

Opaheke School Board of Trustees
Meeting Tuesday 20 November 2012 at 7.30pm
at Opaheke School, Tasman Drive, Papakura.

<p>1. In Attendance</p> <p>1.1 Present G Maclachlan, M Gilmore, M Capper, D Honan, M Wratt, G Burge.</p> <p>1.2 Apologies A Wickers, G Williams</p>	
<p>2. Minutes</p> <p>Minutes of the trustees' meeting of 23 October 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>3. Matters Arising from Minutes</p> <p>3.1 Property Toilet Upgrade project now has Ministry approval. Work to start this week. Estimated finish date mid-February Dental Clinic refurbishment – draft plans available 10YPP – Ministry has changed two items in our 10YPP. Reduced Dental Clinic costing to \$55, added the balance to classroom refurbishment, R18.</p> <p>3.2 Website Options Web site went live today.</p> <p>3.3 Out Zone Students All applicants were offered a place.</p> <p>3.4 Insurance Public Liability Insurance available to cover hall users for \$450 + GST. Crombie Lockwood have offered a better price for Hall Insurance. Agreed to change insurer. Valuation to be renewed for the Hall.</p> <p>4. Principal's Report Murray presented his report which was accepted.</p> <p>4.1 Gateway Trust Request to use School Hall afterschool for Term One and Term Two 2013. Agreed to use of Hall. Rent \$200 per week plus GST</p> <p>4.2 Strategic Plan Murray to send home draft copy of new plan before next meeting including new NAGS.</p> <p>4.3 Staff – End of Year Agreed to Internet and travel reimbursement. Gift vouchers for Christmas</p> <p>4.4 Prefab Building Quotes obtained for renovating a prefab plus building new. Agreed not to go ahead with this at this time.</p>	
<p>5. Financial Report</p> <p>Mike presented his report. October accounts</p>	

<p>5.1 Draft budget for 2013 Budget accepted. Budget includes funding for one teacher for 2013 School year.</p> <p>5.2 School Amenity Agreed to the following: Amenity – One child \$160, Two children \$210, Three or more \$250 Discount of \$10 if paid by 1 March. Classroom Materials \$12 Tech \$75</p> <p>5.3 Financial Audit Visit to school by Auditors Friday 30 Nov.</p>			
<p>6. Correspondence</p> <p>6.1 Inwards Correspondence</p>			
Date	Name	Description	
Oct 12	NZ First	Education Amendment Bill	
Oct 12	MOE	School Planning: National Standards Template & Guidelines	
23 Oct 12	NZEI	Union Meetings for PTCA	
25 Oct 12	MOE	Novopay updates	
26 Oct 12	MOE	Managing school operation during NZEI union meetings	
29 Oct 12	MOE	Resourcing Audit – school roll	
29 Oct 12	NZ Education gazette		
29 Oct 12	NZSTA	Memo 2012/10 managing school during paid union meetings	
29 Oct 12	CEC	Christian Religious Education brochure & letter	
07 Nov 12	MOE	Relieving teachers funding error & resolution	
08 Nov 12	MOE	Education Amendment bill: search and seizure powers	
12 Nov 12	NZ Education Gazette		
15 Nov 12	Cancer Society	Sun smart Accreditation	
20 Nov 12	Jane Hamlin	Approval for Y8 camp at Camp Adair, Hunua 2013	
<p>6.2 Incident Reports</p>			
	Nil		
<p>6.3 Outwards Correspondence</p>			
27 Oct 12	Alana Cantley	Thanks for Acting Principal	
27 Oct 12	Karen Edwards Georgina Howell David Curtin	Thanks for Year 6 School camp	
7 Nov 12	MOE	Novopay	

7 Nov 12	Judith Collins	Copy letter Novopay	
<p>6.4 Matters Arising</p> <p>6.4.1 Outdoor Education Camp Board approval for camp at Camp Adair, Hunua, 2013 granted.</p>			
<p>7. General Business:</p> <p>7.1 BOT Election 2013 – Returning Officer G Burge appointed.</p> <p>7.2 Yellow Pages Agreed to add website name to posting and delete fax number and email address.</p>			
<p>8. Meeting Closed Meeting closed 10.15 pm</p>			
<p>9. Next Meeting Tuesday 4 Dec 2012</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>			