HORNBY HIGH SCHOOL
Board of Trustees
In the Board Room

MINUTES OF MEETING HELD ON

Date: Monday 2 December 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), Ms P Devine (Parent Trustee - google meet)), 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: Mr S Evans**	
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** School Credit Cards **Motion: Moved I Murray Seconded R Jackson** *That the Board approve cancelling Mrs Wheeler's school credit card.* **Carried**	

	Motion: Moved I Murray Seconded R Jackson *That the Board approve a school credit card for Mr M Vannoort with a value of $5000.* **Carried**	
4. **4.1**	**Strategic Discussions** **Principal's Report (taken as read)** **Administration** Attendance Attendance data has been released. There will be a complete restructure of the Attendance Service. There will be expectations from schools, community and parents moving forward. Hornby High School will start implementing in 2025 with robust systems to follow up on attendance and reward good attendance. This will be a work in progress over two years. Students do not get signed out of the system until the end of the year. Food in schools contract Contract has been signed and returned to the MOE. The school is working through finer details to fully understand the operational requirements with the change to an external provider. We need to log into the portal by 6 December to complete details of dietary requirements and student numbers. Enrolments 119 year 7 students to date with possibly another 10. Two or three year 8s and 35 year 9s with more to come. **Curriculum** NCEA ERO report shows NCEA level 1 not fit for purpose. There are three options being considered - drop level 1 altogether, continue with the current process and review and overhaul, then reimplement. The Principal advised that only 20% of students leave with Level 1 from Year 11. This figure is significantly lower in low decile/social economic areas and there was an equity issue. EOTC MOE and EONZ have completed a full review of best practices relating to trips and events. A number of changes need to be considered. We will be undertaking a full review through EONZ in term 1, 2025 and looking at strengthening our systems and processes that may be required. Schoolwide PLD will occur early in 2025. Penny will send out the link re EOTC. Principal and A Kane registered to receive updates.	**Penny**

	CAA Examinations Results have shown an increase. NZQA and the Ministry have agreed they will send back all the information to the students via their teachers on where they have fallen down or done well. Literacy and Numeracy for 2025 Structured literacy commencing for years 7,8,9, and 10 WST will be for next year CAA an unknown entity PATs around maths and can set targets. Feedback for why people do not pass - must be compared against other data. There are a number of students who can sit a different exam due to disability. Easttle can be used from years 3-12. It is broken down by strands i.e. measurement, statistics etc and each strand can be tested. Easttle is not a standards based assessment, it is a summative assessment. **Property and Finance** **2025 Budget** A meeting has been held with Solutions and Services with a number of items being added to the monthly dashboard. Hoping to have notes in the dashboard commentary for future meetings. Auditorium Quotes have been received. Quote asking for more than $200,000 that we had allocated. We have asked the Ministry for additional funding. This has been approved therefore a slight delay to the building. **Human Resources** **Appointments and Vacancies** English position - has been appointed. A candidate who was not successful has asked for information relating to our notes and referee reports. If it is information that we have that is of an evaluative nature we do not have to provide the information. **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-Finance and Asset Management Policy, Managing Income and Expenditure, Asset Management and Protection.	

	2025 will see the Board spending a little time reviewing the Policies together. Principal advised that next to a Policy there will be a link for Procedures. This will be a big improvement. **50th Jubilee** Registrations are open and being received. Weekly meetings have been set up for 2025 up until the reunion. Board members need to register to attend.	
4.3

	be approved as a true and correct record. **Carried**	
8	**Matters Arising** Nil	
9	**Correspondence** **Inwards** ● Deloittes - noted there was no mention of the fee. Need to check with EO on the fees for the auditor. The Ministry will pay the difference. ● Schooled (formerly CES) - letter of proposal to run the 2025 school and staff elections for next year based on the roll of 946 $8204. It is now an electronic system. Unsure how much Ministry pays. Principal to talk to Senior Advisor at MOE to see how much we are likely to get for both BOT and staff elections. **Outwards** ● Nil	**EO** **Principal**
10	**Public Excluded Session – In 7.20pm Out 8.00pm** **Motion: Moved Presiding Member** *That the Board moves into Public Excluded Session to approve minutes and discuss staffing.* **Carried**	
11	**Meeting Closure -** 8.06pm **Date and Time of next meeting** ● 2 December 2024 6pm **Important Dates** **Tuesday 10 December 6.30pm- Thai Chef Board Dinner, Riccarton Road** **Retirements - 12 December 5.30pm**	
12	**Agenda items for next meeting -** School Elections Vacancy on Board 2025 Meeting Dates - meetings commence 6.00 pm (Monday meetings unless noted) 17 February 3 March	

	7 April 9 June July (no BOT meeting but hold may be for HOD meetings 4 August 1 September 13 October 10 November 1 December	
13	**Other Business**	
14	**Karakia - Principal**	

APPROVED .....

PRESIDING MEMBER HORNBY HIGH SCHOOL 17 February 2025