



# HORNBY HIGH SCHOOL

## Board of Trustees

### Held in the Board Room

#### MINUTES OF MEETING HELD ON

**Date:** Monday 6 March 2023  
**Time:** 6.00pm

**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), 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> - continue to come in. Roll is 802.  <b>Argentinian Group</b> - a group of students was due to go to Cashmere High but due to an unexpected increase in their in zone enrolments they were unable to fulfill their obligations. We have	

offered to take these students for a short term cultural experience. Romance Clemence will coordinate this, with relief and release being paid from the income. The Principal has said that we will pay a cash settlement for her as well. There is likely to be an approximate \$10K profit from the trip but this is all about starting a relationship with the company organising the trip. It was not planned but an opportunity. Unsure if they also have long stay student opportunities.

**Manaikalani** - Kerry Boyde-Preece is the coordinator for Manaikalani secondary schools. The Principal has asked Kerry for her independent view of how well we are tracking in our Manaikalani mahi. This will be circulated to the Board. The Manaikalani Education Trust is asking the Crown to invest to allow Manaikalani to grow from 130 to 500 low decile schools within the next five years.

**Edublogs** - Google's Blogger was unable to control the spam. Changes to Kamar meant teachers could not see the blogs as posted on the new Edublogger platform. A small piece of software has been purchased and installed to allow the seamless data transfer between Kamar and Edublogger, and this is now up and running. There is an annual fee involved for this. Thanks to Angela, Rowena and Jayne for their work with this.

#### **Parent Support Group**

A group has been set up for parents of children with special needs to share ideas, strategies and concerns. They will meet up semi regularly.

#### **Reading Development**

Principal advised no-one is getting the accelerated learning across the country in reading in the Manaikalani network.

#### **Reading Plus**

Felt we were not using the software properly. 30 seats have been purchased (down from the previous 80) and these will be used differently. Students will be selected for this programme based on PAT Reading data. We will bring whānau in to support these learners with reading.

The question was asked what % of students struggle with reading that have come from our feeder schools. The Principal advised that 40 students have come into Year 9 and outside our cluster.

Discussion ensued on the possibility of having a class for our special needs students. SLT have been looking at solutions. There is no money from the RTLB but they have advised there is money to upskill our teachers. Transition funding finishes at the end of this

	<p>week. Suggested MOE staff come and look at a class of our students. Board members also felt we should be looking at life skills for these low level students.</p> <p>Many of our families cannot afford assessments for their students - is there any way we can support the parents. The Board felt schools must be resourced to meet these students.</p> <p>The Principal is pursuing resourcing and solutions to support these students and their teachers.</p> <p><b>Kapahaka</b> Has commenced this week with great numbers. Police vetting being organised. The Principal advised that the tutor does not have a Police vet via HHS, but felt that the risk to students was incredibly low as he works in other schools for which he has been vetted..</p> <p><b>DFI</b> The Digital Fluency Intensive runs one day a week for 10 weeks costing \$3000 per teacher for relief costs. All other costs are covered by Manaiakalani. According to teachers this is the best pd staff have ever done in upskilling teachers. The Manaiakalani Trust has created a reading equivalent (Reading Practice Intensive) that is being rolled out for primary school teachers in the network - the teacher makes the difference. We are not involved with this yet. However MET is considering a RPI Lite, at 2 days power term, especially to try to fill the need at secondary level. Concerns have been raised about the training coming out of teachers college with reading.</p> <p><b>Motion: Moved R Sutton                      Seconded L Mulrine</b> <i>That the Principal's report be received.</i> <b>Carried</b></p> <p><b>4.2 School Docs - <a href="http://www.school.docs.co.nz">www.school.docs.co.nz</a> - click Dashboard.</b> Policies being reviewed 2022 - Legislation and Administration Policy - Privacy, Official Information Requests.</p> <p>Physical Restraint Policy</p> <p><b>Motion: Moved R Jackson                      Seconded L Mulrine</b> <i>That the Physical Restraint Policy be adopted.</i> <b>Carried</b></p> <p>Internal reviews to be minutedwe. All students have been talked to about the safety with pick up and drop off from school.</p> <p><b>4.3 50th Jubilee - a meeting has been scheduled for next week.</b></p>	
<b>5</b>	<b>Monitoring</b>	

<p><b>5.1</b></p>	<p><b>Committee Reports</b>  <b>Finance &amp; Property –</b>  <b>5.1.1 Finance Minutes</b>  <b>Motion: Moved L Callard                      Seconded R Prasad</b>  <i>That the minutes of the Finance meeting dated 28 February 2023 be taken as read.</i> <b>Carried</b></p> <p><b>5.1.2 Recommendations from Minutes</b>  <b>Principal’s Portrait</b>  <b>Motion: Moved K Banks                      Seconded S Evans</b>  <i>That the Board accepts the Beverley Studios Quote of \$1308.75.</i> <b>Carried</b></p> <p><b>Asbestos Survey Testing and Asbestos Management</b>  <b>Motion: Moved S Evans                      Seconded L Mulrine</b>  <i>That the Board accept the price from MBC of \$3800 to carry out asbestos testing and an asbestos management plan.</i> <b>Carried</b></p> <p><b>Financial Reports</b> - a number of the adjustments are done on a monthly basis.</p> <p><b>5.1.3 Cyclical Maintenance Provision - Deferring of Painting</b>  <b>Motion: Moved P Devine                      Seconded R Sutton</b>  <i>That the Board approves deferring the painting due for 2023.</i> <b>Carried</b></p> <p><b>5.1.4 Draft budget</b>  <b>Motion: Moved K Banks                      Seconded R Jackson</b>  <i>That the Board approves the 2023 annual budget with an annual operating deficit of -\$1,864.67.</i> <b>Carried</b></p>	
<p><b>5.2</b></p>	<p><b>Health &amp; Safety Meeting</b>  <b>Motion: Moved S Evans                      Seconded L Mulrine</b>  <i>That the minutes of the Health and Safety meeting dated 20 February 2023 be taken as read.</i> <b>Carried</b></p> <p><b>5.2.1 - EOTC</b>  <b>Japanese trip</b>  There were a number of omissions from the report that need further clarification. Board members in general felt that requests for EOTC should be in at the beginning of the year where practicable.</p> <p><b>Motion: Moved Presiding Member</b>  <i>That the Japanese trip be approved.</i> <b>Unanimously declined</b></p> <p><b>Woolshed Creek 30-31 March</b>  <b>Motion: Moved Presiding Member</b>  <i>That the Level 2 Woolshed Creek trip 30-31 March 2023 be</i></p>	

	<p><i>approved as additional information has been provided.</i>      <b>Carried</b></p> <p>A board member asked about staff having current first aid certificates with EOTC and that a staff member travelling with the group be current. There have been sessions run at school previously.</p>	
6	<p><b>Previous Minutes</b>  <b>Minutes of meeting held 13 February 2023</b>  <b>Motion: Moved R Jackson                  Seconded S Evans</b>  <i>That the minutes of the meeting held 13 February 2023 be approved as a true and correct record.</i>      <b>Carried</b></p>	
7	<p><b>Matters Arising</b>  Rochelle has spoken to School Docs regarding the wording for covering cuts and wounds.</p> <p><b>R Jackson left the meeting at 8pm</b></p>	
8	<p><b>Correspondence</b>  <b>Inwards</b>  NZSTA - Elections for NZSTA Regional Executive, NZSTA Bulletin 24 February 2023, NZSTA News 23/2 and 1/3/23, NZSTA Elections for NZSTA Regional, St Thomas of Canterbury College - amendment to enrolment zone (this does not affect Hornby High School therefore no objection)</p> <p><b>Outwards</b>  Nil</p>	
9	<p><b>Public Excluded Session – In 8.00pm    Out 8.24pm</b>  <b>Motion: Moved Presiding Member</b>  <i>That the Board moves into Public Excluded Session to discuss students and staffing.</i>      <b>Carried</b></p>	
10	<p><b>Meeting Closure - 8.25pm</b></p> <p><b>Date and Time of next meeting</b>  6.00pm Monday 3 April 2023</p>	
11	<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>3 April  8 May</p>	

	<p>Tuesday 12 June (by google meet) 3 July (by google meet) 7 August (by google meet) 4 September 16 October 6 November 4 December</p> <p>BOT Dinner - Tuesday 21 March 6.00pm Robins Farewell - Friday 24 March 6.30pm</p>	
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**APPROVE** .....  
**PRESIDING MEMBER HORNBY HIGH SCHOOL 3 April 2023**