



# HORNBY HIGH SCHOOL

## Board of Trustees

### MINUTES OF MEETING HELD ON

**Date:** Monday 6 November 2023

**Time:** 6.00pm

**Present:** Mrs K Banks (Presiding Member), Mr I Murray (Principal), Mrs R Jackson (Parent Trustee), Mr EJ Coffin (Student Trustee), Mrs L Callard (Staff Trustee), Mr S Evans (Parent Trustee)

**In Attendance:** Mrs J Bykerk (Minute Secretary)

A warm welcome was extended to everyone.

Karakia - All Board members

A warm welcome was extended to EJ Coffin, the new Student Representative.

		Action
1	<b>Apology: Mr S Evans (lateness)</b> <b>Ms P Devine</b> <b>Mrs L Mulrine</b>	
2	<b>Declarations of Interest -</b> <ul style="list-style-type: none"><li>• Kaye Banks - Hornby High School Uniform Shop.</li><li>• Penny Devine - NZSTA Canterbury Regional Executive.</li><li>• Rochelle Jackson - Teacher Aide Hornby High School.</li><li>• Iain Murray - Trustee GCSN and board member Presbyterian Support Services.</li></ul>	
3	<b>Strategic Decisions</b> <ul style="list-style-type: none"><li>• Nil</li></ul>	
4.	<b>Strategic Discussions</b>	
4.1	<b>Principal's Report (taken as read)</b> <b>School Roll</b> <ul style="list-style-type: none"><li>• Continuing to grow. It is expected we will be looking at 900 students next year.</li></ul>	

	<p><b>Accord Day</b></p> <ul style="list-style-type: none"> <li>• To be held next Thursday.</li> </ul> <p><b>NCEA Exams</b></p> <ul style="list-style-type: none"> <li>• Have commenced.</li> </ul> <p><b>Timetable</b></p> <ul style="list-style-type: none"> <li>• Is proving to be a staffing challenge. We have bits of classes to be covered, how do we meaningfully cater for the students needs but to not overstaff.</li> </ul> <p><b>Client Schools</b></p> <ul style="list-style-type: none"> <li>• 263 students 2024 - these numbers have increased slightly from 2023.</li> </ul> <p><b>PATs</b> Testing around PATs is currently happening for years 7-10.</p> <ul style="list-style-type: none"> <li>• Math, Reading Comp and EasTTle Writing.</li> </ul> <p><b>First Aid Kits</b></p> <ul style="list-style-type: none"> <li>• Currently being updated around the school following an in depth audit.</li> </ul> <p><b>Property and Finance</b></p> <ul style="list-style-type: none"> <li>• New Kahui Building - the Ministry were going to meet with the school to find a solution around portable classrooms. Council consent has to be received and this takes time.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• The budget is pretty close to break even with a little tweaking to still be carried out. This will come to the Board via the Finance Committee. A robust discussion will be needed for capital item expenditure given there has not been a prior plan around replacement items.</li> </ul> <p><b>Motion: Moved I Murray Seconded R Jackson</b>  <i>That the Principal's report be received.</i> <b>Carried</b></p>	
4.2	<p><b>School Docs</b> - <a href="http://www.school.docs.co.nz">www.school.docs.co.nz</a> - click <b>Dashboard</b>.</p> <ul style="list-style-type: none"> <li>• Policies being reviewed this term - Health Education, Curriculum, and Student Achievement Policy. Any queries regarding policies are to be forwarded to the Principal.</li> </ul>	
4.3	<p><b>50th Jubilee</b></p> <ul style="list-style-type: none"> <li>• Marc Duff has met with the Principal and Mrs Banks. A survey will be made to circulate around the</li> </ul>	

	community. The 50th Jubilee Committee will consist of Mr Murray, Mr Duff, Mrs Tracey Summerfield and Mrs Banks.	
5 5.1	<p><b>Monitoring</b></p> <p><b>Finance Minutes</b></p> <p><b>Minutes of meeting held 31 October 2023</b></p> <p><b>Motion: Moved I Murray                      Seconded L Callard</b></p> <p><i>That the minutes of the meeting held 19 September 2023 be taken as read subject to the date being amended.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Recommendations</b></p> <p>G1 and G2 Roof Upgrade (auditorium and music suite)</p> <p><b>Motion: Moved L Laycock                      Seconded S Evans</b></p> <p><i>That the Board accept the quote from Stufkens for \$63,400 plus GST for the roof upgrade.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p>2024 Cafeteria Lease</p> <p><b>Motion: Moved I Murray                      Seconded R Jackson</b></p> <p><i>That the Board approve the MOE 3rd party property agreement with the school cafeteria.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Bank Staffing</b></p> <ul style="list-style-type: none"> <li>We are moving staffing from the Ministry back to our Operations Grant . The accounts will start to show an increase in expenses and a reduction in Banked staffing over the next month.</li> </ul>	
5 5.2	<p><b>Monitoring</b></p> <p><b>Health and Safety Meeting ( S Evans joined the meeting at 6.25pm)</b></p> <p><b>Minutes of meeting held 16 October 2023</b></p> <p><b>Motion: Moved L Laycock                      Seconded I Murray</b></p> <p><i>That the minutes of the H&amp;S meeting held 16 October 2023 be taken as read.</i></p> <p style="text-align: right;"><b>Carried</b></p> <ul style="list-style-type: none"> <li>Signwriting on Vans completed - looks good.</li> </ul> <p><b>EOTC Application</b></p> <p><b>Motion: Moved L Callard                      Seconded S Evans</b></p> <p><i>That the Board approves the Waka on Avon trip on 30 November 2023.</i></p> <p style="text-align: right;"><b>Carried</b></p>	
6	<p><b>Previous Minutes</b></p> <p><b>Minutes of meeting held 16 October 2023</b></p> <p><b>Motion: Moved I Murray                      Seconded R Jackson</b></p> <p><i>That the minutes of the meeting held 16 October 2023 be approved as a true and correct record.</i></p> <p style="text-align: right;"><b>Carried</b></p>	

<b>7</b>	<b>Matters Arising Administration Positions</b> <ul style="list-style-type: none"> <li>Advertising has commenced for the Homestay/Fundraising and Marketing positions.</li> </ul>	
<b>8</b>	<b>Correspondence</b> <ul style="list-style-type: none"> <li><b>Inwards -</b></li> <li>Thank you card from H Murray</li> <li>NZSTA News October 2023</li> <li>Letter from MOE re ST Thomas of Canterbury College recapitating from the current years 7-13 school to years 9-13 with a slight roll increase. HHS agreed to support the recapitation and increase in students numbers for St Thomas of Canterbury.</li> </ul> <p>Discussion ensued. The Principal will respond to the MOE.</p> <p><b>Motion: Moved Presiding Member</b>  <i>That the Principal write to the MOE agreeing with the request for the change.</i> <b>Carried</b></p> <p><b>Outwards -</b> Leave requests as discussed in PE Session</p>	<b>Iain</b>
<b>9</b>	<b>Public Excluded Session – In 6.35pm Out 6.56pm</b> <b>Motion: Moved Presiding Member</b> <i>That the Board moves into Public Excluded Session to discuss students and staffing.</i> <b>Carried</b>	
<b>10</b>	<b>Meeting Closure - 7.07pm</b>  <b>Date and Time of next meeting</b> <ul style="list-style-type: none"> <li>6.00pm Monday 4 December 2023</li> </ul> <b>Important Dates</b>	
<b>11</b>	<b>Agenda items for next meeting -</b> <ul style="list-style-type: none"> <li>2024 Meeting Dates - meetings commence 6.00pm (Monday meetings unless noted)</li> </ul>	
<b>12</b>	<b>Other Business</b> <ul style="list-style-type: none"> <li>Xmas BOT Dinner - 27 November at 6pm Doubletree.</li> <li>High Tea retirement Function - 21 November at</li> </ul>	

	<p>3.30pm for Jan Handley and Ruth Rhodes.</p> <ul style="list-style-type: none"> <li>• Strategic Planning 25 November 9-3 - all BOT members, at HHS.</li> <li>• Junior Prizegiving 8 December - Lisa, Rochelle, Kaye and EJ to attend.</li> </ul>	.
--	--	---

**APPROVE** .....  
**PRESIDING MEMBER HORNBY HIGH SCHOOL 4 December 2023**