

Opaheke School Board of Trustees
Meeting Tuesday 08 November 2011 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.

<p>1. In Attendance</p> <p>1.1 Present G Maclachlan, M Gilmore, A Wickers, M Wratt, G Williams, G Burge.</p> <p>1.2 Apologies M Capper, D Honan</p>	
<p>2. Minutes</p> <p>Minutes of the trustees' meeting of 20 September 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</p> <p>3.1 Property Andrew reported on this. Quote to be obtained for outstanding work on classrooms.</p> <p>3.2 Website Options Agreed to progress with Burge Family Service to set up website. Graphic Designer required for header.</p> <p>3.3 After School Care Murray to follow up on parent enquiry.</p> <p>3.4 Teaching and Support Staff Service Referred to next meeting.</p> <p>3.5 International Student Murray to visit another school.</p> <p>4. Principal's Report</p> <p>Murray presented his report which was accepted.</p> <p>4.1 Fully Registered Teacher Application: Agreed to fully register the following teachers who have completed their programme of advice and guidance. Miss Allison, Mr O'Connell, Miss Walker.</p> <p>4.2 Swimming Pool use over holiday period: Agreed to sell pool key to parents that have paid amenity @ \$35 per key.</p>	
<p>5. Financial Report</p> <p>October accounts were accepted.</p>	

6. Correspondence			
6.1 Inwards Correspondence			
Date	Name	Description	
02.08.11	MOE	School Cluster grouping RTLB 2012	
19.09.11	MOE	Circular 2011/23	
29.09.11	MOE	Tataiako: Cultural Competencies	
03.10.11	NZ Education Gazette		
20.10.11	Novopay	Access to payroll	
21.10.11	CMDHB	Deed of Lease Agreement TDU	
21.10.11	PJ Booth & Sons	Property maintenance	
3.11.11	S Smith	Thanks support towards degree	
03.11.11	MOE	Regional News #27	
03.11.11	NZSTA	Brochure & Subscription	
07.11.11	NZ Education Gazette		
07.11.11	NZSTA	Professional Development	
07.11.11	Jane Hamlin	Approval Year 8 Camp 2012	
6.2 Incident Reports			
Nil			
6.3 Outwards Correspondence			
23.09.11	Nicky Lundo-Nielsen	Thanks for netball Co-coordinator	
6.4 Matters Arising			
6.4.1 Year 8 Education Camp			
Agreed to Outdoor Education camp to be held at Camp Adair 2012.			
6.4.2 Novopay Access Authorisation:			
Principal and admin access agreed to.			

<p>7. General Business:</p> <p>7.1 PTA Report Mike G reported on PTA meeting 21 September. Next meeting 16 November. Agreed to give gift to Gala Co-coordinator</p> <p>7.2 Term Dates 2012: First day of school for pupils Wed 1st February.</p> <p>7.3 Touch: Mike G agreed to co-ordinate Touch teams for 2012.</p> <p>7.4 Ripper Rugby: Agreed to purchase two sets of Ripper Rugby gear.</p> <p>7.5 Staff reimbursement: reimbursement of internet and travel \$125 for full time staff.</p>	
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<p>8. Meeting Closed Meeting closed 11.10pm</p>							
<p>9. Next Meeting</p> <table> <tr> <td>Tuesday</td> <td>06 December 2011</td> </tr> <tr> <td>Tuesday</td> <td>21 February 2012</td> </tr> <tr> <td>Tuesday</td> <td>13 March 2012</td> </tr> </table>	Tuesday	06 December 2011	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>							