1. Opening of Meeting (NKB) Karakia

1.1 Present and Apologies
Present – Deborah Heasman (DH), David Munro (DM), Tania McCorkindale (TM), Cara Pinnell (CP), Nicola Keen-Biggelaar (NKB), Daniel Wood (DW), Israil Foreman (IF), David Allen (DA)

In attendance - Leigh Harland (Board Secretary) (LH) Phil Spriggs (PS) Waratah Taogaga (WT) Alana Mill (AM)

Minutes taken by LH

There were no apologies.

1.2 Welcome visitors and explain procedures
Visitors Phil, Waratah, Alana

1.3 Declarations of Interest
LH declares Mother-in-Law is part of the Bible in Schools Programme.

1.4 Confirmation of Agenda
The agenda was confirmed. Mixed in order to accommodate WT and AM.

2. Presentations

2.1 Alana Mill – BYOD – Bring Your Own Device for 2020
AM introduces BYOD and provides an overview of this initiative. NKB confirms that required from the board at this stage apart from policy discussions.

2.2 Phil Spriggs and Waratah Taogaga – Roles and progress data
PS introduces Mid-year data.
Clarification of terms:
- Working towards – 1 or more years behind
- Working above – 1 or more years above current year.

Shift from National Standards has had an effect on how we look at data.

What are we doing to improve student achievement? There is a focus on RBL (relationship-based learning) PD around the work of Russell Bishop. Changing the narrative as educators to best meet the needs of our tamariki.
- Impact Coaches being trained to do classroom observations.
- Staff PD Meetings.
- Guiding Coalition group.

WT – introductions
‘Your ancestors sit on your shoulders, to ensure your keep your feet on the ground’.
Tiakimanawa – The Protective Heart.

WT provided an overview of Te Ao Māori at HPS. Each class has equivalent of one hour per week and lessons are matched with and based around inquiry. In addition, Junior and Senior Kapahaka, Pasifika (encompassing many ethnicities), Extension group Nga Mokopuna. Learner map conferences were offered in Tiakimanawa. School Karakia has rolled out to the whole school.

Aim High                     Arohia Ake
WT asked the board what we can do together to further lift the culture of school and Māori students. WT doesn’t expect the question to be answered, but asks that it’s at the forefront of further BOT decisions being made around the school.

7.43pm. AM and WT leave the meeting.

On behalf of the board, NKB thanks those that presented tonight.

3. Reports

3.1 Finance Report (All)
- August Report and Analysis of Variance
  DH confirms we are on target budget wise.

Moved: CP
Seconded: DA

3.2 Principal’s Report (DH)
Principal's report tabled. Questions and actions as follows:
  - Lindsay Howie’s resignation.
  - NKB would like Kim to be thanked for all the work she does around Ag Day and Paths.
    Action point - DH will ensure that her feedback to the board is passed onto Kim.
  - DW queries BOT Time log. DM queries if this is required by the auditor.
    Action point - DH to confirm this as part of our annuals.
  - DA queries ‘restraint’ data. PS confirms none of these details are identifying, however reports are being filed.

3.3 Health and Safety (DH)
Deborah spoke to key H&S issues.
  - Kowhai Awhina. Metal trim on stairs has been reported to MOE to rectify. This has now been completed.

3.4 Property Report (DH)
  - NKB confirms there will be a Property Sub-Committee.
  - DA to sound out if a known school contact is interested in being part of this Sub-Committee.
    DA happy to lead the process from the BOT.
    Action point - DA to report if nominated person is happy to take the role.
  - DA appointed to the Property Sub-Committee.

Moved: DA
Seconded: DW

4. Scheduled Reviews and Policies

4.1 Staff Performance Management
  - Protected Disclosure – Item 3. Policy to change to say ‘two staff members as protected disclosure recipients’.
  - Staff Performance Management - Item 6 relating item 7. DH confirms the feedback is reported to the board.
  - Equal Employment Opportunities – has been reworked by NKB and CP to improve wording of points 2 and 3. Now need procedure to go with the policy.
    Action point - DH to organise a procedure to be written.
  - Reporting to Parents. Reworked to say.... HPS will provide an ongoing Seesaw Portfolio for every child, which will include achievements across the Curriculum in ‘real time’ and summative assessments in Literacy and Mathematics.

Moved: TM
Seconded: DA

Aim High

Arohia Ake
5. Items for Discussion

5.1 Correspondence – in and out
   - Lindsay’s letter of resignation
   - NZSTA Constitution
   - STA News

Suggestion of BOT members taking turns to read STA News and Gazette and report anything of interest or note to the BOT’s attention.

5.2 NZSTA Governance training:
   - NKB confirmed that Alan Curtis will join us on the 7th November.
   - Strategy session being planned.
   - Action point – NKB to confirm dates asap.

5.3 PATHS update (CP)
   - CP refers to the playground report.
   - Treasurer has supplied PATHs regular costings.
   - Discussion around the anonymous loan offer. DH confirms it would need to be covered by a loan agreement.
   - BOT discussion regarding circulated playground agreement.
   - Action point - DA to view quote for playground with potential Property Sub-Committee member.
   - GST portion of playground agreement.
   - Action point - CP to check with Claire re implications of GST above $115K cost.

Resolution: The Board endorsed in principle proceeding with the Playground construction subject to oversight and recommendations on behalf of the Board through DA.

Moved and passed: NKB

5.4 Religious Education (DH)
   - MOE guidelines have been distributed. LaunchPad is the new name for current Bible in Schools programme.
   - DH recommends the BOT needs a better understanding of what happens on a classroom level.
   - Three options.
     - In school hours,
     - outside of school hours,
     - not at all.
   - BOT agrees to consult the local community about how they wish to proceed.
   - Possible need for a Sub-Committee to handle further progress on this.

6. Minutes of Previous Meeting

6.1 Confirmation of previous minutes
   Passed: NKB

6.2 Matters arising from the minutes / Action Points updates (All)
   - Financial Management Procedure to be reviewed.
     - Action point - NKB to approach Felicity Smith to assist with this.
   - Hautu Training for our board. Self-review tool.
     - Action point - NKB to check with Alan Curtis if this BOT should undertake this training.
   - AIMS – details provided on financial breakdown as requested.
7. Preparation of Next Meeting
   - Next meeting date: Thursday 7th November at 6.30pm

9.20pm - LH and PS leave the meeting during 5-minute break.

8. In Committee (closed to public)

Motion – At 9.25pm, NKB moves that the public be excluded from the following parts of the proceedings of this meeting, namely –
- Update from David Munro on Board correspondence
- Teachers’ Council
- Suspension meeting update
- Principal Appraisal update

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board correspondence</td>
<td>Protect privacy of people involved</td>
<td>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist</td>
</tr>
<tr>
<td>Teachers’ Council</td>
<td>Protect privacy of people involved</td>
<td>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist</td>
</tr>
<tr>
<td>Suspension meeting update</td>
<td>Protect privacy of teachers, student and whānau involved</td>
<td>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist</td>
</tr>
<tr>
<td>Principal Appraisal update</td>
<td>Protect privacy of Principal</td>
<td>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist</td>
</tr>
</tbody>
</table>

The Board came out of In-Committee at 10.03pm.

9. Closing of Meeting – Karakia

10.05 pm Meeting closed with a Karakia
     Next meeting – Thursday 7 November at 6.30pm

Signed: [Signature]
Chairperson
Dated: 7/11/2019