

Opaheke School Board of Trustees
Meeting Tuesday 18 August 2009 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.

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| <p>1. In Attendance 1.1 Present N Shaddick, A Kemp, M Capper, G Maclachlan, S Costello, M Wratt, G Williams, G Burge.</p> | |
| <p>2. Minutes Minutes of the trustees' meeting of 28 July 2009 previously distributed were confirmed and adopted. Neil signed them on behalf of the Board of Trustees as a true and accurate record.</p> | |

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| <p>3. Matters Arising</p> <p>3.1 Property Playground Plans for shade cover are now in to the Council. Ground cover to be finalised.</p> <p>3.2 School Lock Down Murray presented draft proposal for school lockdown procedures. Phones to be installed in new classroom block</p> | |
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| <p>4. Principal's Report Murray presented his report</p> <p>4.1 Personal Safety Training: Agreed to personal safety training for staff on Teacher Only Day 28 January 2010.</p> <p>4.2 Repaint Pool: Five quotes received for repainting swimming pool. Agreed to go ahead with Topcoat Specialists Coatings Ltd. Neil/ Sue</p> | |
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| <p>5. Financial Report Mike presented the financial report which was adopted.</p> | |
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| <p>6. Correspondence 6.1 Inwards Correspondence</p> | |
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| Date | Name | Description | |
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| | Opaheke School | Lockdown procedures | |
| | MOE | School Report: National Standards Timeline | |
| | MOE | Responding to Traumatic incidents | |
| 24.07.09 | MOE | Acknowledgement SDS2 | |

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| 30.07.09 | MOE | SDS3 | |
| 07.08.09 | BDO Spicers | Audit Fee proposal year end 09 – 11 | |
| 10.08.09 | Tukutuku Korero | NZ Education Gazette | |
| 12.08.09 | MP for East Coast | Launch of Kiwi sport | |
| 13.08.09 | MOE | Agreement transfer of salary unit to Blind & Low Vision Education | |
| 18.08.09 | MOE | Board Training | |
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| 6.2 Outwards Correspondence | | | |
| 03.08.09 | Miss Tamara Bolstad | Thanks for Kids for Kids Choir | |
| 03.08.09 | Mrs Nikkie Laing | Thanks for help installing new computers | |
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| <p>6.3 Matters Arising</p> <p>6.3.1 Audit Fee Proposal Agreed to Audit Fee proposal for years ending 31 Dec 2009 – 2011 pending comparison to other firms.</p> <p>6.3.2 Papakura Achievement Initiative Update: Currently being circulated around BOT. Letter of thanks to Alana for her presentation and work on the update.</p> | | | |

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| <p>7. General Business</p> <p>7.1 PTA Report Grant reported on PTA functions planned. Re suggestion of emailing newsletters: survey of parents showed only 15 responses wanting newsletters emailed.</p> <p>7.2 OZE Applications Agreed to advertise for out of zone applications. Applications open 14 Sept and close on 16 October.</p> <p>7.3 Letter of Thanks to Parents Agreed for Murray to put another note in the newsletter thanking parents for their efforts paying towards the extras for our school pupils.</p> <p>7.4 Netball Thanks to Wendy Beever for all he efforts towards the organisation of the Saturday Netball teams this year. Reimbursement of expenses to Wendy.</p> <p>7.5 Use of School Grounds Agreed to use of school grounds to football club on Saturday 22 August.</p> <p>7.6 Speeches Sue agreed to attend School Speech finals on Thursday 20 August, 7pm, on behalf of the BOT</p> | |
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| 8. Meeting Closed Meeting closed 9.00pm | |
| 9. Next Meeting Tuesday 15 September 2009 20 October 2009 17 November 2009 | |
| Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record. Neil Shaddick Chairperson | |