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-Bigge (NKB), Daniel Wood (DW), Israel Foreman (IF), David Allen (DA).

In attendance – John Issott (Temp. Board Secretary) (JI), Phil Sprigg (PS), Alan Curtis (AC) – NZSTA Governance Advisor (from 7.27pm)

Minutes taken by JI.

There were no apologies.

1.2 Welcome visitors and explain procedures
Visitors John, Phil, Alan.

1.3 Declarations of Interest
There were no new declarations of interest

1.4 Confirmation of Agenda
The agenda was confirmed.

2. In Committee (Closed to public). DH and PS left the meeting, AC had not arrived.

Motion – At 6:35pm, NKB moved that the public be excluded from the following parts of the proceedings of this meeting. Seconded by TM

Namely –
- 2.1 Confirmation of Previous minutes, to be handed out at meeting
- 2.2 Matters arising from the minutes / Action Points / updates (All)

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 Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of Previous minutes</td>
<td>Protect privacy of people involved 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>Matters arising from the minutes / Action Points / updates (All)</td>
<td>Protect privacy of people involved 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 7:25pm.

7:27pm DH, PS and AC joined the open meeting.

Aim High

Aroha Ake
3. Reports
3.1 Follow up from Strategic Planning Day.
The Board discussed the Strategic Planning Day, timelines for next steps and initial consideration of measuring outcomes.
It was agreed that the Strategic Plan would constitute the bulk of the next meeting (Dec 5th), with only essential matters dealt with first.

**ACTION POINT:** A sub-committee of DW, DH, PS and TM will work on the detail plan.

4. Reports
4.1 Finance Report (All)
- August and September Reports and Analysis of Variance
- DH: Everything on track. No variances, not previously reported.
- NKB asked that the report be accepted. Proposed by DH, Seconded by CP
- Scheduling of Finance Sub-Committee meeting

Membership agreed: DH, PS and Claire Colbert. It was also agreed that it would be valuable to have an independent board member on this sub-committee. IF & DW agreed to share this role, to ensure availability.

Agreed that this Sub-Committee will convene before the December board meeting to discuss the budget.

**ACTION POINT:** Convene meeting to discuss 2020 Budget before December board meeting

4.2 Principal’s Report (DH), was taken as read.
- The question of how a teacher should be addressed (Miss/Mr & Surname, first name or ethnic title.) was discussed with the ultimate decision left with Management.
- The proposed Attendance policy was approved by the Board. Proposed: DH seconded: DA
- PATHS: NKB proposed that Board Members rotate and attend PATHS meeting where possible to acknowledge their support of the school and provide two-way communication. TM agreed to attend next one, Monday 11/11/19.

**ACTION POINT:** CP: to allocate members.

The Principal’s Report was adopted. Proposed: TM Seconded: CP.

4.3 Health and Safety (DH)
Two accidents to students noted – both occurred during sports practice.

4.4 Property Report (DA)
- The Board agreed to confirm the co-option of Mr Mike Calder on to the Property Sub-Committee – effective immediately. Proposed: DA. Seconded DW
- Senior Playground: DA has met with the playground contractor.

**ACTION POINT:** DH & Clare will complete lodgement of application for Ministry consent. Wednesday 13/11/19
- Fencing: DH: The Company appears very good and thorough – all options asked for have been included in the plan. A note was made that funding for such projects does not expire.
- CP: Questioned if Heat pumps/ Air Conditioning can be funded – mention was made of ‘Grass Roots’.

The Property report was accepted.

5. Scheduled Reviews and Policies
5.1 Health and Safety Policy - The policy review was accepted with one change to point 2: DM: That the wording should read Committee and Officer, rather than representative.

**ACTION POINT:** DH to update Policy
6. Items for Discussion

6.1 Correspondence – in and out
- Copies of STA News and Gazette made available for board members
  
  Note from last minutes: Suggestion of BOT members taking turns to read STA News and Gazette and report anything of interest or note to the BOT’s attention.

6.2 Religious Education (DW)
DW had conducted a comprehensive and detailed review on behalf of the Board
In summary: Religion Education is a Board decision. It is not part of the curriculum.
Currently HPS is using ‘Launchpad’ as their religious education provider weekly, to year 4.
It is a human right to be allowed personal religious expression during school hours but except for specific schools, religious observance is not allowed during normal school hours. The exceptions being Christmas and certain Maori celebrations.
It was confirmed that the student enrolment form, every year, asks the question of the parents, if they wish their child to receive religious education.

DW, proposed:
A: That HPS ensure it is meeting its obligations – IE to Opt in or Opt out
B: That HPS confer and consult with parents, to determine their wishes.
C: That DW or other Board members attend ‘Launchpad’ sessions, to ascertain the quality of education
DH: Then asked for a curriculum to be made available to the Board.
The Board then agreed that HPS should opt-in. This is currently done during an enrolment interview and DH will know include dialogue as to what Launchpad is.
CP volunteered to attend the next ‘Launchpad’ classroom section on the following Friday.

6.3 Donations (DH)
- The Board discussed the donation scheme.
  The Board resolved to opt-in to the Government donation scheme of $150 per student.
  Proposed: DH Seconded: DA

6.4 Paths update (CP)
- CP: gave the Board an update on recent fundraising activity

6.5 Out of zone enrolments
- Current policy is to take the younger siblings only of current enrolled students. (approximately 25 enrolled at present). Children of staff members, who live OOO, are taken on a case by case basis.

It was agreed, by the Board, that for the year 2020, that a limit of 10 such siblings will be allowed into HPS, under the priority 2 regulations. Proposed: CP Seconded: DA

ACTION POINT: This policy and restriction be publicised, as soon as possible, in local papers, website etc.

6.6 Meeting Rules
- NKB, DA and DW have reviewed the Meeting Rules and proposed a change that states that two days’ notice in writing must be given to request speaking rights at meetings. Updated rules were tabled and NKB moved that they be adopted. These meeting rules will now be circulated to any visitors attending board meetings or to anyone seeking speaking opportunities at our board meetings.

6.7 Exit Interviews
- NKB: Asked that the HPS adopt the industry standard of exit interviews. She listed some of the questions for such an interview. She is happy to do them on behalf of the school and Board.

The Board agreed to adopt an exit interview process.

ACTION POINT: NKB to prepare the documentation.

7. Minutes of Previous Meeting

Aim High

Arohia Ake
7.1 Confirmation of previous minutes
Passed as a true record and signed by NKB

7.2 Matters arising from the minutes / Action Points updates (All)

8. Preparation of Next Meeting
   - Next meeting date: Thursday 5th December at 6.30pm

9. Closing of Meeting – Karakia

9:27 pm    Meeting closed with a Karakia
            Next meeting – Thursday 5 December at 6.30pm

Signed: .................................................. Chairperson
Dated: .................................

Aim High                                      Arohia Ake