



HORNBY HIGH SCHOOL

Board of Trustees

MINUTES OF MEETING HELD ON

Date: Monday 8 April 2024

Time: 6.00pm

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

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

Karakia - All Board members

The Presiding Member welcomed everyone to the meeting.

24/7 Youth Workers 6.30pm

		Action
1	Apology: Lana Mulrine	
2	Declarations of Interest - <ul style="list-style-type: none">• 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 and Secondary Principal's Council.	
3	Strategic Decisions Nil	
4.	Strategic Discussions	
4.1	Principal's Report (taken as read)	

Curriculum

NCEA

2.5% increase in results over levels 1 and 2 as a result of intensive support for some students who did not pass level 1 and 2.

Health and Safety

NZCER

Recent research out of NZCER dated 28 March based on the OECD looking at behaviour. The data showed that NZ behaviour is one of the worst in maths in the OECD. No pathways have been offered forward. The effectiveness of the attendance service is the next research that will be carried out.

Property and Finance

Cebus Buildings

Piling work will commence in these school holidays.

Attendance

It was noted that Asian students are now the dominant group at Hornby High School.

Attendance is identical to last month.

Roll Numbers 944.

Staffing entitlement figures

Government has announced we have 90,000 more students in NZ schools this year. 17,500 students are ESOL and the Ministry thinks this is understated by about 15%.

The staffing entitlement has not been received which is attached to provisionally registered teachers therefore we are having challenges to balance bank staffing. The ops grant doesn't reflect the correct number of students but will be correct in July ops grant.

Technology Department

This is an internal restructure. Principal currently working with staff. No need for Board to be involved.

Reporting

The attendance report is emailed out every fortnight to families. The wānanga teacher will ring the family with attendance concerns. The Deans have conversations with one of the SLT members who is responsible for that particular year group to discuss any concerns.

Iain

<p>4.2</p>	<p>Other reporting is by subject area including a written narrative on where a student is at with i.e. NCEA, PAT etc. This occurs twice a year. Suggested getting feedback on the reports. Question was asked if there is an increase in workload for the teachers with the new reporting structure. Staff rep advised that once a teacher gets used to the reporting it will be easy.</p> <p>Our Promise to new Teachers Our Board is committed to supporting new teachers. We have a MoU with the various universities and interns.</p> <p>Motion: Moved I Murray Seconded R Jackson <i>That the Principal's report be received.</i> Carried</p> <p>24/7 Youth Workers Emma, Ben and Vicky introduced themselves. Their purpose is to connect and support students with a different adult voice and connect students with things that may help them develop. Sports is a good way to connect with the young people and build up their trust.</p> <p>The question was asked if the youth workers are seeing anything different with no cellphones in the school. Ben said that the kids are loving not having the cellphones and see it as positive. Students have taken to the decision well and started the year right. More people are actually talking to one another and playing more activities. Pleasing to note staff are exemplifying the new rules. Teachers do recommend students talk to the youth workers. They have also set up the Wycla After School Club Tuesday, Wednesday and Thursday. It is a good way to identify a social connection. It is open to any students from years 7-13 to attend. At any given time there can be 12+ students attend.</p> <p>With regards privacy the youth workers are protected. They catch up with the school counsellors every couple of weeks.</p> <p>Emma said the need has increased, her forte is with the sport side of things, Vicky loves attending the camps and school trips. Ben is involved with the year 7 / 8 students.</p> <p>Vicky and Ben are employed by the CDN Trust. They run the school camps for year 7 and 8 kids across Canterbury.</p> <p>School Docs - www.school.docs.co.nz - click Dashboard.</p>	<p>Iain/Kaye</p>
-------------------	--	-------------------------

	<ul style="list-style-type: none"> • Policies being reviewed this term - Governance and Management, Parents and Whānau, and Documentation and Self-Review <p>We will remain with School Docs for a further year. The biggest concern is the merger of policies and procedures together and who is responsible for what i.e governance or management. The Principal advised that at a Principals Association meeting a law firm had addressed the Principals advising their concerns with School Docs. If we have the ability to keep it updated then we may take it inhouse.</p>	
<p>4.3</p>	<p>50th Jubilee - A further meeting has been held and progress made.</p>	
<p>5 5.1</p>	<p>Monitoring Finance Minutes - 26 March 2024</p> <p>Motion: Moved I Murray Seconded L Callard <i>That the Minutes of the Finance meeting dated 26 March 2024 be taken as read.</i> Carried</p> <p>Roof of Old Gym Painters came in to paint the roof. After a downpour it was found it leaked. The roofer said he can carry out repairs at a cost of approx \$3696 but it actually needs replacing. Question asked if we fund it ourselves for the repair or use next 5YA allocation under weather tightness. The Board felt this was the preferable option. Executive Officer to have gone back to the people who did the job originally.</p> <p>Financial Reports (taken as read) The accounts have been prepared and with the Auditor now.</p> <p>Funding Application Motion: Moved S Evans Seconded R Jackson <i>That the funding application to Kiwi Gaming Foundation for funding 10 ipads and cases for the special needs students to use in their subject areas at a price of \$9104.53.</i> Carried</p> <p>Two quotes received: Cyclone - \$9639.76 including GST - please note that this is including a 3 year extended warranty. PB Tech - \$9104.53 including GST</p> <p>It was noted that because we are with AOG, our preferred</p>	

	<p>supplier is PB Tech.</p> <p>The Board would like to see the spreadsheet to see what grants are applied for.</p>	<p>Iain</p>
<p>5 5.1</p>	<p>Monitoring Health and Safety Meeting - 18 March 2024</p> <p>Motion: Moved S Evans Seconded R Jackson <i>That the minutes of the Health and Safety meeting held on 18 March 2024 be taken as read.</i> Carried</p> <p>Worksafe Audit Four different worksafe lists have come in. The Dowelling Machine and Band saw are uneconomical to bring up to safety standards in terms of guards.</p> <p>SDS Information Sheets Chemicals held within the wood and metal areas met criteria.</p> <p>The Chemistry lab has been looked at as well.</p> <p>A six monthly check to be carried out to look at SDS information sheets, lock out procedures etc. We will need to identify an independent person to come in on an annual basis. This has not been budgeted for.</p> <p>Incidents Question around reporting in GOSH. Noted it is only as good as the information received and entered. A reminder to staff that everything is to go in GOSH.</p> <p>Work Plan Kaye to add to the work plan EOTC documents.</p> <p>EOTC Schedule Link Wayfinding for Life trip 15 May 2024 The Principal approves in principle the Wayfinding for Life trip in Lyttelton Harbour 15 May 2024 with the appropriate paperwork in due course.</p>	<p>Iain/Sandra</p> <p>Liisa</p> <p>Kaye</p>
<p>6</p>	<p>Previous Minutes Minutes of meeting held 12 February 2024 Motion: Moved I Murray Seconded S Evans <i>That the minutes of the meeting held 12 February 2024 be</i></p>	

	<i>approved as a true and correct record.</i>	Carried	
7	Matters Arising All actioned		
8	Correspondence Inwards CES Financial Services and what they can offer, PPTA Paid Union Meetings May 2024 Outwards - nil		
9	Public Excluded Session – In 7.44pm Out 8.04pm Motion: Moved Presiding Member <i>That the Board moves into Public Excluded Session to discuss students and staffing.</i>	Carried	
10	Meeting Closure - 8.15 pm Date and Time of next meeting <ul style="list-style-type: none"> 6.00 pm Monday 6 May 2024 Important Dates		
11	Agenda items for next meeting - 2024 Meeting Dates - meetings commence 6.00 pm (Monday meetings unless noted) 6 May Tuesday 4 June - google meet 1 July - google meet 5 August - google meet 2 September 23 September 11 November 2 December		
12	Other Business NZSTA Conference - thanks to everyone for their conference selections.		

APPROVE
PRESIDING MEMBER HORNBY HIGH SCHOOL 6 May 2024