

**Opaheke School Board of Trustees**  
**Meeting Tuesday 17 November 2009 at 7.30pm**  
**at Opaheke School, Tasman Drive, Papakura.**

<p><b>1. In Attendance</b>  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>  Minutes of the trustees' meeting of 20 October 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>  3.1 <b>Property</b>  Shade cover over junior playground now installed.  Classroom Modernisation – Glennis presented teacher's wish list for classrooms. Property Committee set up - Grant, Glennis, Murray, Neil, Kevin  Aim to start job Easter holidays 2010.</p>	
<p><b>4. Principal's Report</b>  Murray presented his report  4.1 <b>Board Strategic Plan</b> – referred to next meeting  4.2 <b>Returning Officer BOT Elections 2010</b>  Appointed G Burge Returning Officer  4.3 <b>Electrical Upgrade</b>  Quotes being obtained for Electrical Upgrade for classrooms. Specs set out by Electrical Consultant to BOT, B Shove.  4.4 <b>PAI</b>  Agreement with Ministry of Education signed by Chairperson for delivery of School Improvement Project, PAI. Opaheke School fund holder school.</p>	
<p><b>5. Financial Report</b>  Mike presented the financial report which was adopted.  5.1 <b>Budget 2010</b>  Agreed to adopt budget for 2010 Neil/Murray  5.2 <b>Amenity 2010</b>  Agreed to same as 2009.</p>	

<b>6. Correspondence</b>			
<b>6.1 Inwards Correspondence</b>			
<b>Date</b>	<b>Name</b>	<b>Description</b>	
26.10.09	MOE	Education Circular	
26.10.09	Tukutuku Korero	NZ Gazette	
	Papakura District Council	QV rating valuation	
29.10.09	Brian Shove	Electrical Engineer – inspection	
03.11.09	Brian Shove	Electrical Engineer – recommendations	
05.11.09	NZSTA	Subscription	
06.11.09	Auckland Regional Dental Service	School Dental clinic inspection	
09.11.09	MOE	SDS1a	
10.11.09	MOE	SDS1a	
	STA news	October	
09.11.09	NZ Education Gazette		
16.11.09	Mrs A Cantley	Thank you letter	
17.11.09	Viki Banks	Y8 camp application	
<b>6.2 Outwards Correspondence</b>			
22.10.09	Sylvia Smith	Thank you letter - library	
22.10.09	Lynda Pryor	Thank you letter - library	
22.10.09	Alana Cantley	Thank you presentation of team reviews	
28.10.09	Marilyn O'Hara	PTA matters	
<b>6.3 Matters Arising</b>			
<b>6.3.1 Y8 Camp 2010</b>			
Approval given for Y8 Camp at Camp Adair 9 – 12 February 2010.			

<p><b>7. General Business</b></p> <p><b>7.1 PTA Report</b> Grant reported on PTA Gala meeting. Organisation went well. Final amount \$8844. End year Tuesday 15 Dec. PTA/Staff/BOT/Helpers.</p> <p><b>7.3 Y7/8 Reading Review</b> Murray and Glennis presented the Year 7/8 PROBE Results</p>	
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<p><b>7. Meeting Closed</b> Meeting closed 9.50pm</p> <p><b>Met in committee</b></p>	
<p><b>9. Next Meeting</b> Tuesday 08 December 2009 Tuesday 15 December 2009 Combined PTA/BOT/Staff/Helpers</p>	
<p>Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.</p> <p>Neil Shaddick Chairperson</p>	