

Opaheke School Board of Trustees
Meeting Wednesday 25 May 2010 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.

<p>Meeting between the outgoing and incoming Board members. Murray welcomed the new Board members.</p> <p>Outgoing members, Sue Costello, Alison Kemp and Neil Shaddick spoke on their time as Trustees.</p> <p>Murray thanked outgoing members for their work on Board of Trustees. Gift presented to each outgoing member.</p> <p>The outgoing members left at this time.</p>	
<p>Board met in committee to appoint officers</p> <p>Chairperson: Grant Maclachlan Secretary: Mike Gilmore Treasurer: Mike Capper Minute Secretary: Glenise Burge Property: Andrew Wickers Health & Safety: Deborah Honan Discipline sub committee: as need arises</p>	
<p>1. In Attendance 1.1 Present G Maclachlan, M Gilmore, M Capper, D Honan, A Wickers, M Wratt, G Williams, G Burge.</p>	
<p>2. Minutes Minutes of the trustees' meeting of 28 April 2010 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 3.1 Property Classroom Modernisation Grant reported on this. More quotes to be obtained for skylight coverings. Roof leaking in R2 to be repaired. Agreed to go ahead with tinting of windows. Accept quote from NU View \$1265.63 3.2 Security Patrols Murray to present quotes at next meeting. 3.3 School Boiler Boiler not on building check list. Boiler has been inspected. Awaiting report from Prime Pipework Ltd. Kevin to review procedures for Boiler. 3.4 Scholarship Fund Grant and Murray spoke on this. Andrew to look into the organisation of this.</p>	
<p>4. Principal's Report Murray presented his report</p>	

5. Financial Report			
5.1	Accounts for 30 April 2010 were presented by Mike		
5.2	Audit finalised and management letter received. Thanks to Glenise for her work on the accounts.		
6. Correspondence			
6.1 Inwards Correspondence			
Date	Name	Description	
30.04.10	MOE	Teacher & principal collective agreements	
03.05.10	Tim & Karen Courtney	Jehovah Witness bible class during school bible time	
03.05.10	NZ Education Gazette		
06.05.10	MOE	Circ 2010/08 Industrial Relations	
10.05.10	Techlink Communications	More related to College	
12.05.10	Counties Manukau District Health Board	Vision & Hearing screening changing to 4 yr olds not 5 yr olds	
12.05.10	NZEI	Education Aotearoa	
17.05.10	NZ Education Gazette		
21.05.10	BDO	Audit Management letter and accounts	
24.05.10	MOE	Effective Governance	
25.05.10	Counties Manukau DHB	Vision & Hearing screening	
6.2 Incident Reports			
04.05.10	Incident while playing soccer	Fractured left arm	
13.05.10	Tripped playing hockey	Broken wrist	
6.3 Outwards Correspondence			
29.04.10	G Maclachlan	Thanks PTA Treasurer	
29.04.10	P Taurimu	Thanks PTA Secretary	
29.04.10	J Campbell	Congrats PTA Secretary	
29.04.10	J Wickers	Congrats PTA Secretary	
29.04.10	C Fairweather	Congrats PTA Chairperson	
29.04.10	M O'Hara	Thanks PTA Chairperson	
29.04.10	V Karakia	Congrats PTA Treasurer	
17.05.10	Manukau District Health Board	Hearing & Vision Screening	

<p>6.4 Matters Arising</p> <p>6.4.1 Bible Study Request Agreed to decline application.</p> <p>6.4.2 Hearing & Vision Testing Testing changing from five year olds to four year olds. Murray sent a letter of reply. Andrew to enquire re testing.</p> <p>6.4.2 Letters Letters of thanks for standing for BOT to unsuccessful candidates</p>	
<p>7. General Business</p> <p>7.1 Board Responsibilities Murray spoke on confidentiality of Board meetings. Signatories of bank account – agreed to delete Neil Shaddick and add Grant Maclachlan. Board members invited to a ‘walk around the school’ Monday 31 May at 8.30am.</p> <p>7.2 PTA Report Murray reported on PTA meeting. Meeting went well. PTA funding a storyteller for Book Week.</p> <p>7.3 School Charter Charter to be sent out before next meeting.</p>	
<p>8. Meeting Closed Meeting closed 10.30 pm</p> <p>Met in committee</p>	
<p>9. Next Meeting</p> <p>Wednesday 9th June Monday 26 July Tuesday 24 August Tuesday 14 September</p>	
<p>Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.</p> <p>Grant Maclachlan Chairperson</p>	