



# HORNBY HIGH SCHOOL

## Board of Trustees

### Held in the Board Room

#### MINUTES OF MEETING HELD ON

**Date:** Monday 3 April 2023

**Time:** 5.30pm

**Present:** Mrs K Banks (Chair), Mr R Sutton (Principal), Mrs L Callard (Staff Trustee), Mrs R Jackson (Parent Trustee), Mr S Evans (Parent Trustee), Ms P Devine (Parent Trustee) by zoom, 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	<b>Apology:</b> nil	
2	<b>Declarations of Interest -</b> Kaye Banks - Hornby High School Uniform Shop Robin Sutton - GCSN Trust Board Penny Devine - NZSTA Canterbury Regional Executive Rochelle Jackson - Teacher Aide Hornby High School	
3	<b>Strategic Decisions – nil</b>	
4.1	<b>Strategic Discussions</b> <b>Principal's Report</b> <b>Enrolments</b> - every week we continue to see new enrolments. The bulk of them are Filipinos as their border has opened up.  Staffing - outlined	

### **Year 7-10 Achievement - EdPotential**

Principal advised there is a summer slump every year looking at data. The data from the three years of covid is not great but looking much healthier for the 2022/2023 data. Unfortunately high index equity schools still remain behind their peers nationally. This data is available for all board members to view via board google login. Noted the Kāhui Ako is intending to apply for funding across the cluster.

### **NCEA Internal Standards Results**

Currently Not Achieved results currently down on what we might usually expect, even with only 29% of internal standards assessed.

### **Attendance**

\$53K was received as a lost learning initiative. We used this funding for three wananga groups focusing on Pasifika tikanga. As a result attendance has improved for those Pasifika students after 8 weeks. Lateness in general is problematic for students. What is the issue for some of our students? The question was asked if there was an element of attendance that is reported back to families.

### **Uniform Presentation to the Board**

Principal has spoken to the Head Students. They will present a letter to the board about the addition of roman sandals to the uniform.

**Motion: Moved R Sutton**

**Seconded R Jackson**

*That the Principal's report be received.*

**Carried**

### **Woodwork**

The Board presented Robin with woodwork that was sourced from the kickboard in his classroom in D block that he worked in the 1990s. The Presiding Member thanked Robin for his 7 years of leadership and wished him and Lorraine all the very best for whatever lies ahead for them.

Robin thanked the Board for the beautiful gifts. He also said Hornby High School is now on the map. The Ministry talks very highly of our kura..

**4.2 School Docs - [www.school.docs.co.nz](http://www.school.docs.co.nz) - click Dashboard.**

Policies being reviewed 2022 - Legislation and Administration Policy - Privacy, Official Information Requests.- Rochelle to feedback

Restraint Policy was reviewed last term of last year and will be updated in Policies from Term 2.

**Rochelle**

4.3	<p><b>50th Jubilee</b> A meeting has been held but nothing is happening yet.</p>	
5 5.1	<p><b>Monitoring Committee Reports</b> <b>Finance &amp; Property –</b> <b>5.1.1 Finance Minutes</b> <b>Motion: Moved K Banks                      Seconded R Prasad</b> <i>That the minutes of the Finance meeting dated 28 March 2023 be taken as read.</i> <b>Carried</b></p> <p><b>5.1.2 Recommendations from Minutes</b> <b>Funding Application</b> <b>Motion: Moved S Evans                      Seconded L Callard</b> <i>That the funding application to Mainland for \$3005.21 for Senior boys basketball tournament for South Island tournament be approved.</i> <b>Carried</b></p> <p>Discussion ensued on funding applications saying that it would be better to apply for bigger amounts as it is more difficult to get approval for two funding applications from the same entity. Feedback to Sandra.</p> <p><b>BOT Delegation - strategic plan for disaster planning</b> Consider what our disaster plan is i.e. adequate supplies of water, thermal blankets, satellite internet access.</p> <p><b>Disposal of 2016 financial records</b> <b>Motion: Moved K Banks                      Seconded R Sutton</b> <i>That the Board approve the disposal of the 2016 financial records.</i> <b>Carried</b></p> <p><b>5.1.2 Financial Reports</b> Working Capital - looking healthy. This will decline. Money sitting in the bank is not being applied to the learning of young people. Question asked if we are correctly managing the money that is in our accounts investment return wise. The Principal said yes.</p> <p><b>5.2 Health and Safety Meeting Minutes</b> <b>Motion: Moved S Evans                      Seconded L Callard</b> <i>That the Health and Safety minutes of the meeting held on 20 March 2023 be taken as read.</i> <b>Carried</b></p> <ul style="list-style-type: none"> <li>● Extension cords are a trip hazard. Ensure in new kahui there are ample plugs either in the ceiling or on the floor.</li> <li>● Physical assaults appear to be on the increase - good to record. We provide students with lots of alternatives to physical assaults i.e. blogging, wananga. Felt a lot of the</li> </ul>	<p><b>Kaye to feedback</b></p>

	<p>problems are online with social media. It was felt cellphones should not be allowed in the class.</p> <p><b>5.2.1 - EOTC</b>  <b>Japanese trip</b>  <b>Motion: Moved R Jackson</b>                    <b>Seconded R Prasad</b>  <i>That the Japanese trip be approved.</i>                    <b>Carried</b></p> <p><b>Project K Wilderness</b>  <b>Motion: Moved R Jackson</b>                    <b>Seconded R Prasad</b>  <i>That the Project K trip be approved as required information had been received as circulated by email.</i>                    <b>Carried</b></p> <p><b>Athletics Trip</b>  <b>Motion: Moved L Mulrine</b>                    <b>Seconded L Callard</b>  <i>That the Athletics trip to Invercargill 31 March to 2 April 2023 be approved as circulated previously by email.</i>                    <b>Carried</b></p> <p><b>Level 1 OED 23-24 May 2023</b>  <b>Motion: Moved Presiding Member</b>  <i>That the Level 1 trip 23-24 May 2023 be declined until further details on teacher aide support/staffing and additional details on special needs students be supplied.</i>                    <b>Carried</b></p> <p>Felt there should be a higher level of teacher aide support if special needs students are present.</p>	
<b>6</b>	<p><b>Previous Minutes</b>  <b>Minutes of meeting held 6 March 2023</b>  <b>Motion: Moved R Jackson</b>                    <b>Seconded S Evans</b>  <i>That the minutes of the meeting held 6 March 2023 be approved as a true and correct record.</i>                    <b>Carried</b></p>	
<b>7</b>	<p><b>Matters Arising</b>  Nil</p>	
<b>8</b>	<p><b>Correspondence</b>  <b>Inwards</b>  NZSTA - Elections for NZSTA Regional - we get one collective vote. Board in favour of the Presiding Member having that vote.  CES - Board of Directors nominations</p> <p><b>Outwards</b>  Nil</p>	
<b>9</b>	<p><b>Public Excluded Session – In 7.05pm    Out 7.35pm</b>  <b>Motion: Moved Presiding Member</b></p>	

	<p><i>That the Board moves into Public Excluded Session to discuss students and staffing.</i></p> <p style="text-align: right;"><b>Carried</b></p>	
<b>10</b>	<p><b>Meeting Closure - 7.45pm</b></p> <p><b>Date and Time of next meeting</b> 6.00pm Monday 8 May 2023</p> <p><b>Important Dates</b> <b>26 April - 9.30 mihi whakatau - Penny, Rochelle, Kaye attending</b></p>	
<b>11</b>	<p><b>Agenda items for next meeting -</b></p> <p><b>2023 Meeting Dates - meetings commence 6.00pm (Monday meetings unless noted)</b></p> <p>8 May 6 June (Tuesday) 26 June (by google meet) 7 August (by google meet) 4 September 16 October 6 November 4 December</p>	

**APPROVE** .....

**PRESIDING MEMBER HORNBY HIGH SCHOOL 8 May 2023**