

**Opaheke School Board of Trustees Meeting**  
**Tuesday, 24 July 2012 at 7:30 pm**  
**at Opaheke School, Tasman Drive, Papakura**

Vanessa McFlinn & Glennis Williams presented their report from a Literacy Conference they attended in SYD prior to commencement of Board of Trustees meeting. The need for greater integration of IT elements in classroom learning environment was discussed.

**1. In Attendance**

<b>1.1</b>	<b>Present:</b> Grant Maclachlan    Andrew Wickers Murray Wratt        Glennis Williams Mike Capper         Mike Gilmore Deborah Honan*	<b>1.2</b>	<b>Apologies:</b> Glenise Burge *Deborah Honan departed prior to close of meeting
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**2. Minutes**

Minutes from Board of Trustees meeting on 19 June 2012 previously distributed, were confirmed and adopted. Grant signed them on behalf of Board of Trustees as a true and accurate record.

**3. Matters Arising from Previous Minutes**

		<b><u>Action</u></b>
<b>3.1</b>	<b>Property Report</b> Submitted by Murray. Work is being undertaken on Rooms 15, 16, 17 and neighbouring toilet block. Some discussion re: price/options on replacement classroom doors. Murray to investigate.	Murray Wratt
<b>3.1.1</b>	<b>SNUP</b> Andrew will investigate SNUP rollout information for school.	Andrew Wickers
<b>3.2</b>	<b>Website</b> Mike Capper presented new website which includes several improvements and enhancements. A data update is required to ensure the latest information is reflected before the website goes 'live'.	Mike Capper
<b>3.3</b>	<b>5-10 Year Property Plan</b> This was lodged with MOE prior to deadline. There was some discussion re: block roof conditions as identified in Greenstone Report. These repairs require prioritisation and attention.	Murray Wratt
<b>3.4</b>	<b>International Students</b> Murray and selected staff will visit Glendowie School on 7 <sup>th</sup> August to review their processes.	Murray Wratt

**4. Principals Report**

<b>4.1</b>	Murray presented his report which was accepted.	
<b>4.2</b>	<b>2013 School Year start/finish dates</b> Murray presented discussion document with start/finish date options as determined by local principals. Murray will advise principals at their next meeting re: our Board of Trustees start/finish date preference.	Murray Wratt

<b>4.3</b>	<b>Questionnaire</b> Murray presented a questionnaire re: Mid-Year Reports and Learning Conferences/3-Way Conferences. This questionnaire will be distributed to parents and caregivers tomorrow.	Murray Wratt
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## **5. Financial Report**

<b>5.1</b>	Mike Capper presented his report (June accounts) which was accepted.	
<b>5.2</b>	<b>Funding and Grant options</b> At this stage a letter has been drafted to First Sovereign Trust requesting funding for Data Short Throw projectors and tablets for the Junior School.	Murray Wratt/ Deborah Honan

## **6. Correspondence**

<b>6.1 Inwards Correspondence</b>		
<b>Date</b>	<b>Name</b>	<b>Description</b>
01 Jun 12	MOE	Education Circular 2012/01 Re: School enrolments
18 Jun 12	MOE	Collective Contracts bargaining
18 Jun 12	MOE	Education Circular 2012/06 Re: Industrial Relations
26 Jun 12	David Shearer, Labour Party	
11 Jul 12	Ian Levien	Papakura Brass successes
16 Jul 12	NZ Education Gazette	
16 Jul 12	BDO	Audit fee proposal 2012 – 2014
20 Jul 12	Office of the Auditor General	School Audit arrangements 2012 - 2014
Jul 12	ERO	Leaflets on Pacific learners & Transition to School
	Civil Defence/AKL Council	NZ Shakeout Earthquake Exercise
<b>6.2 Incident Reports</b>		
18 Jun 12	Room 26 student	Fracture to arm
19 Jun 12	Room 10 student	Fracture to arm
29 Jun 12	Room 4 student	Broken toe
<b>6.3 Outwards Correspondence</b>		
	Torque IP	School Infrastructure Survey

## **7. General Business**

<b>7.1</b>	<b>PTA Report</b> Deborah reported on July PTA meeting.
<b>7.2</b>	<b>Auditors</b> Grant signed on behalf of the Board of Trustees to continue using BDO to for audit duties in 2012 – 2014.

**Meeting Closed:** 10:20 pm

**Next Meeting:** Tuesday, 21 August 2012 at 7:30 pm

### **PTA Meetings Roster-Board of Trustees Representative:**

15 August	Grant Maclachlan
19 September	Mike Gilmore
17 October	Deborah Honan
21 November	Mike Capper

Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.

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Grant Maclachlan

**Chairperson**