

**Opaheke School Board of Trustees**  
**Meeting Tuesday 08 December 2009 at 7.30pm**  
**at Opaheke School, Tasman Drive, Papakura.**

<p><b>1. In Attendance</b>  <b>1.1 Present</b>  N Shaddick, A Kemp, M Capper, G Maclachlan, S Costello, M Wratt, G Williams, G Burge.</p>			
<p><b>2. Minutes</b>  Minutes of the trustees' meeting of 17 November 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. Matters Arising from Minutes</b>  <b>3.1 Property – Electrical Upgrade</b>  Three quotes obtained for Electrical Upgrade. Agreed to go ahead with Shove Electrical quote \$10646. <span style="float: right;">Alison/Sue</span>  Letter of thanks to Brian Shove for his consultancy.  <b>3.2 Property – Classroom Modernisation</b>  Neil reported on requirements for classrooms. Roof needs to be checked before ceilings fixed. Suggested cabinetry in Rooms 1-12 be done at same time. All varnished wood to be painted white.  <b>3.3 Board Strategic Plan</b>  Alterations as discussed to be added to Strategic Plan and adopted. <span style="float: right;">Neil/ Murray</span></p>			
<p><b>4. Principal's Report</b>  Murray presented his report  <b>4.1 Professional Learning Report 2009</b>  Murray presented the report which was adopted. Approval of professional development goals for 2010. <span style="float: right;">Neil/Sue</span>  <b>4.2 National Standards</b>  Letter to NZSTA urging Minister of Education to review and consult on National Standards before implementation.</p>			
<p><b>5. Financial Report</b>  Mike presented the financial report which was adopted.</p>			
<p><b>6. Correspondence</b>  <b>6.1 Inwards Correspondence</b></p>			
<b>Date</b>	<b>Name</b>	<b>Description</b>	
10.11.09	Brian Shove	Requirements for electrical work at Opaheke School	
17.11.09	MOE	Security patrols – contract ending April 2010	

18.11.09	Shane Everett	Re PTA letter	
20.11.09	PDC	Mill Rd corridor information	
23.11.09	Various professors of Universities	Open letter to Minister of Education	
23.11.09	Coca-Cola CCA Amatil NZ	Voluntary Schools agreement	
23.11.09	NZ Education Gazette	Tukutuku Korero	
26.11.09	MOE	Email from First Security	
27.11.09	Minister of Ed Hon A Tolley	Nationals Standards Info pack	
27.11.09	MOE	Acknowledge SDS1	
30.11.09	NZSTA	Auckland branch report	
01.12.09	MOE	First Security	
07.12.09	NZ Education Gazette		
T4 09	MOE	Northern Network T4 newsletter	
07.12.09	Mansell Senior School	Technology timetable 2010	

## 6.2 Outwards Correspondence

23.11.09	Miss V Banks	Thanks you letter	
23.11.09	Mr J Stainton	Acknowledge letter	
23.11.09	Mr S Everett	Response	

## 6.3 Matters Arising

### 6.3.1 Security Patrols

Security patrols contract paid by Ministry of Education will end on 17 April 2010. Referred to next meeting. Quote from First Security received.

### 6.3.2 Letter from Parent

Letter and response discussed.

<p><b>7. General Business</b></p> <p><b>7.1 PTA Report</b> End year Tuesday 15 Dec. PTA/Staff/BOT/Helpers.</p> <p><b>7.2 Staff Morning Tea</b> Agreed to provide morning tea to staff Tuesday 15<sup>th</sup> December</p> <p><b>7.3 BOT Candidates for Election</b> Prospective candidates to be invited to Feb 23 meeting.</p>	
<p><b>7. Meeting Closed</b> Meeting closed 10.00pm</p>	

<b>Met in committee</b>	
<p><b>9. Next Meeting</b></p> <p>Tuesday      15 December 2009      Combined PTA/BOT/Staff/Helpers</p> <p>Tuesday      23 February 2009      Prospective candidates invited</p>	
<p>Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.</p> <p>Neil Shaddick Chairperson</p>	