

Opaheke School Board of Trustees
Meeting Tuesday 21 February 2012 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 Capper, D Honan, M Wratt, G Williams, G Burge.</p>	
<p>2. Minutes</p> <p>Minutes of the trustees' meeting of 06 December 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. Most of the Touch Ups for the classrooms were finished during the holidays. Balance of \$1168.32 left from building project (this includes all retentions). There is a balance of \$107320 in 5 Year plan. Agreed to refurbish Rooms 15, 16 & 17. John Thrupp to be approached to set up specs. Quotes to be sought. New 5 year plan – Greenstone Group have person who does 5 yr plans. Quote to be obtained.</p> <p>3.2 Website Options Mike showed web site so far. Agreed to employ Todd Cantley as Graphic designer for web site.</p> <p>3.3 Teaching and Support Staff Service Agreed to pay all staff with service over 5 years \$75. Then further payments as staff get to 5yr increments. Advice on best way to implement this to be sought.</p> <p>3.4 International Students Meeting at Study Auckland 29 February 1.30 – 3.30. Murray, Grant, Andrew to attend.</p> <p>3.5 School Charter Murray reported on Annual Targets 2012 plus Strategic Plan 2012 – 2014. Agreed to add to 2012 Charter. Charter approved.</p> <p>3.6 Eftpos Cost for 3 year contract plus line \$42.50 per month. Survey of Parents conducted. Yes response 3, No response 9. Agreed not to proceed.</p> <p>3.7 Coffee Machine Prices to be sought for next meeting.</p>	
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<p>4. Principal's Report Murray presented his report which was accepted.</p> <p>4.1 Use of Pool over Holidays Over holiday period cleaning materials to be made available for those who oversee the pool area. Use of key system was reported to have been overused by some key holders.</p>			
<p>5. Financial Report Mike presented his report. Draft year end accounts as at 31 December 2011 accepted. Mike/Murray</p>			
<p>6. Correspondence 6.1 Inwards Correspondence</p>			
Date	Name	Description	
	T Beals	Enrichment evaluation 2011	
	PAI	Reading & Writing NZ Curriculum for Y9 Teachers & Leaders Milestone Report	
05.12.11	NZEI, NZPF, BTAC notice	Reporting recommendations for National Standards	
07.12.11	MOE	Application 59% funding Maths Paper Georgina Howell	
12.12.11	Rosehill College	Agreement funding Transport Network	
19.12.11	MOE	Annual Charter submissions	
19.01.12	Kidz First	Staff contact information	
19.01.12	MOE	Ballot dates OZE	
31.01.12	Vicky Mailei	Community Transport Co-coordinator	
31.01.12	RTLB Cluster	RTLB Newsletter	
07.02.12	NZ Education Gazette		
20.02.12	NZ Education gazette	Emergency preparedness included	
<p>6.2 Incident Reports</p>			
07.02.12	Admin Staff	R17 student, broken arm in junior playground	
<p>6.3 Outwards Correspondence</p>			
11.12.11	Cindy Williams	Thanks for service to school	
<p>6.4 Matters Arising 6.4.1 Rosehill Network Transport Funding This was signed.</p>			

<p>7. General Business: 7.1 PTA Report: Next meeting Wed 22 February. 7.2 School Hats: Agreed to allow non-school hats for up to one week with parent note. 7.3 BOT Chairperson: Grant to be reconfirmed as Board Chairperson Murray/Deborah</p>	
<p>8. Meeting Closed Meeting closed 9.30pm</p>	
<p>9. Next Meeting Tuesday 13 March 2012 Tuesday 03 April 2012</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>	