HORNBY HIGH SCHOOL
Board of Trustees
In the Board Room

MINUTES OF MEETING HELD ON

Date: Monday, 23 September 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 Representative), Mr EJ Coffin (Student Trustee)

In Attendance: Mrs J Bykerk

Karakia - All Board members

The Presiding Member welcomed everyone to the meeting.

		Action
1	**Apology: Nil**	
2	**Declarations of Interest -** ● Kaye Banks - Hornby High School Uniform Shop. ● Penny Devine - NZSTA Canterbury Regional Executive and Board of CES. ● Rochelle Jackson - Teacher Aide Hornby High School. ● Iain Murray is a trustee of GCSN and a board member of Presbyterian Support Services and Secondary Principal's Council.	
3	**Strategic Decisions** Recruitment of Board Member -next process The presiding member advised that no one has put forward their name, so no by-election will be held. After 1 October 2024, we do not have to fill the vacancy. We can	

	choose to have a self-selection process where we would advertise and select a person. They are not co-opted, and we do not have to select them. Discussion ensued. Next year, we will have a whole new cohort of year 7-8 parents, so we have decided to relook at the vacancy at the February meeting.	**Agenda item February Joanne**
4. **4.1**	**Strategic Discussions** **Principal's Report (taken as read)** Curriculum CAAs will not now be required as a pre-requisite for NCEA until 2026. A lot of pressure has been put on schools resourcing, time and staff. Funding will also increase to support the additional administrative work that schools have been required to complete. If you get the CAAs you must still get 80 credits for Level 1 NCEA. **Administration** MOE advises that based on the regulations, they will be working on an approval process for TODs, the day after Waitangi Day, etc. Until now, schools have chosen the days they have opened as long as they have been open for 380 half days. This cannot happen unless we have written approval from the Minister. This will be very time-consuming. We must apply for teacher-only days. If the Minister says we are going to have specific teacher only days for a specific purpose, that is ok. If we have lots of staff sick and we have to roster home under current legislation, we would still need to make a day up even if only half the school is affected. **Health and Safety** **Vaping** School is seeing an increase in vaping and substance abuse. The fire system will not pick up vaping. The Principal outlined a couple of systems that we will look at further to obtain costs. One system discussed can differentiate between cigarettes, vaping and marijuana and is tamper proof. It is connected to the internal system. Students are using the toilets for the wrong thing and causing congestion. The Health programme covers vaping and substances. Systems have effectively been used in other schools so will need to budget for such a system.	**Iain/Sandra**

	Human Resources Staff illness continues and is causing issues in terms of lack of relievers and continued pressure on the school budget. **Motion: Moved I Murray Seconded R Jackson** *That the Principal's report be received.* **Carried**	
4.2	**School Docs -** www.school.docs.co.nz - click **Dashboard.** ● Policies being reviewed this term - Employer Responsibility-Concerns and Complaints, Performance Management and Protected Disclosure.	
4.3	**50th Jubilee** Registrations are open. Quite a few have been received, with about ⅓ of those having paid.	
5 **5.1**	**Monitoring** **Finance Minutes - 17 September 2024** **Motion: Moved L Callard Seconded I Murray** *The minutes of the finance meeting dated 17 September 2024 be taken as read.* **Carried**	
5.1.1	**Financials** Working capital has reduced due to unforeseen circumstances i.e. staff illness. Schools have asked for assistance through SPANZ and SPC and been told we are funded in our operations grant for that. The Government will provide funding for a number of LATS to be processed and to have retired teachers return to cover sickness.	
5.1.2	**Funding Application -** **Motion**: **Moved L Callard Seconded R Jackson** *The Board approved a funding application to Hornby Workingmens Club for $18,860.50 incl GST, towards the 24/7 youth programme for 2025.* **Carried**	
5.1.3	**Staffing Entitlement Notice** Principal to provide for next Board meeting	**Principal**
5 **5.1**	**Monitoring** **Health and Safety Meeting - 19 August 2024** **Motion: Moved S Evans Seconded L Callard** *That the minutes of the Health and Safety meeting held*	

	on 29 August 2024 be taken as read. **Carried**	
6	**Previous Minutes** **Minutes of meeting held 2 September 2024** **Motion: Moved I Murray Seconded R Jackson** *That the minutes of the meeting held 5 August 2024 be approved as a true and correct record.* **Carried**	
7	**Matters Arising** All actioned.	
8	**Correspondence** **Inwards** ● NZSBA Special AGM timeline **Outwards** ● Response to NZSBA AGM to advise attending	
9	**Public Excluded Session – In 6.42pm Out 7.43pm** **Motion: Moved Presiding Member** *That the Board moves into Public Excluded Session to approve minutes and discuss staffing.* **Carried**	
10	**Meeting Closure -** 7.50pm **Date and Time of next meeting** ● 6.00 pm Monday 11 November **Important Dates** **Senior Prizegiving - 29 October 6.30pm** **Retirements - 12 December 5.30pm**	
11	**Agenda items for next meeting -** Apology - 11 November (Simon Evans) 2024 Meeting Dates - meetings commence 6.00 pm (Monday meetings unless noted) 11 November 2 December Tuesday 10 December 6.30pm- Thai Chef Board Dinner, Riccarton Road	

12	**Other Business**	
13	**Karakia - Principal**	

APPROVED .....

PRESIDING MEMBER HORNBY HIGH SCHOOL 11 November 2024