

**Opaheke School Board of Trustees  
Meeting Tuesday 13 May 2014 at 7.30pm  
at Opaheke School, Tasman Drive, Papakura.**

Acting Chairperson: Michael Gilmore	
<p><b>1. In Attendance</b></p> <p>1.1 <b>Present</b> Michael Gilmore, Mathew Morling, Jenn Jury, Patrick O’Halloran, Sean Valvoi, Glennis Williams, Glenise Burge.</p> <p>1.2 <b>Apologies</b> A Wickers</p>	
<p><b>2. Minutes</b> Minutes of the trustees’ meeting of 18 March 2014 previously distributed were confirmed and adopted. Michael signed them on behalf of the Board of Trustees as a true and accurate record.</p>	
<p><b>3. Matters Arising from Minutes</b></p> <p>3.1 <b>Property</b> R19/20 Upgrade – Sean reported on concepts for this. Next step to get in touch with a Builder to set up scope of works and options.</p> <p>3.2 <b>Maths Evening</b> To be held 19 June during Maths week</p> <p>3.3 <b>Pasifika Evening</b> To be held 28 May during Samoa week</p> <p>3.4 <b>Parent Survey</b> Parents requested maths evening and consultation.</p> <p><b>4. Financial Report</b> Mathew presented the Mar/Apr accounts which were accepted.</p> <p><b>5. Principal’s Report</b> Sean presented his report on Curriculum and student achievement. Report accepted.</p> <p><b>5.1 Assessment Report</b> Sean reported on this.</p> <p><b>5.2 SNUP</b> Sean reported on progress. Upgrade due to start 25 July. Extras – approx. \$13000 to add extra data points to classrooms. Cabling to Hall not included in Ministry costs as school owns 52% of Hall. Agreed to proceed with SNUP project. Quotes will be given on extra costs. All switches etc needed are to be funded by the school.</p> <p><b>6. Policy and Audit Review Schedule</b> Sean reported on the schedule for reviewing policies. Policy group – Sean, Glennis, Jenn, Patrick Meeting to be held 17 June 7pm to review Nag 5 policies. Policy on ‘Gifts and Entertainment to be included in this.</p>	

<b>7. Assurance Check</b> Board Assurance Statement Checklist – Section 1 – Board Administration Check list completed.			
<b>8. Correspondence</b> <b>6.1 Inwards Correspondence</b>			
<b>Date</b>	<b>Name</b>	<b>Description</b>	
17.03.14	NZEI	Employment Relations Education Leave	
24.03.14	NZ Education Gazette	Includes article on safety, sustainability, CV writing, mass psychogenic illness	
28.03.14	MOE	Charter & Achievement information received	
04.04.14	MOE	Funding approved for supplementary support in English programmes: Year 2 students	
10.04.14	Electoral Commission	2014 Elections 20 Sept 2014	
14.04.14	NZ Education Gazette	Includes Process of Writing	
01.05.14	MOE	Tertiary fees funding support Hannah Lendrum, Charlotte Walker	
01.05.14	Murray Wratt	Thanks for Gift	
<b>6.2 Incident Reports</b>			
Nil			
<b>6.3 Outwards Correspondence</b>			
21.03.14	Bizzy Bodz	Declined after school care programme	
<b>6.4 Matters Arising</b> Nil			

<p><b>9. Health &amp; Safety</b> Glennis and Jenn reported on this.</p> <p><b>10. Fundraising</b></p> <p><b>10.1 Dragon Community Trust</b> Resolved to apply for funding for Electronic Signboard to better communicate with families.</p> <p><b>10.2 Infinity Foundation Ltd:</b> Received \$7413.58 for funding for Rugby Posts and Pads, also Soccer, Hockey and Netball Goals.</p> <p><b>10.3 Office Max:</b> Received \$1166.74 from stationery sales by school families</p>	
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**11. General Business:**

**11.1 PTA Report**

Jenn reported on this.

**11.2 Evacuation/ Fire Drill**

Evacuation /Fire drill held on 27 March 2014

**11.3 Banked Staffing**

Finished end of year staffing with nil balance.

**11.4 Executive Officer Appointment**

Short List of three applicants. Board authorises Principal to appoint Executive officer. Authorise new appointment to be administrator on bank accounts.

**11.5 Pathway across field**

Sean reported on this. Option of limestone path discussed. 1200 wide, 250 deep. Jack Matt option approx. \$18011 exc GST.

Agreed to go ahead with limestone pathway. Parent to be approached to dig out pathway.

**11.6 Everybody education**

Check if the option for a preview is still open.

**11.7 Staffing Appointments**

Kim Neal appointed to new Year 1 class

Zena Miller appointed to teacher aide position

Helena Homewood appointed to teacher aide position

Caroline Booth appointed to teacher aide position.

**10. Meeting Closed**

Meeting closed 10.00 pm

**Met in Committee**

**12. Next Meeting**

Tuesday 24 June 7.30pm

Tuesday 29 July 7.30pm

Tuesday 26 Aug 7.30pm

Tuesday 23 Sept 7.30pm

Tuesday 21 Oct 7.30pm

Tuesday 18 Nov 7.30pm

Tuesday 9 Dec 7.30pm

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

Andrew Wickers  
Chairperson

Date:

