

**Opaheke School Board of Trustees**  
**Meeting Tuesday 19 February 2013 at 7.30pm**  
**at Opaheke School, Tasman Drive, Papakura.**

<p><b>1. In Attendance</b></p> <p>1.1 <b>Present</b>  G Maclachlan, M Gilmore, M Capper, D Honan, A Wickers, M Wratt, G Williams, G Burge.</p> <p>1.2 <b>Apologies</b>  Nil</p>																		
<p><b>2. Minutes</b></p> <p>Minutes of the trustees' meeting of 04 December 2012 previously distributed were confirmed and adopted. Grant 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>  Toilet Upgrade project complete, final paper work for Ministry to be signed. Dental Clinic tenders received. Report from Project Manager. Agreed to proceed with recommended contractor, 2010 Developments Ltd. Full contract price including contingencies \$57394.23 + GST.  Agreed to prioritise roof maintenance and get some of this work done.</p> <p><b>4. Principal's Report</b>  Murray presented his report which was accepted.</p> <p><b>4.1 School Charter</b>  Murray spoke on Charter previously distributed. Agreed to accept 2013 Charter.</p> <p><b>4.2 BOT Elections</b>  Dates as set out by Ministry except closing date for nominations to be 15 May 2013. Voting closes 30 May.</p>																		
<p><b>5. Financial Report</b>  Mike presented his report.</p> <p>5.1 <b>End of Year 2012 Accounts:</b>  Draft accounts accepted with extra funding for Ops Grant to be journalled back to 2012.</p>																		
<p><b>6. Correspondence</b></p> <p><b>6.1 Inwards Correspondence</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Strategic Plan 2013-2015</td> <td></td> </tr> <tr> <td></td> <td>T Beals</td> <td>2012 Enrichment Evaluations</td> </tr> <tr> <td></td> <td>I Levien</td> <td>Brass band Report 2012</td> </tr> <tr> <td></td> <td>CRE</td> <td>2013 Lesson Plan</td> </tr> </tbody> </table>			Date	Name	Description		Strategic Plan 2013-2015			T Beals	2012 Enrichment Evaluations		I Levien	Brass band Report 2012		CRE	2013 Lesson Plan	
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25.10.12	Auck Transport	Authority to operate School Patrols	
Dec 12	Michael Gilmore	2012 Touch Season Summary	
10.12.12	NZ Education Gazette		
20.01.13	Fonterra	Milk for Schools programme	
28.01.13	NZ Education Gazette		
11.02.13	MOE	2013 School Trustees Elections Information	
11.02.13	NZ Education Gazette		
11.02.13	NZSTA	NZSTA AGM	
13.02.13	NZSTA	Novopay System review	
15.02.13	NZEI	Union meeting notification	
19.02.13	L Ruyg	School Amenity	
<b>6.2 Incident Reports</b>			
	Nil		
<b>6.3 Outwards Correspondence</b>			
	Nil		
<b>6.4 Matters Arising</b>			
<b>6.4.1 Bible in Schools Programme 2013</b>			
Accepted.			

<p><b>7. General Business:</b></p> <p><b>7.1 PTA Report</b> Next meeting Wed 27 February</p> <p><b>7.2 School Lunches</b> Discussion on this. Refer to PTA.</p> <p><b>7.3 School Councilor</b> Murray spoke on this. Look into legislation. Murray to do further investigation.</p>		
<p><b>8. Meeting Closed</b> Meeting closed 9.30 pm</p>		

<p><b>9. Next Meeting</b> Tuesday 19 March 2013 Tuesday 16 April 2013 Tuesday 21 May 2013</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>	