knowledge with our students.

- Understanding and simplifying the complexities of climate change is key to effectively advocating for creating a more sustainable world.

Balance Sheet

Heads of Independent Coeducational Schools inc
As at 22 August 2023

	22 AUG 2023
Assets	
Bank	
HICES	130,160.14
HICES Conference account	1,477.83
HICES online saver	47,628.12
HICES The Mutual Term deposit	302,280.88
Total Bank	**481,546.97**
Current Assets	
Accounts Receivable	167,562.21
Prepayments	22,579.54
Total Current Assets	**190,141.75**
Total Assets	**671,688.72**
Liabilities	
Current Liabilities	
Accounts Payable	13,945.83
GST	(229.86)
Suspense	130.85
Total Current Liabilities	**13,846.82**
Total Liabilities	**13,846.82**
Net Assets	**657,841.90**
Equity	
Current Year Earnings	267,833.74
Retained Earnings	390,008.16
Total Equity	**657,841.90**

HICES
2023 BUDGET

	2022 ACTUAL TO 31/12/2022	2023 ACTUAL TO DATE 22/8/2023	2023 BUDGET	Variance	Notes
Income					
Membership Levy	**84,000**	**92,800**	**87,000**	**5,800**	2023 64 schools @ $1450 (3.5%) (2022 $1,400, 2021 $1,000, 2019, 2020 $800)
Interest	**1,570**	**2,101**	**6,250**	**-4,149**	$250k @ 2.5%
Sundry Income	**0**				
	85,570	**94,901**	**93,250**		
Expenses					
Operating Expenses					
Audit	**2,350**	**2,500**	**2,450**	**50**	
Bank Charges	**68**	**-20**	**70**	**-90**	
Meeting costs - Professional Development	**2,506**	**4,150**	**4,000**	**150**	includes Heads meeting
Cancellation fees due to COVID	**1,480**				
Fair Trading filing fee	**203**	**50**			ACNC - no cost
Gifts	**107**	**211**	**1,000**	**-789**	
Insurance PLB	**8,523**	**11,081**	**8,700**	**2,381**	
Consultancy - contingency			**1,000**	**-1,000**	
Marketing & Promotion					
Stationery/Postage	**93**	**105**	**200**	**-95**	
Sundry Expenses					
Uniforms	**1,088**			**0**	
Software	**906**	**886**	**1,300**	**-414**	Stralia Web/Xero
Website redesign	**5,567**	**1,780**	**0**	**1,780**	
Website Cloud hosting		**600**	**660**	**-60**	$55 per month
Services Provided					
Executive Assistant	**59,226**	**43,049**	**65,000**	**-21,951**	
Treasurer Assist	**7,645**	**5,458**	**10,000**	**-4,542**	
	89,761	**69,850**	**94,380**		
Surplus/Deficit from Operating activities	**-4,191**	**25,051**	**-1,130**		

Cost Recovery					
Primary Sport (Athletics & Swimming & Sport Convenor) - Sport Levy applied					
Income	**27,845**				
Expenditure	**-27,577**	**-16,981**			
Surplus/Deficit	**268**	**-16,981**	**0**		
Biennial Heads Conference 2021					
Income		**279,038**			
Expenditure		**-234,034**			
Surplus/Deficit	**0**	**45,005**	**0**		
Debating					
Income		**27,600**			
Expenditure	**-3,146**	**-582**			
Surplus/Deficit	**-3,146**	**27,018**	**0**		
Generation Earthshot camp					
Income					
Expenditure					
Surplus/Deficit	**0**	**0**	**0**		
G & T Camp					
Income	**58,655**	**63,240**			
Expenditure	**-56,387**	**-3,800**			
Surplus/Deficit	**2,267**	**59,440**	**0**		
CIS sport nomination fees					
Income	**8,794**	**6,423**			
Expenditure	**-8,794**	**-6,424**			
Surplus/Deficit	**0**	**0**	**0**		
CIS Affiliation fees					
Income	**9,559**	**10,379**			
Expenditure	**-9,041**	**-10,379**			
Surplus/Deficit	**518**	**0**	**0**		
Heads Dinner					
Income	**3,545**	**4,636**			
Expenditure	**-3,273**	**-5,118**			
Surplus/Deficit	**273**	**-482**	**0**		
PA'S Conference					
Income					
Expenditure					
Surplus/Deficit	**0**	**0**	**0**		
Music Festival					
Income		**199,325**			
Expenditure		**-77,087**			
Surplus/Deficit	**0**	**122,238**	**0**		
Music Festival income to cover Music EA					
Income		**32,500**			
					should be cost recovery in 2023
Expenditure	**-4,305**	**-25,954**			
Surplus/Deficit	**-4,305**	**6,546**	**0**		
Surplus/Deficit from Recoverables	-4,124	242,782	0		
Overall Surplus/Deficit	**-8,315**	**267,834**	**-1,130**		

Profit and Loss

Heads of Independent Coeducational Schools inc
For the period 1 January 2023 to 22 August 2023

	1 JAN-22 AUG 2023
Income	
Operating Income	
Annual membership levy	92,800.00
Interest Income	2,101.15
Total Operating Income	**94,901.15**
Recoverable Income	
Biennial Conference income	279,038.20
CIS - Affiliation fees	10,378.91
CIS - Sport nomination fees	6,423.44
Debating income	27,600.00
Gifted & Talented Camp	63,240.00
Music Festival Levy to cover Music EA	32,500.00
Music festival recoverable income	199,325.00
Other recoverable income	4,636.36
Total Recoverable Income	**623,141.91**
Total Income	**718,043.06**
Gross Profit	**718,043.06**
Expenses	
Operating expenses	
Audit	2,500.00
Bank Fees	(20.31)
Fair Trading	50.22
Gifts, Flowers & Farewells	210.95
Insurance	11,081.13
PD & meetings	4,150.00
Printing & Stationery	104.94
Software & website expenses	1,485.85
Website redesign & cloud hosting	1,780.00
Total Operating expenses	**21,342.78**
Recoverable Expenses	
Biennial conference expenses	234,033.69
CIS Affiliation fees	10,378.91
CIS Sport nomination fees	6,423.54
Debating expenses	582.18
Gifted & Talented camp expenses	3,800.00
Music Executive Assistant	23,555.95
Music Executive Assistant - SGL	2,398.25
Music Festival expenses	77,087.44
Sport Convenor	6,583.50

	1 JAN-22 AUG 2023
Sport Levy Expenses	10,397.86
Other recoverable expenses	5,118.18
Total Recoverable Expenses	**380,359.50**
Services Provided	
Executive Assistant	39,110.84
Executive Assistant - SGL	3,938.52
Treasurer Assist	5,016.64
Treasurer Assist - SGL	441.04
Total Services Provided	**48,507.04**
Total Expenses	**450,209.32**
Net Profit	**267,833.74**