

**Opaheke School Board of Trustees**  
**Meeting Monday 06 April 2009 at 7.30pm**  
**at Opaheke School, Tasman Drive, Papakura.**

<p><b>1. In Attendance</b></p> <p>1.1 <b>Present</b>  N Shaddick, A Kemp, M Capper, G Maclachlan, S Costello, M Wratt, G Williams, G Burge.</p>							
<p><b>2. Minutes</b></p> <p>Minutes of the trustees' meeting of 10 March 2009 previously distributed were confirmed and adopted. Neil signed them on behalf of the Board of Trustees as a true and accurate record.</p>							
<p><b>3. Election of Officers</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chairperson: Neil Shaddick</td> <td style="width: 50%;">Glennis/Grant</td> </tr> <tr> <td>Secretary: Alison Kemp</td> <td>Neil/ Sue</td> </tr> <tr> <td>Treasurer: Mike Capper</td> <td>Murray/Alison</td> </tr> </table> <p>Grant thanked for his work as Chairperson for the last two meetings while Neil was away.</p>	Chairperson: Neil Shaddick	Glennis/Grant	Secretary: Alison Kemp	Neil/ Sue	Treasurer: Mike Capper	Murray/Alison	
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<p><b>4. Matters Arising</b></p> <p><b>4.1 Property – Four Classroom Block</b>  Grant reported on this. List of contingencies discussed.</p> <p><b>4.2 Property – Playground Upgrade</b>  Agreed to accept quote from Park Services to upgrade playground.\$6832  Neil Sue</p> <p><b>4.3 Computer Issues</b>  Quotes to be sought for next meeting.</p> <p><b>4.4 Annual Plan</b>  Murray presented annual plan. Agreed to adopt plan with additions.</p>							
<p><b>5. Principal's Report</b></p> <p>Murray presented his report</p> <p><b>5.1 Burglary</b>  Burglary on 30 March at School. Principal to review security without compromising the operation of the school.</p> <p><b>5.2 PMP</b>  Report by Glennis on PMP programme. Letter of thanks to Lesley for all her work on PMP programme. Thanks to Glennis for all her work and effort in setting up this new programme.</p> <p><b>5.3 PAI Analysis of Year 3 Reading</b>  Murray presented report.</p> <p><b>5.4 School Vision</b>  Murray presented feedback from parents on School Vision.</p>							

<b>6. Financial Report</b> Mike presented the financial report which was adopted.			
<b>7. Correspondence</b>			
<b>7.1 Inwards Correspondence</b>			
<b>Date</b>	<b>Name</b>	<b>Description</b>	
09.03.09	NZ Education Gazette		
13.03.09	MOE	SDS1b	
18.03.09	MOE	Enrolment Scheme review	
18.03.09	NZEI	Employment relations education leave	
23.03.09	Ministry of Health	HPV immunisation update	
23.03.09	MOE	SDS3 form	
30.03.09	The Gate	Copy of letter sent to parents	
30.03.09	NZSTA	Resource Management Act changes	
01.04.09	NZSTA	Auckland Branch newsletter	
01.04.09	Walking School Bus forum	Wednesday 1 April 2008	
01.04.09	Red Socks Day		
01.04.09	MOE	Regional News	
Feb 09	STA	News	
06.04.09	Education Gazette		
07.03.09	Papakura Achievement Initiative	Report	
07.03.09	NZSTA	Impact of intro of rest breaks	
<b>7.2 Outwards Correspondence</b>			
16.03.09	Miss Patel	Confirmation of leave	
24.03.09	Andrew Wickers	Eligibility for School transport	
<b>7.3 Matters Arising</b> <b>7.3.1 Gateway Trust</b> Murray to contact Gateway Trust re arrangement to pick up pupils after school.			

<p><b>8. General Business</b></p> <p><b>8.1 PTA Report</b> Grant reported on this. Carnival excellent night. Letter of thanks to Marilyn for her appointment as Chairperson and organisation of Carnival. Letter of thanks for appointment to Grant Maclachlan – Treasurer, Paulette Taurima – Secretary, Clint Eastwood &amp; Shane Everett – Executive. Letter of thanks to Geraldine for all her work on PTA.</p> <p><b>8.2 ASB Pupil Banking</b> Agreed not to go ahead with ASB banking for pupils.</p> <p><b>8.3 Flu Injections</b> Agreed to reimburse flu injections for staff.</p> <p><b>8.4 Staff Morning Tea</b> Agreed to provide morning tea for staff on Wednesday morning.</p> <p><b>8.5 Health &amp; Safety Committee</b> Report on inspection of school. Nothing found.</p> <p><b>8.6 School Discipline Meeting</b> Grant and Sue reported on meeting attended.</p>	
<p><b>9. Meeting Closed</b> Meeting closed 10.40pm</p>	
<p><b>9. Next Meeting</b> Monday 11 May 2009 Monday 08 June 2009</p>	
<p>Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.</p> <p>Neil Shaddick Chairperson</p>	