

Opaheke School Board of Trustees
Meeting Tuesday 02 July 2013 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.

<p>1. In Attendance</p> <p>1.1 Present A Wickers, M Gilmore, M Morling, J Jury, P O'Halloran, M Wratt, G Williams, G Burge.</p>	
<p>2. Minutes</p> <p>Minutes of the trustees' meeting of 11 June 2013 previously distributed were confirmed and adopted. Andrew 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 Dental Clinic refurbishment now complete. Completion forms to be sent to MOE. Agreed to proceed with Evacuation path and concrete replacement. Application sent to MOE for 5YPP. Agreed to proceed with replacement Boiler roof and guttering. New projects to consider refurbishment of R19/20. Refurbishment of R13/14/18.</p> <p>3.2 School Counsellor Murray reported he had received code of ethics. Code of ethics and draft policy, 5.14 Student Guidance and Counselling to be sent to BOT via email. Reply by Monday 8 July. If all agreed trial term to be set up for Term Three.</p> <p>3.3 Community Survey Draft survey agreed to. Survey to be sent out to all oldest and only pupils in hard copy. Online version to be set up. Teacher Aides employed on Learning Conference evenings and Three Way Conferences to collect forms or help parents fill them out.</p> <p>4. Financial Report Mathew presented the June accounts (as at 28 June) which were accepted.</p> <p>4.1 Audit Report Audit report received. Discussion on comments.</p> <p>4.1 Annual Report Report distributed to BOT. Discussion on this document to next BOT meeting.</p> <p>5. Principal's Report Murray presented his report which was accepted.</p> <p>4.1 MOE 1 July Roll Returns Return accepted. Copy sent to MOE.</p> <p>4.2 BOT School Visit Tuesday 6 August, 8.15am. Feedback to staff re timeline for advert & job description for new Principal.</p>	

6. Correspondence			
6.1 Inwards Correspondence			
Date	Name	Description	
	Angela Futter	NZ Ass of Counsellors Code of Ethics	
	NZ Education Gazette		
14.06.13	BDO	Audit for yearend 31.12.2013	
01.07.13	NZ Education Gazette		
02.07.13	The Gate	Request for extension to end of T3 for after school programme	
02.07.13	Craft After School	Request to use Hall 1 day per week for after school craft programme	
02.07.13	MOE	Proposals for discussion. NZ Teachers Council	
6.2 Incident Reports			
Nil			
6.3 Outwards Correspondence			
12.06.13	SKIDS	Decline request for after school programme at school	
12.06.13	Nikkie Laing	Thanks for E-Learning Presentation	
6.4 Matters Arising			
6.4.1 Craft After School:			
Declined request for use of school premises.			
6.4.2 The Gate:			
Agreed to one further term for after school care at Opaheke School.			

<p>7. Health & Safety Jenn and Glennis did a safety check around the School. Jenn reported on this. Five Pole Pads required. Other items noted.</p> <p>8. Fundraising Patrick reported on fundraising applications that were available. Glennis to get priorities for fundraising items.</p> <p>9. General Business:</p> <p>9.1 PTA Report Jenn reported on meeting held 19 June. Raffle for play structure - \$5 per ticket. Movie Night 23 August. Night out at Kaiua 14 September.</p> <p>9.2 Out Zone Enrolments Applications open 5 August and close on 4 September.</p>	
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<p>8. Meeting Closed Meeting closed 10.13 pm</p>	
<p>9. Next Meeting</p> <p>Tuesday 13 August Tuesday 10 September Tuesday 22 October Tuesday 19 Nov Wednesday 04 December PTA/BOT/ Helpers evening Tuesday 10 December</p>	
<p>Signed on behalf of the Opaheke School Board of Trustees as a true and accurate record.</p> <p>Andrew Wickers Chairperson</p> <p>Date:</p>	