



# HORNBY HIGH SCHOOL

## Board of Trustees

### MINUTES OF MEETING HELD ON

**Date:** Monday 6 May 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), Mrs L Mulrine (Parent Trustee), Mr EJ Coffin (Student Trustee)

**In Attendance:** Mrs J Bykerk

Karakia - All Board members

The Presiding Member welcomed everyone to the meeting.

		Action
1	<b>Apology:</b>	
2	<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 Presbyterian Support Services and Secondary Principal's Council.</li></ul>	
3	<b>Strategic Decisions</b> <b>3.1 NZSTA AGM 2024</b> <b>Motion: Moved L Mulrine    Seconded R Jackson</b> <i>That Penny Devine be our nominated Board member to vote and speak on behalf of the Hornby High School</i>	

	<p><i>Board of Trustees allowing her to vote as she sees fit on any remit.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>3.2 Returning Officer Student Elections</b>  <b>Motion: Moved R Jackson      Seconded I Murray</b>  That the Board nominates Joanne Bykerk to be Returning Officer for the 2024 student elections.</p> <p style="text-align: right;"><b>Carried</b></p>	<p><b>Letter</b>  <b>Joanne</b></p>
<p><b>4.</b></p> <p><b>4.1</b></p>	<p><b>Strategic Discussions</b></p> <p><b>Principal's Report (taken as read)</b></p> <p><b>Administration</b></p> <p><b>MOE Restructuring</b>  Restructuring is occurring across the MOE with staff currently losing momentum This is having a ripple effect across the sector. Currently the two AE MOE staff have been made redundant.</p> <p>Since last year the MOE has been pushing high-needs students into mainstream schooling. We have had a number of students directed to us - we do not have adequate expertise, funding, resources or specialist facilities to cater for their high needs.</p> <p><b>Curriculum</b>  NCEA Accord Day - we will work with our own staff or other schools as there will be no support from MOE.</p> <p>ESOL - Special Needs. Some changes have been made in this area i.e. additional teacher aides. Kiesha and Simon will present at the next board meeting with paperwork being circulated prior.</p> <p>Fortnightly Reports  Will be sent out next Friday for whole of school. There had been a technical issue with N4L, who had decided that because there were bulk emails being sent they were spam. Kamar now will be sending them out at a cost of \$5 per week.</p> <p><b>Health and Safety</b>  A range of chemicals that should not be on site have been identified to be removed. People are on site to do the disposal at a cost of approximately \$2-3000. This is an unforeseen expense.</p>	

	<p><b>Human Resources</b> The Assistant Principal interviews will be conducted Wednesday 8 May. 19 applications were received, all of very high calibre.</p> <p><b>Property &amp; Finance</b> 10 year property plan to 5YA and implementation The Principal outlined the process. The Project Manager runs the projects on our behalf. We hold the money and pay the contractors. When the funds hit the account we invest.</p> <p><b>Attendance</b> Principal outlined the graph. Attendance is slightly down. The Government had asked ERO to work with a selection of schools on how they manage attendance. We have been selected by ERO to work with them.</p> <p><b>EOTC Application</b> Would like to see the date the application is submitted being added to the spreadsheet.</p> <p><b>Motion: Moved I Murray      Seconded R Jackson</b> <i>That the Board approve the NZ rugby league tournament in Auckland in principle subject to the usual requirements.</i> <b>Carried</b></p> <p><b>Motion: Moved I Murray      Seconded S Evans</b> <i>That the Principals 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 <b>Dashboard</b>.</b></p> <ul style="list-style-type: none"> <li>• Policies being reviewed this term - Employer Responsibility</li> </ul> <p>Kaye will work with Iain on the changes. Still important for all Board members to read the documents.</p> <p><b>4.3 50th Jubilee -</b> A further meeting has been held and progressing nicely. Great to have Mr Rogers on board.</p> <p><b>4.4 Annual Plan A, B, C</b> No changes</p>	<b>Iain</b>
<p><b>5</b> <b>5.1</b></p>	<p><b>Monitoring</b> <b>Finance Minutes - 30 April 2024</b> Thanks to Penny for doing the minutes.</p>	

	<p><b>Motion: Moved I Murray    Seconded L Callard</b>  <i>That the Minutes of the Finance meeting dated 30 April 2024 be taken as read.</i> <b>Carried</b></p> <p><b>Fundraising</b>  Question was asked if there was a spreadsheet from the past few years to see where we have applied to. There is a list on the Internal Affairs website but they don't include Canterbury much. Sandra will have a spreadsheet.</p> <p><b>Funding Application</b>  <b>Motion: Moved I Murray    Seconded R Jackson</b>  <i>That the funding application to One Foundation for \$10,079.65 for a full sports kit for our tournament teams be approved by the Board.</i> <b>Carried</b></p> <p>Two quotes received:  Canterbury Sports Wholesale \$10,079.65 exc GST  XCM Group Ltd \$10,191.00 exc GST  Preferred supplier is Canterbury Sports Wholesale as they already have our design and they support Canterbury Secondary School Sports.</p> <p>Kiwi Gaming Foundation application has been submitted.</p>	<p><b>Sandra</b></p>
<p><b>5</b> <b>5.1</b></p>	<p><b>Monitoring</b>  <b>Health and Safety Meeting - 29 April 2024</b></p> <p><b>Motion: Moved S Evans    Seconded L Callard</b>  <i>That the minutes of the Health and Safety meeting held on 29 April 2024 be taken as read.</i> <b>Carried</b></p> <p><b>Waterloo Road Drop Off</b>  The areas to cross are not a zebra crossing. According to the Council this was a temporary measure and will be readdressed if we have issues. Sandra has contacted the Council and any close calls are to be recorded by all staff in GOSH. The Council have sent some staff down to have a look. The best solution would be to have a zebra crossing. All staff to be vigilant when on duty. The Principal has also spoken to the Council.</p> <p><b>Capital Expenditure - Dowelling Machine</b>  <b>Motion: Moved I Murray    Seconded S Evans</b>  <i>That the Board approves the purchase of the dowelling machine at approximately \$6800 and lease computers over three years.</i> <b>Carried</b></p>	<p><b>All staff</b></p> <p><b>Iain</b></p>



	<b>Tuesday 4 June - google meet</b> <b>1 July - google meet</b> <b>5 August - google meet</b> 2 September 23 September 11 November 2 December	
<b>12</b>	<b>Other Business</b> Board Planning Session Saturday 18 May 9am-12 midday	<b>Kaye to send out reminder</b>
<b>13</b>	<b>Karakia - led by Mr Murray</b>	

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