



HORNBY HIGH SCHOOL

Board of Trustees

(by Google Meet)

MINUTES OF MEETING HELD ON

Date: Monday 26 June 2023
Time: 6.00pm

Present: Mrs K Banks (Chair), Mr I Murray (Principal), Mrs R Jackson (Parent Trustee), Mr S Evans (Parent Trustee), Ms P Devine (Parent Trustee), Miss R Prasad (Student Trustee)

In Attendance: Mrs J Bykerk (Minute Secretary)
A warm welcome was extended to everyone.

Karakia - All Board members

		Action
1	Apology: Liisa Callard	
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 NZSTA Member Board nomination Motion: Moved I Murray Seconded S Evans <i>That the Board ratify the emails that Jonathan Brook be nominated for NZSTA National Board.</i> Carried	

		Principal
4.1	Strategic Discussions	
4.2	<p>Principal's Report (taken as read)</p> <p>Assurance Statements - there are still actions to complete</p> <p>Teaching roles - filled</p> <p>We have another full evacuation scheduled for week 2 in term 3 2023. Iain to check out the process when we go into lockdown.</p> <p>Attendance - at the last board meeting there was discussion on referrals being made to Truancy Services. Iain confirmed that a number of referrals have been made to Truancy Services but Principals are commenting that they have not been receiving any notifications from the service, therefore very little faith in the system.</p> <p>It was commented that perhaps we should be notifying the community regarding our attendance stats being good. The Principal commented that we need to have a stronger push to get attendance to 95% so no notification to community yet.</p> <p>Roll return - 822</p> <p>Motion: Moved I Murray Seconded R Prasad <i>That the Principal's report be received.</i> Carried</p>	
4.3	<p>School Docs - www.school.docs.co.nz - click Dashboard. Policies being reviewed 2022 - EOTC. No feedback has been received. Iain, Joanne and Rochelle to meet. Thanks to Joanne for printing out the EOTC paperwork. We will look through to see what is relevant to see if the documents are fit for purpose. Allan Kane to look at the documentation for comment.</p> <p>Iain commented that in previous schools all the documents were kept in a shared drive so staff could access, this eliminates there being duplicates and outdated documentation. The school is looking at School Point "Bridge". Will be interesting to see what changes there will be once the review comes back.</p>	Iain/Allan K To discuss further
4.4	<p>50th Jubilee</p> <p>A further meeting has been scheduled.</p>	
5	Monitoring	
5.1	Committee Reports	
	Finance & Property –	
	5.1.1 Finance Minutes	

	<p>Motion: Moved S Evans Seconded I Muray <i>That the minutes of the Finance meeting dated 20 June 2023 be taken as read.</i> Carried</p> <p>5.1.2 Recommendation from Minutes Unifom Shop credit card charges - discussion re the need to put a surcharge on purchases using a credit card. People can still pay by cash or eftpos if they do not want to incur additional cost.</p> <p>Motion: Moved P Devine Seconded I Murray <i>That the Uniform Shop put a 2.5% surcharge on each credit card transaction.</i> Carried (K Banks abstained)</p> <p>5.1.3 Luggage Trailers Two were stolen in June. A claim has been lodged but will need to pay the excess on both. They were stored down by the outdoor area towards the gym. It appears the gates on evenings in question had not been locked which is particularly concerning. A security camera caught a person wandering in and a vehicle being used to tow off site. It is unsure if the trailers were secured on site.</p> <p>It was felt if Security locks the gates they should be liable. A police claim has been lodged as well.</p> <p>The media had approached us for comment and it also was brought up at the Hornby Residents meeting where video clips had been sent. It was noted that only the Principal and Presiding member can speak to the media for comment.</p> <p>It was noted that any video footage can only be released by the Privacy Officer. The Privacy Officer is the Principal. Principal to have a conversation with the SLT and EO over media.</p> <p>5.1.4 New Kahui Kaye, MOE, Architects and Iain met to look at the new iteration of the 4th kahui. It has been significantly redesigned and is much more superior to what had been proposed. By the 2nd week of Term 3, we need to feed back to the architects for the next iteration. Iain has requested the plans not be shared. A copy will be placed in staffroom and reception. Risha asked if the next kahui will be bigger. Iain advised that it will be slightly bigger. Classrooms are slightly bigger which reduces a significant amount of student flow through the classrooms</p> <p>5.1.5 Rebuild 4th kahui in design stage. We are waiting for the next set of drawings to come back.</p>	<p>Iain</p>
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5.1.6 Asbestos

Sandra and Kay have walked around the school and looked at areas identified where possible asbestos may be present. There is concern regarding the PE Shed. Suggested for any loose asbestos material to be double bagged and disposed of, paint any corners that are exposed or cracked or re-clad. Iain commented that we can apply to the Ministry if we have a building that requires removing to apply for rationalisation. If granted this the Ministry will tender someone to remove the building offsite and remediation of that site. He commented that there is no guarantee you will get remediation money but should apply for it.

5.1.7 Financial Reports

Working Capital - looking healthy.
Operating surplus - looking ok.

The question was asked if with an increase in enrolments there is likely to be an increase in funding. Iain advised that the operations grant is determined at the end of March. There is a possibility that we may be due for some staffing adjustment. The only time we would see an increase is in November if we have more than a 5% increase in student numbers from our March return which would equate to approximately 40 students.

5.2 Health and Safety Meeting -

Motion: Moved S Evans Seconded R Jackson

That the minutes of the Health and Safety meeting dated 19 June 2023 be received. **Carried**

5.2.1 EOTC Ratification

Motion: Moved I Murray Seconded R Jackson

That the Board ratifies the email correspondence for Year 10 camp 12-16 June 2023. **Carried**

5.2.2 Review of Sockets

Need to ensure there are more sockets put into the new kahui to alleviate power cords in appropriate places.

5.2.3 4th Kahui

Looking into heating systems. Possibly considering using radiant heating using the water pipes. Question asked whether there will be ceiling fans in the new kahui - not at this stage. With current buildings there have been issues with heating and sensors are being replaced.

5.2.4 Physical Assaults

Looking at possible causes. Felt social media and mobile use were drivers for physical assaults. Iain advised we are taking a harder approach and seeing an increase in reporting and an increase in

	<p>stand downs and suspensions. When reporting a physical assault, this needs to be in context i.e. a student pushes someone vs a student punches someone in face.</p> <p>5.2.5 Banning of cellphones Under the Education Act to change procedures within a school there is a requirement to consult with the community, parents, students and staff. We must work through the issues i.e. students need cellphones to take photographs in class - can use an ipad. There would be a phase in period over 1-2 years.</p> <p>5.2.3 First Aid Kits A number of staff hold first aid certificates. There is a conversation to be had regarding updating/frequency of first aid certificates and budgeting costs. It was felt First aid training should come out of professional development budget. We can also run through STAR and Gateway with a couple of staff members attending.</p> <p>Ask Sandra to record which Simon is required for actions from the H&S meetings.</p>	Sandra
6	<p>Previous Minutes Minutes of meeting held 6 June 2023 Motion: Moved I Murray Seconded S Evans <i>That the minutes of the meeting held 6 June 2023 be approved as a true and correct record.</i> Carried</p>	
7	<p>Matters Arising Asbestos Sandra and Kay have walked around the school and looked at areas identified where possible asbestos may be present. There is concern regarding the PE Shed. Suggested for any loose asbestos material to be double bagged and disposed of, paint any corners that are exposed or cracked or re clad. Iain commented that we can apply to the Ministry if we have a building that requires removing to apply for rationalisation. If granted the Ministry will tender someone to remove the building offsite and remediation of that site. He commented that there is no guarantee you will get remediation money but still should apply for it.</p> <p>Stand Down and Suspension Data Iain to report on stand downs and suspensions.</p> <p>Motion: Moved Presiding Member <i>That the matters arising be accepted.</i> Carried</p>	
8	Correspondence	

