



HORNBY HIGH SCHOOL Board of Trustees

MINUTES OF MEETING HELD ON

Date: Monday 16 October 2023

Time: 6.00pm

Present: Mrs K Banks (Presiding Member), Mr I Murray (Principal), Mrs R Jackson (Parent Trustee), Ms P Devine (Parent Trustee), Miss R Prasad (Student Trustee), Mrs L Callard (Staff Trustee), Mrs L Mulrine (Parent Trustee)

In Attendance: Mrs J Bykerk (Minute Secretary)

A warm welcome was extended to everyone.

Karakia - All Board members

Mrs K Banks thanked the Board for the kind gift she was sent while recuperating from surgery.

		Action
1	Apology: Mr S Evans	
2	Declarations of Interest - Kaye Banks - Hornby High School Uniform Shop Penny Devine - NZSTA Canterbury Regional Executive Rochelle Jackson - Teacher Aide Hornby High School Iain Murray - Trustee GCSN and board member Presbyterian Support Services	
3	Strategic Decisions Nil	
4.	Strategic Discussions	
4.1	Principal's Report (taken as read) Proposed Changes 2024	

	<p>The Principal outlined this.</p> <p>A lot of work around HR has been occurring with staffing. The new Dean structure is in place for 2024. Most of the big vacancies have been filled, which is very positive.</p> <p>School Roll - 826 Asian students make up 30% of our school roll.</p> <p>EOTC A spreadsheet will be populated with all EOTC events at the beginning of the year. Only Levels 3 and 4 will come to the Board for approval.</p> <p>Motion: Moved I Murray Seconded R Jackson <i>That the Principal's report be received.</i> Carried</p>	Iain
4.2	<p>School Docs - www.school.docs.co.nz - click Dashboard. Policies being reviewed this term - Health Education, curriculum, and Student Achievement Policy. Any queries regarding policies are to be forwarded to the Principal.</p> <p>Assurances will be done once a term. The question was asked if our science rooms are 100% fireproof. The school has been built in conjunction with the building consent at the time. A wof is issued every year.</p>	
4.3	<p>50th Jubilee Ask Marc Duff what days he is available. Kaye and Iain to work on the questions.</p>	Kaye/Joanne
4.4	<p>Changes 2024 - International/Fundraising/Admin</p> <p>The Principal advised that in 2024 we will be having a number of short stay and long stay international groups coming to Hornby High School. Part of the requirements is we must have a Homestay Coordinator in regards to pastoral care. All home stays must be visited. This position will be self funded from income received.</p> <p>The role of a fundraising person was discussed. This role could see the person seeking funds for e.g. capital items, trips, lights for netball courts etc</p> <p>The homestay coordinator and fundraising positions could be merged into a full time role. We must ensure we have enough funds in the budget.</p> <p>Our current staff in administration do not do this work and</p>	

	<p>do not have the capacity to do it. A limited amount of work has been done with homestay requirements but we are not compliant. Discussion ensued if this could be an offsite job - Principal advised there is some flexibility. The international component would be reporting through the SLT.</p> <p>All these positions are term time only.</p> <p>Motion: Moved I Murray Seconded R Jackson <i>That we move forward to employ a permanent homestay coordinator/administrator and fundraising person with the configuration to be determined as soon as possible.</i> Carried</p> <p>Iain was thanked for his thorough report in particular around the equity funding.</p>	Iain
4.5	<p>NCEA Changes Both Liisa and Penny outlined some of the changes. Seven advisors are involved and are available to walk us through any questions. A lot of careful planning will need to be done with no double dipping. With numeracy and literacy students must pass them before they will be awarded any other credits. This can now be done through Year 10. Students can resit until they get the required numeracy and literacy standards.</p> <p>Matauranga Maori Will be studied at all levels. Felt this was quite important for our students. It was felt resourcing was poor and PLD not great.</p>	
5 5.1	<p>Monitoring Health and Safety Meeting Minutes of meeting held 18 September 2023 Motion: Moved I Murray Seconded L Mulrine <i>That the minutes of the H&S meeting held 18 September 2023 be taken as read.</i> Carried</p> <p>More equipment for the junior playground to be looked into.</p> <p>EOTC Application Motion: Moved L Callard Seconded I Murray <i>That the Board ratifies by email the Level 2 OED final tramp to Mt Somers walkway 17-19 October 2023.</i> Carried</p>	
5.2	<p>Finance Minutes of meeting held 19 September 2023</p>	

	<p>Motion: Moved I Murray Seconded L Callard <i>That the minutes of the meeting held 19 September 2023 be taken as read subject to the date being amended.</i> Carried</p> <p>Budget to be presented via the Finance Committee by 6 November.</p> <p>Recommendations Student Academic Achievement Fund On hold</p> <p>Drainage and heat sensors No response from the Ministry.</p> <p>New Kahui The Principal has met with Keiran, MOE and discussed portacoms due to the increase in roll and if building is delayed. They want a lot more information regarding this.</p> <p>Financial Report Still in a strong financial position.</p> <p>Bank Staffing We have not started to pull the bank staffing back. We have waited because of the pay increase. \$200K was budgeted for overuse for 2023. Question was asked if we need to put money in the budget for next year. The Principal advised in December we will be able to see how much we have been able to pull back into the accounts for this year, and if necessary allocate a budget amount for the 2024 final budget approvals in February/March.</p> <p>Draft Budget The draft budget will be approved in December. Final sign off for the budget will be in March 2024.</p>	
6	<p>Previous Minutes Minutes of meeting held 4 September 2023 Motion: Moved I Murray Seconded R Jackson <i>That the minutes of the meeting held 4 September 2023 be approved as a true and correct record.</i> Carried</p>	
7	<p>Matters Arising Student Board Elections Returning Officer Due to a change in circumstances a new Returning Officer has been required for the student elections.</p>	

	<p>Motion: Moved R Jackson Seconded L Callard <i>That Joanne Bykerk be appointed as Returning Officer for the Student Elections.</i> Carried</p>	
8	<p>Correspondence Inwards - CES operational structure proposal to change - we have \$2000 of shares in CES. CES are looking at restructuring with becoming a charitable trust - this will put \$ back into sponsoring different activities within the school community.</p> <p>CES Term 4 newsletter</p> <p>Outwards - nil</p>	
9	<p>Public Excluded Session – In 7.02pm Out 7.40pm Motion: Moved Presiding Member <i>That the Board moves into Public Excluded Session to discuss students and staffing.</i> Carried</p>	
10	<p>Meeting Closure - 7.55pm</p> <p>Date and Time of next meeting 6.00pm Monday 6 November 2023</p> <p>Important Dates</p>	
11	<p>Agenda items for next meeting -</p> <p>2023 Meeting Dates - meetings commence 6.00pm (Monday meetings unless noted)</p> <p>4 December</p>	
12	<p>Other Business</p> <p>Xmas BOT Dinner - 27 November at 6pm</p> <p>Strategic Planning 25 November 9-3 - all BOT members. Te Taumutu will be putting something together for BOT and Staff. Board will need to put money towards this. Reporting</p>	Kaye to send out email.

	and Planning seminars are being run by NZSTA and MOE. Apology for November meeting - Penny Devine	
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APPROVE
PRESIDING MEMBER HORNBY HIGH SCHOOL 6 November 2023