



# HORNBY HIGH SCHOOL Board of Trustees

## **MINUTES OF MEETING HELD ON**

**Date:** Monday 12 February 2024

**Time:** 6.00pm

**Present:** Mrs K Banks (Presiding Member), Mr I Murray (Principal), Mrs R Jackson (Parent Trustee), Mr EJ Coffin (Student Trustee), Mrs L Callard (Staff Trustee), Mr S Evans (Parent Trustee), Ms P Devine (Parent Trustee), Mrs L Mulrine (Parent Trustee)

**In Attendance:** Mrs J Bykerk (Minute Secretary by google meet)

Karakia - All Board members

Mrs Bykerk took the chair and welcomed everyone to the first meeting of 2024.

**Election of Presiding Member** - The Minute Secretary called for nominations for the position of Presiding Member. One nomination was received.

**Motion: Moved I Murray**

**Seconded: R Jackson**

*That Kaye Banks be elected to the position of Presiding Member.*

**Carried**

Kaye thanked the Board and said the position is not one she takes lightly and thanks them for their trust in her.

		<b>Action</b>
<b>1</b>	<b>Apology: Nil</b>	
<b>2</b>	<b>Declarations of Interest -</b> <ul style="list-style-type: none"><li>• Kaye Banks - Hornby High School Uniform Shop.</li><li>• Penny Devine - NZSTA Canterbury Regional Executive.</li><li>• Rochelle Jackson - Teacher Aide Hornby High School.</li><li>• Iain Murray - Trustee GCSN and board member</li></ul>	

	Presbyterian Support Services.	
<b>3</b>	<b>Strategic Decisions</b>	
<b>3.1</b>	<b>Election of Deputy Chairperson</b> One nomination received. <b>Motion: Moved R Jackson                      Seconded S Evans</b> <i>That Penny Devine be elected to the position of Deputy Chairperson.</i> <p style="text-align: right;"><b>Carried</b></p>	
<b>3.2</b>	<b>Delegations of Authority</b> <b>Motion: Moved P Devine                      Seconded S Evans</b> <i>That the Board adopts the Schedule of Delegations subject to removing the statement - the Presiding Member is delegated authority to undertake the Principal's annual appraisal.</i> <p style="text-align: right;"><b>Carried</b></p> <p>It was noted the Delegations can be reviewed at any stage.</p>	
<b>3.3</b>	<b>Sub Committee Makeup</b> Finance & Property - two trustees K Banks, P Devine Uniform - two trustees, R Jackson and EJ Coffin Discipline - three trustees, selected as available Health & Safety - one trustee S Evans School Docs - (on hold)  <b>Motion: Moved I Murray                      Seconded S Evans</b> <i>That the Sub Committees outlined above be those for the 2024 year.</i> <p style="text-align: right;"><b>Carried</b></p>	
<b>3.4</b>	<b>Board Ipads</b> Discussion ensued on the age of the current ipads and them being not fit for purpose. It was decided to replace with laptops to be used solely for board business. They will be leased. The SENCO is looking at getting ipads for the teacher aides.  <b>Motion: Moved I Murray                      Seconded S Evans</b> <i>That the lease of 6 new laptops be approved for Board members including one for the PA.</i> <p style="text-align: right;"><b>Carried</b></p>	<b>Iain</b>
<b>3.5</b>	<b>BOT Code of Conduct</b> Signed by all Trustees	
<b>4.</b>	<b>Strategic Discussions</b>	
<b>4.1</b>	<b>Principal's Report (taken as read)</b> <b>Budget</b> Executive Officer and Principal to review the budget in	

terms of an increase in students. The changes will be discussed at the Finance Committee meeting and then emailed to Board for an electronic confirmation.

Unsure when the audited accounts will be available.

### **Cellphones**

Banning of cellphones has been in place for three weeks now. A few students have had warnings and about six confiscations. It is good to see students focussing on their work with alot more engagement being evident. The Principal outlined the action taken if students are seen with cellphones.

Letters are emailed home through KAMAR when a student has breached the school rules. Iain has spoken to a parent who was unhappy with the rules but happy with the explanation given.

Teachers are adjusting their teaching with cellphones being banned. Staff are very mindful of getting their cellphones out and are used mainly by Deans and in case of emergency.

### **NCEA / Manaiakalani Data**

Principal outlined that the results for 2023 are appalling. He has drilled down into the results. A lengthy discussion was had.

Some of the reasons results were low included

- Students fell over in literacy subjects
- Six period timetable not fit for purpose
- Too many wananga classes meaning students missed out on learning time with alot of these classes being unstructured.
- Tracking of student achievement poor
- Multiple Deans spread over multiple year levels
- No single person in charge of tracking student achievement. No mark book and tracking in place. (has been rectified)
- Students being absent from school - if not at school cannot learn
- Limited senior subject selection
- External examinations - students did not show or only stayed for 40 minutes

The Principal is or has addressed issues raised with the SLT.

MOE have been approached and Steve Rees has been appointed to work with the school on truancy, literacy and

Iain/Sandra

<p>Numeracy. Whaea Jude is also carrying out some home visits as the Whanau support officer.</p> <p>Noted PATS are being carried out in Science, Reading comprehension and Mathematics.</p> <p>Our cluster schools have jointly received 350 hours of PLD with literacy and numeracy being top of the list.</p> <p>ESOL - 176 students. ESOL is being restructured.</p> <p>Marking of students work - a Board member queried the amount of time that it takes to mark work. The Principal outlined why this may occur i.e. Arts and English may have delays as they can be portfolio based, but there should not be delays with other subjects for example Mathematics.</p> <p>External exams - are we wanting all students to sit exams - it is on a case by case basis.</p> <p>Derived Grade Exams - all students will stay for the whole exam - these exams are critical in case a student is unable to sit the final end of year NZQA exams.</p> <p>New Literacy/Numeracy NCEA standards - question asked if a student failed literacy in 2023 they will be in the new system, but unsure if they have passed the numeracy standards will these be counted or need to redo everything. Principal has asked NZQA for clarification.</p> <p>As a Board it is important that each student is achieving, are we offering the right subjects. With a bigger roll we will be able to offer more subjects.</p> <p>Question was asked if students would be better to be at school during exam leave. This will be discussed further in term 2 with the SLT. Felt our students do not have the skills and techniques for sitting exams.</p> <p>Maori and Pasifika results are low but their attendance stats are also lower than other ethnicities. This is all being addressed with the new deaning system in place in an attempt to address attendance.</p> <p>The Principal also noted that we will be celebrating the academic success of our high achievers at a special assembly in term 1.</p>	<p><b>Iain</b></p>
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	<p><b>Strategic Plan Annual Plan Links</b>  <b>#1 - Attendance, #2 - Progress Numeracy/Literacy,#3 - School/Community</b></p> <p><b>Motion: Moved R Jackson      Seconded S Evans</b>  <i>That the the Board approve the Strategic Plan for implementation this year.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>School Days</b>  The Principal advised the school will be open for 380 half days in 2024.</p> <p><b>Motion: Moved I Murray      Seconded L Callard</b>  <i>That the Principal's report be received.</i></p> <p style="text-align: right;"><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 <b>Dashboard.</b></b></p> <ul style="list-style-type: none"> <li>● Policies being reviewed this term - Governance and Management, Parents and Whānau, and Documentation and Self-Review</li> <li>● Assurance Statements - in place and in operation.</li> </ul> <p><b>4.3 50th Jubilee - ongoing</b></p>	
<p><b>5</b> <b>5.1</b></p>	<p><b>Monitoring</b>  <b>Finance Minutes - no meeting held</b>  <b>Financial Reports - no reports</b></p>	
<p><b>5</b> <b>5.2</b>  <b>5.3</b></p>	<p><b>Monitoring</b>  <b>Health and Safety Meeting - no meeting held</b></p> <p><b>EOTC Schedule Link</b>  <b>Motion: Moved L Mulrine      Seconded L Callard</b>  <i>That the Board approves the list of items in principle and the Principal to ensure all the documentation is in place with the Board carrying out a random audit.      <b>Carried</b></i></p> <p>Board approval is required for international trips, overnight, water, heights trips, sporting trips.  Dates have not been issued for the tournaments and Kana will provide these and will be added to the schedule and approved in principle.</p>	
<p><b>6</b></p>	<p><b>Previous Minutes</b>  <b>Minutes of meeting held 4 December 2023</b>  <b>Motion: Moved R Jackson      Seconded I Murray</b>  <i>That the minutes of the meeting held 4 December 2023</i></p>	

	<p><i>be approved as a true and correct record.</i></p> <p style="text-align: right;"><b>Carried</b></p>	
<b>7</b>	<p><b>Matters Arising</b> All covered.</p>	
<b>8</b>	<p><b>Correspondence</b> <b>Inwards -</b></p> <ul style="list-style-type: none"> <li>● NZSTA News</li> <li>● Thank you email - J Bykerk</li> <li>● OIA - A Joe</li> <li>● CES Newsletter</li> </ul> <p><b>Outwards -</b></p> <ul style="list-style-type: none"> <li>● Leave requests as discussed in PE Session</li> <li>● OIA - pastoral information has been couriered.</li> </ul>	
<b>9</b>	<p><b>Public Excluded Session – In 7.30pm Out 7.40pm</b> <b>Motion: Moved Presiding Member</b> <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></p> <ul style="list-style-type: none"> <li>● 6.00pm Monday 4 March 2024</li> </ul> <p><b>Important Dates</b></p>	
<b>11</b>	<p><b>Agenda items for next meeting -</b></p> <p>2024 Meeting Dates - meetings commence 6.00pm (Monday meetings unless noted)</p> <p>4 March 8 April 6 May <b>27 May - google meet (tbc)</b> <b>1 July - google meet</b> <b>5 August - google meet</b> 2 September 23 September 11 November 2 December</p>	

12	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>NZSTA Conference - flights and accommodation all booked. Any changes please let Kaye know. Registrations will be out soon. Mrs Mulrine advised she would not be attending. Student Rep not attending.</li> </ul>	

**APPROVE** .....  
**PRESIDING MEMBER HORNBY HIGH SCHOOL 4 March 2024**