



HORNBY HIGH SCHOOL

Board of Trustees

Held in the Board Room

MINUTES OF MEETING HELD ON

Date: Tuesday 6 June 2023
Time: 6.00pm

Present: Mrs K Banks (Presiding Member), Mr I Murray (Principal), Mrs L Callard (Staff Trustee), Mr S Evans (Parent Trustee), Ms P Devine (Parent Trustee), Miss R Prasad (Student 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: Mrs R Jackson Motion: Moved Presiding Member <i>That the apology be received.</i> Carried	
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 - GCSN Trustee, Board member Presbyterian Support Services	
3	Strategic Decisions Ratification of email sent 10 May 2023 Motion: Moved L Mulrine Seconded S Evans <i>That the Board of Trustees agrees to add Iain Murray, Principal as a signatory to the Hornby High School bank accounts through Westpac and removes Robin Sutton as ex Principal effectively immediately.</i> Carried	

	<p>Ratification of email send 24 May 2023 Motion: Moved R Prasad Seconded I Murray <i>That the Board of Trustees does not nominate anyone as a director for CES.</i> Carried</p>	
4.1	<p>Strategic Discussions School Docs - www.school.docs.co.nz - click Dashboard. Policies being reviewed 2023 - EOTC. EOTC documents are being given to staff members especially those involved with education outside the classroom and high risk activities to look at the particular policies. Rochelle and Joanne to meet with Principal before end of term.</p>	<p>Principal/ Rochelle/ Joanne</p>
4.2	<p>50th Jubilee Marc Duff, Principal and Kaye to meet towards the end of the term.</p>	
4.3	<p>Roman Sandals This letter came in for the last meeting but it did not come in a timely manner to be discussed at that particular meeting. Another letter has come in regarding jewellery - felt both of these should be treated the same. It was noted this did not come as a proposal. The Principal advised that every year the Year 12 health class undertake a couple of unit standards to look at different aspects of health in school. Last year they decided to look at footwear and surveyed a range of different people. The Principal has met with the 3 Head Students and asked them about the proposal and they were not able to provide the information as not a lot of other information available. They were not part of the original proposal. There was an assumption that through this work it had been agreed to. The Principal has had another proposal undertaking an achievement standard around jewellery. He has met with them and the second group will collect the data and the third group will share the data to the Principal. It was noted that with any proposal it does not necessarily mean an automatic acceptance.</p> <p>In terms of the conversation there was insufficient information presented to the Principal that would justify any changes. The Board decides if there is a uniform or not but the remainder is a management decision. If there is to be a potential change there is an opportunity to have a Board member to discuss this further but important process must be followed correctly.</p>	
4.4	<p>NZSTA AGM Is held at conference. Penny will be our delegate at the meeting. Anyone who attends conference can attend but cannot vote. We are allowed one vote.</p>	

	<p>Motion: Moved K Banks Seconded I Murray <i>That Penny Devine be nominated as the delegate allowed to vote as she deems fit.</i> Carried</p>	
<p>5 5.1</p>	<p>Monitoring Committee Reports Finance & Property – 5.1.1 Finance Minutes Motion: Moved I Murray Seconded L Callard <i>That the minutes of the Finance meeting dated 29 May 2023 be taken as read.</i> Carried</p> <p>5.1.2 Recommendations from Minutes Credit card limits Motion: Moved L Callard Seconded I Murray <i>That the Board approves increasing the overall credit card limit from \$20,000 to \$25,00 to allow K Bank's credit card limit to increase from \$2000 to \$5000 and to issue a credit card to S Scott with a limit of \$5000. Other credit card limits remain the same I Murray \$10,000 and K Wheeler \$5,000.</i> Carried</p> <p>5.1.3 Under floor heating sensors Sensors were faulty because pad was wet. Lisa Woodward has been advised of this.</p> <p>5.1.4 Cancellation of Credit Card Motion: Moved I Murray Seconded S Evans <i>That the Board approve the cancellation of Mr Goodfellow's credit card.</i> Carried</p> <p>5.1.5 Security Cameras Discussion has ensued regarding the areas where there is insufficient coverage with security cameras. Barry is aware of the blank areas. He will email with the areas he believes where cover is required. From a health and safety perspective there is no security camera in the textile space or technology area. There is a high injury potential in these areas. Liisa to talk to Barry. We are not allowed to have cameras in the bathrooms or are we allowed to have sound playing on any cameras</p> <p>5.1.6 Privacy Officer With the resignation of Jack Goodfellow, Mr Iain Murray will take on the Privacy Officer position.</p> <p>5.1.7 Asbestos Asbestos has been identified in some of the old parts of the school. Kaye, Sandra and Iain to tour the school.</p>	<p>Liisa</p> <p>Kaye, Sandra Iain</p>

	<p>5.1.8 Auditorium and Music Suite Fire Bell Paperwork has been carried out, just waiting for MOE approval. This project will come out of the 5YA money.</p> <p>5.1.9 Rebuild A meeting has been held with Kaye, Iain, Jon, Lisa (MOE) and Kieran (MOE) to look at where we are at with the 4th kahui. A second set of drawings will be coming from the architect to meet the needs that were missed in the first iteration. Various options were discussed to better meet the needs of the students.</p> <p>5.1.10 Financial Reports Annual Report for the year ended 31 December 2022</p> <p>Motion: Moved K Banks Seconded I Murray <i>That the Presiding Member and Principal are able to sign on behalf of the Board of Trustees the financial accounts for the year ended 31 December 2022.</i></p> <p style="text-align: right;">Carried</p> <p>If this is an audit report and a procedure is being developed it is up to the Principal to put this in place but will go through the Finance Committee.</p> <p>5.2 Health and Safety Meeting</p> <p>5.2.1 - Health and Safety Minutes</p> <p>Motion: Moved S Evans Seconded L Mulrine <i>That the Health and Safety Minutes dated 15 May 2023 be received.</i></p> <p style="text-align: right;">Carried</p> <p>Power Cords EO and H&S Rep have looked at and taken photos of areas of concern and reported these. SLT is looking at best options. With the new build there needs to be an increase in powerpoints in the walls. Need to ensure the preplans include enough powerpoints as well as enough from an IT point of view. When Lisa and Kieran toured the school they saw the health hazards. There are ways to provide power points in the ceiling.</p> <p>Incidents Report Important to ensure there are no commonalities in the area. One of the students was refusing to manage their diabetes. Simon has sent links to the Diabetes Centre and Camps.</p> <p>Rubber scissors have now been purchased. The circuit breakers in the classroom worked. Suggested looking at the Orion website for suggestions on minimising risk.</p> <p>Physical Assault Question was asked what is defined as a physical assault. Board</p>	
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	<p>members felt there was no consistency. The Principal advised that SLT now have Appendix 3 of the stand down and suspension sheet. The information collected will be extracted which will form the basis of what happens to the student i.e. standdown or suspension. The Principal is the only person who can stand down or suspend a student.</p> <p>Principal to report on stand downs and suspensions.</p> <p>EOTC - Japanese trip Noted insurance paperwork has been received.</p> <p>EOTC - Year 10 Camp The Principal has more documentation. Staff will be meeting to look at the students intending to go on camp to look at the health and safety. Medical and behavioural information required for students attending camp. There are a number of students not attending. Timeliness of the information coming back was discussed. The SENCO is to be involved in the conversation with Allan and the staff who will attend camp. The Principal commented he felt the camp was overstaffed and this will be addressed. Students to staff ratio outlined.</p> <p>The Principal will recommend that we approve the Year 10 camp and will send out the general information i.e. no.of students going, any areas of concern.</p>	Iain
6	<p>Previous Minutes Minutes of meeting held 3 April 2023 Motion: Moved R Prasad Seconded L Mulrine <i>That the minutes of the meeting held 3 April 2023 be approved as a true and correct record.</i> Carried</p>	
7	<p>Matters Arising Nil</p>	
8	<p>Correspondence Inwards NZSTA News 2 May 2023, NZSTA President and Board Elections - call for nominations. Teacher Strikes - Board has been advised of the impending strike.</p> <p>Outwards Nil</p>	
9	<p>Principals Report Iain advised that strike action is back on. We will be rostering off years groups on certain days. Because the Ministry and the PPTA have not settled there is strong possibility there will be further</p>	

industrial action and that it could ramp up but yet to be confirmed. PPTA members will vote.

Staffing - Counsellor, Maths Teacher and Health Specialist positions have been advertised. These are all permanent positions. Acting DP position was advertised internally and fixed term until end of 2023 academic year - Mrs Tafau appointed to this position. SLT currently looking at their roles and responsibilities.

NCEA Level 1

Some schools have opted out of Level 1. It was felt level 1 was not referred to in a big way and that there was a lot of downtime for students.

The question asked was "Is Level 1 still a valid qualification for what our students are involved in?" What could replace this. Felt important to keep Level 1 at this stage unless a compelling reason not to. There would be a lot of consultation around this.

Attendance 2023

Iain explained the attendance data for 2023. There is a direct link between attendance at school and achievement.

There is some disturbing attendance data. With year 12 and 13 students what is their pathway to workforce or further study?. Some students are requiring to be referred to Truancy Service.

Felt we should be focussing on the 61-80% attendance data.

If a student turns up late they are marked as late. If they do not turn up a text is sent to the family. There was concern raised over timeliness of texts to family members.

There was discussion on whether attendance can be raised at a Cluster level with the purpose of employing an Attendance Officer across the Kahui Ako. The Principal outlined the purpose of the Attendance Officer and how one was employed for the West Coast. He commented that this was successful with younger students but the behaviour was more embedded with older students. It was noted that our whanau support worker was employed to work with our families in the community but her role appears to be changing. It was felt government central funding should be looking at the Attendance Officer role.

Demographics outlined with an ethnicity mix.

Roll numbers currently 817.

	Motion: Moved I Murray Seconded L Callard <i>That the Principal's report be received.</i> Carried	
10	Public Excluded Session – In 7.41pm Out 7.51pm Motion: Moved Presiding Member <i>That the Board moves into Public Excluded Session to discuss students and staffing.</i> Carried	
11	Meeting Closure - 7.52pm Date and Time of next meeting 6.00pm Monday 26 June 2023 (google meet) Important Dates	
12	Agenda items for next meeting - 2023 Meeting Dates - meetings commence 6.00pm (Monday meetings unless noted) 26 June (by google meet) 7 August (by google meet) 4 September 16 October 6 November 4 December	

APPROVE
PRESIDING MEMBER HORNBY HIGH SCHOOL 26 June 2023