



HORNBY HIGH SCHOOL Board of Trustees

MINUTES OF MEETING HELD ON

Date: Monday 4 September 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

		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 3.1 - MOE School Donation Scheme Voluntary Opt In Motion: Moved I Murray Seconded R Jackson <i>That the BOT opts into the MOE School Donation Scheme on an annual basis based on the July roll return. Carried</i> The Principal advised we cannot charge for curriculum based activities. Approx \$150 per student per year is paid into our operations grant in lieu of asking parents for contributions.	

4.	Strategic Discussions	
4.1	<p>Principal's Report (taken as read)</p> <p>Administration Enrolment Schemes The Canterbury West Coast Principals Association have put out a revised memorandum of understanding that talks about how schools are to manage the enrolment schemes in place. We will act in good faith in terms of our enrolment scheme and BOT to sign the agreement.</p> <p>AOG - All of Government. We can now access accommodation, air travel, government fuel pricing for petrol and diesel. There will be times when it is as cheap to go directly to the Air NZ website for air bookings. Staff will be advised not to proceed without us getting a quote.</p> <p>Curriculum Level 1 NCEA is confirmed for 2024. Resourcing materials to support teachers with the planning is limited or unavailable at the time of writing the report.</p> <p>Two reviews are being carried out and will roll into 2024 i.e. Literacy and Numeracy for years 7-10. Data shows we are well below and not getting the best for our students. This work will commence when the new SENCO commences.</p> <p>Other Reporting to Parents - we will be trialling a new fortnightly reporting process with the year 7 and 8 students emailed home. If this is successful it will be rolled out to the rest of the school. This will commence in term 4, 2023.</p> <p>Attendance - our attendance is remaining stable but nowhere where it needs to be. We are moving students off the roll for continual absences. We are holding students and parents to account. This is a long term programme. Question was asked if there is a trigger point when students are referred. They are referred to Rock On or Truancy Services. The attendance service for us has come on board in the last two weeks. A regular review is carried out.</p> <p>Roll Return - last year our roll return showed 768 students. Currently 829 students and looking at 855-900 students next year. The increase is given by immigration, housing and enrolments.</p>	Iain

	<p>Staffing HOD Science - Jayne Abernethy has been appointed to this position.</p> <p>The Board has decided it will directly fund some staff in the school. The question was asked if it was possible to have this reported on.</p> <p>The Principal understood and was confirmed by the Board that some of the 2023 equity funding was used to cover up to \$200k in staff teacher funding.</p> <p>Iain to check with Solutions and Services on how the Banked staffing over spend will be treated in the financial accounts.</p> <p>Relief Teachers How are they contracted. They come on the basis they are registered teachers and should be receiving a casual contract or agreement. As long as they are registered they are police vetted. Anyone can come in as long as they are police vetted and can work for 10 days a year under supervision and then you must have a limited authority to teach (LAT). To obtain a LAT you generally must have a degree and an endorsement from the Principal. The Teachers council approve LAT applications.</p> <p>Motion: Moved I Murray Seconded L Callard <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 - Learning Support, Inclusive Education, Maori Educational Success. Any queries regarding policies to be forwarded to the Principal.</p>	Iain
4.3	<p>50th Jubilee In progress</p>	
4.4	<p>Fundraising/Admin Positions Still being worked on.</p>	
4.5	<p>NZSTA Conference 2023 A summary of feedback presented.</p>	
4.6	<p>Survey on Wellbeing Carried out through NZCER. This is normally done in conjunction with the student survey looking at different perspectives of students and staff within the school. A</p>	

	<p>summary is received back from NZCER and this comes to BOT. Suggested having an 18 month survey and then BOT put out a mini survey (7-8 questions) once a year. It will show communication with the teachers and meet our obligations under the Education Act.</p> <p>4.7 HUB Community Awards (Katrina Dempsey)</p> <p>Motion: Moved I Murray Seconded R Jackson <i>That the recommendation for Katrina Dempsey be accepted as per the School Docs Policy.</i> Carried</p> <p>Iain to speak to Kat and Whaea Jude.</p>	Iain
<p>5</p> <p>5.1</p>	<p>Monitoring</p> <p>Health and Safety Minutes 21 August 2023</p> <p>Minutes of meeting held 21 August 2023</p> <p>Motion: Moved R Prasad Seconded R Jackson <i>That the minutes of the H&S meeting held 21 August 2023 be approved as a true and correct record.</i> Carried</p> <p>EOTC Applications</p> <p>Motion: Moved R Prasad Seconded L Mulrine <i>That the Board ratifies by email the Senior Boys Basketball 29 August to 2 September 2023 trip to Nelson.</i> Carried</p> <p>Motion: Moved R Jackson Seconded R Prasad <i>That the Board ratifies by email the Senior Boys Football Tournament team 27-31 August 2023 trip to Nelson.</i> Carried</p> <p>Motion: Moved P Devine Seconded L Mulrine <i>That the Board approves in principle the Senior Boys Basketball to participate in the Nationals in Rotorua 24 September with EOTC documentation to be emailed for final approval to BOT within the next 3 days following Principal's review.</i> Carried</p> <p>Discussion ensued on EOTC applications. It was felt we should know at the beginning of the school year any EOTC activities that will be occurring from a planning perspective. The Principal to produce a spreadsheet of all trips and to be approved in principle at the beginning of a school year. Every 3rd or 4th time documentation comes to BOT to look at. H&S Committee to look at the EOTC documentation for review. Principal outlined the 5 categories for EOTC.</p>	<p>Iain</p> <p>H&S Committee</p>
5.2	<p>Finance</p> <p>Minutes of meeting held 29 August 2023</p>	

	<p>Motion: Moved I Murray Seconded L Callard <i>That the minutes of the meeting held 29 August 2023 be taken as read.</i> Carried</p> <p>Recommendations ASB Account <i>This account has never been used, it has a zero balance.</i> Motion: Moved R Jackson Seconded I Murray <i>That the ASB account be closed.</i> Carried</p> <p>Signwriting on the sides of the van and trailers Motion: Moved R Prasad Seconded L Mulrine <i>That the Board accepts the quote from Action Signs for \$1283.80 plus GST.</i> Carried</p> <p>Lease with Cafe Motion: Moved I Murray Seconded R Prasad <i>That the Board agrees to renew the cafe lease with Andrew and Catherine Weir until 31 December 2023.</i> Carried There was discussion on what is now being sold in the canteen i.e. donuts, chips. Iain to discuss with Karen Wheeler regarding options being offered in the cafe.</p> <p>School lunches have been approved for the 2024 year.</p> <p>Funding Application Motion: Moved I Murray Seconded R Jackson <i>That the Board approve a funding application to the Hornby Club for \$21,123.76 for the 2024 24/7 Youth workers in schools programme.</i> Carried</p> <p>School House Need to budget for the house in terms of what needs to be done on an annual basis. Anything that is over \$1000 i.e. carpet is classed as a capital item. The M10 account for trade discount is used out of the ordinary maintenance budget.</p> <p>Motion: Moved L Callard Seconded R Jackson <i>That we set a budget moving forward for the maintenance of the school house and/or capital expenditure.</i> Carried</p> <p>HOD Budgets These are cut off Labour Weekend but if there is a budget that is required to be used the Principal can agree to that with prior approval.</p>	Iain
6	Previous Minutes	

	Minutes of meeting held 7 August 2023 Motion: Moved I Murray Seconded R Prasad <i>That the minutes of the meeting held 7 August 2023 be approved as a true and correct record.</i> Carried	
7	Matters Arising Mere Rang Evening - thanks to Risha for organising this. A great evening. Faulty heat sensors and plumbing A meeting is being scheduled with Wynne, 5YA contact. The original contract is being looked at to determine where the fault will lie in relation to fixing the faults and who is responsible for payment. Student BOT Elections Iain to check with Ross Gibson how this is going. Risha advised she won't be standing again.	Iain
8	Correspondence Inwards Outwards	
9	Public Excluded Session – In 7.36pm Out 7.42pm Motion: Moved Presiding Member <i>That the Board moves into Public Excluded Session to discuss students and staffing.</i> Carried	
10	Meeting Closure - 7.46pm Date and Time of next meeting 6.00pm Monday 16 October 2023 Important Dates	
11	Agenda items for next meeting - 2023 Meeting Dates - meetings commence 6.00pm (Monday meetings unless noted) 6 November 4 December	
12	Other Business BOT Meetings for remainder of 2023 - here at school	

	<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 and Planning seminars are being run by NZSTA and MOE.</p> <p>Apology for October meeting - Simon Evans Apology for November meeting - Penny Devine</p>	<p>Kaye to send out email.</p>
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APPROVE
PRESIDING MEMBER HORNBY HIGH SCHOOL 16 October 2023