

Opaheke School Board of Trustees
Meeting Tuesday 23 August 2011 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.

<p>There was a presentation to the BOT and invited staff from 7 – 8pm outlining a school website concept. BOT will review and consider options in the next two weeks.</p> <p>Brenda Marquet presented her findings from ALEA Conference she attended in Melbourne on 7-10 July 2011. The conference was also attended by Dr Alison Davis (PAI) who also presented there. The speakers reinforced that the school is on the right track in its literacy and numeracy programmes and also offered insightful advice re: improvement ideas. Brenda also presented her findings to PAI team leaders.</p>	
<p>1. In Attendance</p> <p>1.1 Present G Maclachlan, M Gilmore, M Capper, D Honan, A Wickers, M Wratt, G Williams.</p> <p>1.2 Apologies G Burge</p>	
<p>2. Minutes</p> <p>Minutes of the trustees' meeting of 12 July 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 had discussions with liquidators, David Bowes (Project manager) & MOE following receivership of Bourke Construction. MOE recommended consulting Building Disputes Tribunal who advised retendering to finish job. Decision was made to use 2010 Developments Ltd with payment being made from retentions that the school was holding.</p> <p>Grant tabled Summary of Calculations from Bourke Construction. BOT acknowledges the time and effort Andrew and Grant have spent on recovering this situation.</p> <p>3.2 Website Options BOT discussed presentation and concept website offer. Logins and passwords will be provided so the concept website can be perused by BOT and school stakeholders. BOT will review options next meeting.</p> <p>3.3 IT Inventory Inventory table by Murray which lists working and non-working computers. We need to determine and prioritise what we will keep and how we will manage and budget for the replacement and rotation of older machines. Review next meeting.</p> <p>3.4 After School Care Murray to follow up on parent enquiry/ offer.</p> <p>3.5 Teaching and Support Staff Service A list has been compiled by Glenise which will be tabled and discussed next meeting.</p>	

<p>4. Principal's Report Murray presented his report.</p> <p>4.1 School Internet & Cyber Safety Policies Murray tabled school protocols for internet use and cyber safety. These have been issued to BOT for perusal and will be reviewed next meeting.</p> <p>4.2 School Report Format Some discussion on school report format which is presently being evacuated.</p>			
<p>5. Financial Report Mike presented July accounts which were accepted.</p>			
<p>6. Correspondence</p> <p>6.1 Inwards Correspondence</p>			
Date	Name	Description	
22.07.11	MOE	Education Circular 2011/17	
22.07.11	MOE	2011 Enrolment Scheme Review – no change	
25.07.11	NZ Education Gazette		
26.07.11	CMDHB	COHS/TDU Memorandum of Understanding x 3 to sign	
27.07.11	MOE	Attendance Matters Guidelines	
02.08.11	Brenda Marquet	Thanks for conference	
08.08.11	NZ Education Gazette		
08.08.11	Karen Edwards	Application for approval EOTC Camp Y6 students	
10.08.11	NZEI	Union meeting schedule 29 Aug – 16 Sept	
22.08.11	NZ Education Gazette		
<p>6.2 Incident Reports</p>			
14.07.11	Mitchell Willcocks	Fractured finger – caught in door	
<p>6.3 Outwards Correspondence</p>			
	Nil		
<p>6.4 Matters Arising Nil</p>			

<p>7. General Business:</p> <p>7.1 PTA Report Discussion re: inducting a PTA parent representative in evacuation processes and procedure as well as alarm procedure, pupil control, etc. Arrangements will be made for PTA Chairperson to liaise with school caretaker for induction.</p> <p>7.2 Out Zone Applications 2012 Glenise will place an advertisement for out of zone enrolments in Courier. Number of out of zone enrolments to be decided by Principal. Decision date 4 October.</p> <p>7.3 International Students Murray spoke to Anne Henwood who provided advice and suggestions at a college level re International Student programme. Murray also referred Glendowie Primary School website who have an existing International Student programme. If school is willing, Murray will have a meeting with Anne Henwood and also investigate a primary school equivalent to gain operational ideas and advice and report back to BOT.</p> <p>7.4 UNSW Science Results Murray presented results showing how Y4-8 Opaheke students compared with national medium.</p>	
<p>8. Meeting Closed Meeting closed</p>	
<p>9. Next Meeting Tuesday 20 September 2011</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>	