

**Opaheke School Board of Trustees
Meeting Tuesday 07 December 2010 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.**

6pm Meeting with Alison Davis re National Standards	
<p>1. In Attendance</p> <p>1.1 Present G Maclachlan, M Gilmore, M Capper, D Honan, A Wickers, M Wratt, G Williams, G Burge.</p> <p>1.2 Apologies Nil</p>	
<p>2. Minutes</p> <p>Minutes of the trustees' meeting of 16 November 2010 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</p> <p>3.1 Changing Room Upgrade Changing sheds now in use. Cover for ceiling fan may be required.</p> <p>3.2 Property Report Andrew reported on progress. Tenders have closed. Building committee to meet with contractor on site before contract is signed.</p> <p>3.3 IT Support Agreed to contract with Jeffrey Burke.</p> <p>3.4 Website Options Mike reported on this. Options to be sent to BOT.</p> <p>3.5 Power Brokerage Referred to next meeting</p> <p>3.6 Security Agreed to extend security contract with Safer Papakura over holiday period. 17.12.2010 to 17.01.2011.</p> <p>3.7 Cleaning Contract Quotes received. Agreed to continue with spotless with proviso quality control. Query hours.</p>	
<p>4. Principal's Report</p> <p>Murray presented his report</p> <p>4.1 Strategic Plan Agreed to Strategic Plan for 2011 – 2012</p> <p>4.2 School Development Plan Murray presented development plan. Agreed to this.</p> <p>4.3 Observation Survey Data Murray presented data from observation survey.</p> <p>4.4 PAI Annual Plan 2011 Murray presented PAI annual plan</p>	

5. Financial Report			
5.1 Monthly Report			
Report for 30 November 2010 received. Report adopted.			
6. Correspondence			
6.1 Inwards Correspondence			
Date	Name	Description	
16.11.10	Property Valuations	Valuation for Hall	
22.11.10	NZ Education Gazette		
22.11.10	Alana Cantley	Rainbow Reading Report 2010	
01.12.10	NZ School Trustees Ass	Union meeting	
06.12.10	NZ Education Gazette		
	MOE	Five year property agreement change	
	PAI	Annual Plan 2011	
6.2 Incident Reports			
16.11.10	Cindy Williams	Student R21 Laceration due to fall	
19.11.10	Nikkie Laing	Student R26 Fracture left arm due to fall.	
6.3 Outwards Correspondence			
	Nil		
6.4 Matters Arising			
Nil			

7. General Business	
7.1 PTA	
Grant reported on helpers evening held Monday 6 th December. First PTA meeting next year 21 February.	
7.2 Board Self Review	
Review to be sent to BOT.	
7.3 PAI	
Variation to Agreement: Project Co-ordination 2011 Variation to Agreement: PLD writing and reading Chairperson to sign off variation.	
7.4 Principal's Appraisal	
Principal's Appraisal has been carried out by Chairperson.	

<p>7.5 Read Together Programme Murray to look into establishing read together programme at Opaheke School. Teacher to be trained in this Parent Education programme.</p> <p>7.6 Celia Lashlie Murray to investigate having Celia Lashlie come to Opaheke School.</p> <p>7.7 Professional learning Report Murray tabled this report.</p> <p>7.8 Professional Development Goals for 2011 Murray presented this report which was approved.</p>	
<p>8. Meeting Closed Meeting closed 09.50 pm</p> <p>Met in committee</p>	
<p>9. Next Meeting Tuesday 22 February 2011</p>	
<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>	