



HORNBY HIGH SCHOOL

Board of Trustees

(by Google Meet)

MINUTES OF MEETING HELD ON

Date: Monday 7 August 2023

Time: 6.00pm

Present: Mrs K Banks (Presiding Member), Mr I Murray (Principal), Mrs R Jackson (Parent Trustee), Mr S Evans (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:	
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 - 5YA Increase (approximately \$700K) contingency We need to increase the total project for G1 and G2 for the auditorium/music suite upgrade. This is Ministry funding not the operational grant money. Motion: Moved S Evans Seconded I Murray <i>That we increase the total project by \$700K for G1 and G2.</i> Carried	

	<p>3.2 - Board Training A regional mini conference is being held on 1/2 September 2023. The focus will primarily be on governance and management, legal rights of a child in an educational setting, privacy to name a few.</p> <p>Ms Devine advised that board members are required to do training whether in person or online and suggested perhaps board members could meet together to do some training. It was felt this would be the most beneficial with group training. Mr Murray advised that one of the things to consider is what is the training that is required - what is voluntary and what is compulsory. We must comply with the Education and Training Act 2020 around Treaty of Waitangi and a requirement to ensure all staff including trustees have student wellbeing in place.</p> <p>3.3 - Student elections - Appointment of Returning Officer Motion: Moved K Banks Seconded I Murray <i>That we appoint Ross Gibson to be the Returning Officer from Hornby High School for Student elections.</i> Carried</p> <p>Joanne and Iain will team tag to assist Ross with process. Ross to be given a gift voucher as koha.</p>	<p>Iain/Joanne Joanne (letter)</p>
<p>4.</p> <p>4.1</p>	<p>Strategic Discussions</p> <p>Principal's Report (taken as read) Human Resources The Principal has received a resignation from Matt Stock, HOD Science effective the end of the 2023 academic year. This position has been advertised and closes 14 August.</p> <p>Mr Tony Palmer has stepped back from the SENCO position. The position has closed and interviews to be held next week. Tony will remain in the position until the new person is on board.</p> <p>Interviews 53 staff were interviewed and 78 staff responded to the survey circulated. 26 items were highlighted as requiring attention and staff have prioritised these. The top being as follows: 1 Attendance 2 Ban or restrict cellphones 3 Numeracy and Literacy 4 Student Achievement</p>	

	<p>These items will also form the basis for the draft annual plan which will be ready for the December Board meeting.</p> <p>Attendance The Principal advised there is complete frustration with the new attendance service which is a new contract provider. We have been referring students to the service who have had significant lack of attendance. They have not been acknowledging referrals. Contact has been made since and a voice message was received. There will be complaints going into the Ministry, our families are being failed in this respect. This has been discussed at the Canterbury West Coast Secondary Principals Association. A further meeting is being held in a couple of weeks and hard questions will be asked. Other schools are experiencing the issues as well.</p> <p>Assurance Statements Minimising Physical Restraint - Principal has sought clarification on the training required as differing information being circulated.</p> <p>School Roll Students who have been referred to the Truancy Service remain on the school roll until the Ministry take them off or they have been out of school for more than 20 days. We have 119 Year 7s currently and are looking at 140-150 year 7 students for 2024. We are working on how we cater for these students with a lack of room in the school.</p> <p>Open Evening Between 250-300 people turned up for the open evening. In the future it was felt we showcase the school with students showing different opportunities in classrooms and technology spaces.</p> <p>Motion: Moved I Murray Seconded R Prasad <i>That the Principal's report be received.</i> Carried</p>	
4.2	<p>School Docs - www.school.docs.co.nz - click Dashboard. Policies being reviewed this term - Learning Support, Inclusive Education, Maori Educational Success.</p>	
4.3	Any queries regarding policies to be forwarded to the Principal. It was noted that the Board must still review the Policies. We are only accountable for the policy not the procedure.	
4.4	<p>50th Jubilee In progress</p>	

	<p>Fundraising/Admin Positions Fundraising position of approx 10 hours per week to employ someone to source additional funding which can be financially viable. Noted South Hornby had a specific person for fundraising and it was financially beneficial. International Students - under the Code for International Students we need to employ a part time homestay co-ordinator which will be a self funded position. It was noted that Linda Barnett had been the homestay co-ordinator before covid hit.</p> <p>4.5 The Principal to put something together and present back to Board with costs and benefits along with looking at a crossover in jobs with Administration. Looking at this for 2024 to enable a budget adjustment to be made.</p> <p>4.6 Discussion ensued on community engagement, fundraising event, social media communication. We are very good at cultural events. Risha advised there is an Indo Fijian event happening at school on 30 August - no cost to the event but food will be available for sale.</p> <p>4.7</p> <p>International Students Looking at an increase in short stay and long term stays for 2024.</p> <p>Board Survey Waiting on one more response. Be mindful to report from the governance viewpoint. Iain and Kaye to report back to the September board meeting.</p> <p>NZSTA Conference 2023 All trustees who attended to complete one page and forward to Kaye. The next conference is in Wellington 6-9 June 2024. Airline tickets will be purchased through AOG (all of government).</p>	<p>Iain</p> <p>Iain/Kaye</p> <p>Trustees</p>
<p>5</p> <p>5.1</p>	<p>Monitoring</p> <p>Health and Safety Minutes 17 July 2023</p> <p>Minutes of meeting held 17 July 2023</p> <p>Motion: Moved I Murray Seconded S Evans</p> <p><i>That the minutes of the H&S meeting held 17 July 2023 be approved as a true and correct record.</i></p> <p>Carried</p> <p>Electrical Simon Scott has presented to staff emphasising electrical items need to be tested and tagged and probably better</p>	

	<p>that items are not brought from home to be used. Ian Rees had some thoughts on what was safe and not. Noted that common sense also prevails.</p> <p>Lithium batteries for scooters and cars - no government advice has been received on this from a work environment.</p> <p>Correct charges should be used for all appliances. It was also noted that we do not test and tag students devices.</p> <p>Discussion ensued on the possibility of having our own team test and tag and how expensive is the equipment. You do not have to have an Electrician to test. Our caretakers do not have the capacity to carry out any further duties.</p> <p>High Health Needs No further incidents. We are very fortunate to have a trained paramedic on site.</p> <p>Physical Assaults Some students have been stood down. What determines a physical assault - shove, fights, intimidation. The physical assaults are coming up from Kamar with more details and data being reported.</p>	
5.2	<p>Finance Minutes of meeting held 1 August 2023 Motion: Moved P Devine Seconded I Murray <i>That the minutes of the meeting held 1 August 2023 be taken as read noting the 2.5% surcharge is across all eftpos terminals not just the uniform shop and excluding the cafe.</i> Carried</p> <p>Security Cameras A review has been carried out on security cameras. The Principal has reviewed the procedure on camera footage viewing. The only people who can view the footage is the Privacy Officer (Principal) and Deputy Principals. Iain will discuss this further with Barry. Parents can request to see the footage and the Board of Trustees are able to view it on the night of a suspension and then must be deleted. An additional six cameras will be purchased.</p> <p>Motion: Moved I Murray Seconded R Prasad <i>That the Board approve a budget of \$10,000 for an additional 3 cameras in the Learning Commons area and 6 cameras in the technical workshop area.</i></p>	Iain

	<p>Carried</p> <p>Luggage Trailers Motion: Moved I Murray Seconded R Jackson <i>That the Board approve up to \$5000 to purchase two luggage trailers.</i> Carried</p> <p>Discussion ensued on getting the vans and luggage trailers sign written. Sandra to organise for a quote. Suggested Action Signs in Sydenham could be approached.</p> <p>Underfloor Heating Sensors New sensors to be installed in all of school areas in September holidays. They have all failed and appears is an infrastructure fault. Ministry needs to go back to the builders to repair at their cost. Board to write to the Property Manager to seek remediation.</p> <p>Staffroom blocked drain Plumbers have identified the line as having a slump of approx 110mm compared to either side and holds water. May need to be relaid to achieve correct fall on the drain. Principal to notify Property Manager of this issue as well.</p> <p>4th Kahui Jon has consulted with staff and the drawings have gone back to the architects. It was noted there will be a different form of heating in the 4th k</p> <p>Finance Dashboard Tracking well. Banked staffing is high. Banked staffing runs from April to March. During Nov/Dec/Jan/Feb months we start moving our cheapest staff to the Operations Grant and that reduces the banked staffing down.</p>	<p>Sandra</p> <p>Iain to write letter (Kaye to sign)</p> <p>Iain to write letter (Kaye to sign)</p>
6	<p>Previous Minutes Minutes of meeting held 26 June 2023 Motion: Moved L Mulrine Seconded R Prasad <i>That the minutes of the meeting held 26 June 2023 be approved as a true and correct record.</i> Carried</p>	
7	<p>Matters Arising EOTC - the Ministry is carrying out a review based on what happened six months ago at a Northland school. No changes have been forthcoming.</p>	

	<p>Te Reo Course - finishes in November.</p> <p>NZSTA Election Results - only 11% of school voted.</p>	
8	<p>Correspondence Inwards Email from K Banks re NZSTA President & National Board voting, CES Newsletter Term 3, 2023, NZSTA Annual Report, NZSTA News 4 August, NZSTA President and National Board election results, NZSTA July newsletter, NZSTA - upcoming NZSTA learning events,</p> <p>Outwards School vote from NZSTA President and National Board Jimmy Gordon thank you for poppy bowl and trophy - Jimmy has been awarded a QSM for producing poppy bowls made out of rimu and pounamu. He has donated a poppy bowl to each RSA in New Zealand, NZ House and Westland High and Hornby High are proud owners of a poppy bowl. The wooden sculpture also produced will be used for a trophy.</p>	
9	<p>Public Excluded Session – In 7.14pm Out 7.16pm 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 - 7.18pm</p> <p>Date and Time of next meeting 6.00pm Monday 4 September 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) 16 October 6 November 4 December</p>	
12	<p>Other Business BOT Meetings for remainder of 2023 - here at school</p>	

	Xmas BOT Dinner - 27 November at 6pm	
	Student Elections - Risha will restand	

APPROVE
PRESIDING MEMBER HORNBY HIGH SCHOOL 4 SEPTEMBER 2023