



# **HORNBY HIGH SCHOOL**

## **Board of Trustees**

### **By google meet**

#### **MINUTES OF MEETING HELD ON**

**Date:** Tuesday, 4 June 2024

**Time:** 6.00 pm

**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), Mr EJ Coffin (Student Trustee)

**In Attendance:** Mrs J Bykerk

Karakia - All Board members

The Presiding Member welcomed everyone to the meeting.

#### **Kiesha Cox and Simon Scott -6.45pm**

Noted: Rochelle Jackson has a conflict of interest regarding this presentation.

Want to acknowledge the amount of work Kiesha has done with this. A vision has been created for Learning Support.

One of the new portable classrooms will be set up for Learning Support, which has two classrooms. This will assist students with autism-specific learning needs, trauma, sensory issues, de-regulation needs and students who are not coping in the classrooms. It is not designed for students to be there all the time. For some of our students we may get a new enrolment with specific learning needs, and this will be the perfect place for a student to be supported and integrated into the school.

The hubs will be used by students with identified needs, as well as all students. Feedback from previous schools will be gathered for the transition.

Question asked if some work would be done with referrals felt this was completely different, and some students needed to just go to referrals.

With the hub, it is targeted so students have an option to regulate. We are trying to create an option for students - it is for students who may have a concussion and are not able to work and to come into one of the hubs for a short time. Our goal is to use the strategy and go back to the classroom. It is up to the students to take themselves to the hub, but this will be monitored, and there will perhaps be a hub

card. This could be tracked ie students having a certain teacher or certain classes.

If we feel students are not at the same level as ESOL learners, we can receive more funding and more support for them. We are currently looking at doing testing for year 7 students at feeder schools for ESOL students—this will give us really good data. Year 9 testing will be done at our school on the transition day. A foundation student needs 2000 words, which is not many.

Budgeting - it would be good to have an indication of numbers and budgeting requirements. Kiesha, Simon and Principal have had discussions around this.

Current dilemma - do we retest the ESOL students, but will it benefit students and staff? We can reapply for funding due 1 August. We have a mix of Hindi, Spanish, Filipino, Mandarin and Cantonese students. We must engage these students. Note that if they are competent in their verbal language, there could be other areas of concern, i.e., vocabulary comprehension. They need support to develop their English language. We now have more clarity about what is required in terms of ESOL. The Minister of Education is looking at making significant changes to immigration which will slow things down. We won't see the fast increases we have been seeing. Secondary teachers will have a fast track to get into NZ for residency. This is hard to predict with the change of Policy.

The Board thanked Simon and Kiesha for their informative presentation. They left the meeting at 7.20pm

		<b>Action</b>
<b>1</b>	<b>Apology: Mrs L Mulrine</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 is a trustee of GCSN and a board member of Presbyterian Support Services and Secondary Principal's Council.</li> </ul>	
<b>3</b>	<b>Strategic Decisions</b> Nil	
<b>4.</b>	<b>Strategic Discussions</b>	
<b>4.1</b>	<b>Principal's Report (taken as read)</b>	

## **Attendance and Referrals**

Of concern is the number of students arriving to school late. Pasifika and Maori students have lower attendance overall. Years 9 and 10 are the biggest areas of truancy. Winter months are more problematic, i.e. cold - students don't have warm uniforms, trends of students and parents travelling overseas for extended periods of time i.e. six weeks. Any student over 20 days away comes off the roll and will need to re-enrol. We hope these students are still in the zone when they come back. Deans are focussing on truancy and are very proactive. The "attendance surveys" funded by the Ministry are ineffective. They have employed additional attendance offices, and it will be a while before we see if they are effective.

Year 7/8 students attendance is the best. We have students in the senior school who do not turn up to school. The next step will be sending additional letters home to parents via KAMAR, followed by a phone call. If the families do not engage with the school, they will be referred to the Truancy Service for anyone under 16 years of age.

Referrals were looked at. Question asked if the referrals were from new people coming into the school. The Principal advised it is across the board. Years 9 and 10 have the highest rate of referrals across the school. We need to be looking at PB4L and restorative practices. Most referrals are from boys for disruptive behaviour in class, not learning ready, talking back to teachers, annoying others.

With the Ministry restructuring the Principal has received a telephone call to say all work around attendance has been canned. This is very disappointing.

ERO - the Principal has been asked to sit on the expert panel which also includes ERO, Police, Attendance Service.. They look at both primary and secondary terms of reference and is it effective or not and come up with solutions from other schools with best practice. The information obtained from schools will be sent to the Government to be considered for funding.

With regards the referrals is there any analysis on time, day, teacher (male or female). The Principal advised that The Referral Officer collects all that data. He said it is randomly across the day.



	<p>Two quotes received:  Cyclone \$32,380.0 exc GST  PB Tech \$33,583.96 exc GST  Preferred supplier is PB Tech as we are with AOG.</p> <p>These iMacs were approved for capital expenditure, but we are trying to source funding before we use our own money.</p> <p><b>Motion: Moved I Murray      Seconded S Evans</b>  <i>That an amendment to the original funding application to One Foundation for \$10,079.65 for a full sports kit for our tournament teams be approved by the Board, be amended to reflect the changes in uniform requirements based on feedback from the Trust with the new amount being applied for as \$4685.00.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p>Two quotes received:  Canterbury Sports Wholesale \$4,685.00 exc GST  XCM Group Ltd \$5,007.00 exc GST  Preferred supplier is Canterbury Sports Wholesale as they already have our design and they support Canterbury Secondary School Sports.</p>	
<p><b>5</b> <b>5.2</b></p>	<p><b>Monitoring</b>  <b>Health and Safety Meeting - 20 May 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 20 May 2024 be taken as read.</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Waterloo Road Drop Off</b>  There are still concerns with students crossing the road. The Council is looking at various options available and raising this with the local community board. They are looking at getting traffic engineers to carry out a review of traffic flows and peak flows. The challenging times are 30 minutes before school commences and 30 minutes after school closes. We have suggested looking at extra signage and removing some of the no-parking areas for better visibility and barriers that we would manage.</p> <p>Discussion ensued around the possibility of students doing another video like done in the past. Question asked if there was an opportunity for traffic learning within</p>	



	<p>right at the end of the cul de sac. It was advised this was Ministry land. If the neighbour wishes to purchase the land they must approach the Ministry. The Ministry may lease it or sell it to them which is costly.</p> <p><b>Outwards</b> - PE x 2 staff</p>	
<b>9</b>	<p><b>Public Excluded Session – In 7.28pm Out 7.30pm</b>  <b>Motion: Moved Presiding Member</b>  <i>That the Board moves into Public Excluded Session to approve minutes and discuss staffing. <b>Carried</b></i></p>	
<b>10</b>	<p><b>Meeting Closure</b> - 7.35pm</p> <p><b>Date and Time of next meeting</b></p> <ul style="list-style-type: none"> <li>6.00 pm Monday 1 July 2024 (google meet)</li> </ul> <p><b>Important Dates</b></p>	
<b>11</b>	<p><b>Agenda items for next meeting -</b>  Apology - Penny Devine (but may join)  2024 Meeting Dates - meetings commence 6.00 pm (Monday meetings unless noted)</p> <p><b>5 August - google meet</b>  2 September  23 September  11 November  2 December</p>	
<b>12</b>	<p><b>Other Business</b>  NZSTA Conference - Kaye outlined process for the flights and wished everyone a good informative time.</p>	
<b>13</b>	<p><b>Karakia - led by Mr Murray</b></p>	

**APPROVED** .....  
**PRESIDING MEMBER HORNBY HIGH SCHOOL 1 July 2024**