

**Opaheke School Board of Trustees
Meeting Tuesday 06 December 2011 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.**

<p>Presentation by Literacy Leaders Brenda Marquet, Ruth Fairweather, Tricia Walker and Nikkie Laing spoke on the effects of PAI on teacher development and student achievement.</p>	
<p>1. In Attendance 1.1 Present G Maclachlan, M Gilmore, A Wickers, M Capper, D Honan, M Wratt, G Williams, G Burge.</p>	
<p>2. Minutes Minutes of the trustees' meeting of 08 November 2011 previously distributed were confirmed and adopted. Grant signed them on behalf of the Board of Trustees as a true and accurate record.</p>	
<p>3. Matters Arising from Minutes 3.1 Property Andrew reported on this. Quote for outstanding work to be accepted. Agreed to pay Consultus final payment 3.2 Website Options Graphic Designer required for header. Mike to look into options 3.3 International Students Murray reported on visit to Greenpark School, Tauranga, who have international students. Visit to another school planned. 3.4 Teaching and Support Staff Service Referred to next meeting.</p> <p>4. Principal's Report Murray presented his report which was accepted.</p> <p>4.1 Professional Development Report 2011 Murray presented his Professional Development report plus proposed Professional Development programme for 2012</p> <p>4.2 Opaheke School Annual Goals 2011 2011 report on annual goals accepted.</p> <p>4.3 School Charter: Board agreed to sign off School Charter and annual goals at February meeting.</p>	

5. Financial Report Mike presented his report. November accounts accepted. Draft budget accepted.			
6. Correspondence			
6.1 Inwards Correspondence			
Date	Name	Description	
	NZEI	Support Staff in Schools Collective Agreement	
31.10.11	MOE	Education Circ 2001/22 Annual Reports	
02.11.11	MOE	Ed Circ 2011/25 RTLB Fundholding Circular	
11.11.11	Allergy NZ	Allergy & Anaphylaxis Guidelines	
20.11.11	Gary Sweeney	RTLB Cluster 13	
21.11.11	NZ Education Gazette		
31.11.11	MOE	Property News	
05.12.11	MOE	Education Gazette	
05.12.11	PAI	Milestone Report and School Annual Plan 2012	
6.2 Incident Reports			
Nil			
6.3 Outwards Correspondence			
10.11.11	Kevin Chester	Thanks for Gala assistance	
6.4 Matters Arising Nil			

<p>7. General Business:</p> <p>7.1 PTA Report: Deborah reported on PTA meeting.</p> <p>7.2 Security over Holiday period: Agreed to accept 24 hour call out coverage plus on site checks three times per week over time Caretaker is on holiday.</p> <p>7.3 Knowledge Net: Agreed to go ahead with Software In-service Agreement for a two year period.</p> <p>7.4 Fund View: Online funding directory. Deborah to look into this.</p> <p>7.5 Eftpos: Agreed to trial Eftpos for one year.</p> <p>7.6 Coffee Machine: Price coffee machine for staffroom</p> <p>7.7 Staff Morning Tea: Thursday 15th December at 10am. Grant may attend.</p>					
<p>8. Meeting Closed Meeting closed 10.30pm</p>					
<p>9. Next Meeting</p> <table data-bbox="379 999 805 1075"> <tr> <td>Tuesday</td> <td>21 February 2012</td> </tr> <tr> <td>Tuesday</td> <td>13 March 2012</td> </tr> </table>	Tuesday	21 February 2012	Tuesday	13 March 2012	
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<p>Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.</p> <p>Grant Maclachlan Chairperson</p> <p>Date:</p>					