

**Opaheke School Board of Trustees**  
**Meeting Tuesday 21 May 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, A Wickers, M Wratt, G Williams, G Burge.</p> <p>1.2 <b>Apologies</b>  D Honan</p>																					
<p><b>2. Minutes</b></p> <p>Minutes of the trustees' meeting of 16 April 2013 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>  Money received from MOE for Dental Clinic refurbishment. Job may be finished in two to three weeks.</p> <p>3.2 <b>School Counsellor</b>  Murray presented draft policy. Approve in principle subject to code of ethics. Murray to consult with experienced counsellor.</p> <p><b>4. Principal's Report</b>  Murray presented his report which was accepted.</p> <p><b>4.1 Reporting to BOT on Student Achievement</b>  Focus on progress and achievement testing.</p> <p><b>4.2 Greenhouse</b>  Money received from Fonterra Grassroots for purchase of Greenhouse. Grant to investigate purchase and delivery.</p>																					
<p><b>5. Financial Report</b></p> <p>Mike presented his report on April accounts.  Accepted</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>10.04.13</td> <td>ERO</td> <td>School Trustee Booklets</td> </tr> <tr> <td>10.04.13</td> <td>MOE</td> <td>Confirmed Ballot dates OZE</td> </tr> <tr> <td>16.04.13</td> <td>MOE</td> <td>5YA returned and signed</td> </tr> <tr> <td>17.04.13</td> <td>David Hines</td> <td>Request information: Religious Instruction in Schools</td> </tr> <tr> <td>26.04.13</td> <td>MOE</td> <td>Novopay news</td> </tr> </tbody> </table>			Date	Name	Description	10.04.13	ERO	School Trustee Booklets	10.04.13	MOE	Confirmed Ballot dates OZE	16.04.13	MOE	5YA returned and signed	17.04.13	David Hines	Request information: Religious Instruction in Schools	26.04.13	MOE	Novopay news	
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30.04.13	MOE	National Building Condition Assessment	
30.04.13	MOE	Balancing period for underused Banking Staffing	
06.05.13	MOE	Balancing period for underused Banking Staffing	
03.05.13	Fonterra	Grass Roots sponsorship for greenhouse	
03.05.13	Kids@care	Venue request for after-school care	
06.05.13	NZ Education Gazette		
07.05.13	MOE	Novopay announcement	
08.05.13	MOE	Annual Accruals	
20.05.13	NZ Education Gazette		
21.05.13	MOE	Consultation re Proposed changes to Teachers Council	
<b>6.2 Incident Reports</b>			
Nil			
<b>6.3 Outwards Correspondence</b>			
Nil			
<b>6.4 Matters Arising</b>			
Nil			

<p><b>7. General Business:</b></p> <p><b>7.1 PTA Report</b> Murray reported on PTA meeting</p> <p><b>7.2 Transition with Next Board</b> Next meeting 11 June hand over to new Board.</p> <p><b>7.3 Phone Hacking</b> Call received from Telecom Fraud Management re hacking of School PABX system. International toll bar has been installed to counter this, plus new passwords on PABX</p> <p><b>7.4 Health &amp; Safety</b> Kevin to attend Health &amp; Safety course</p> <p><b>7.5 Fibre Optic Upgrade</b> Now complete. Nikkie to organize connection. Cost involved in this.</p> <p><b>7.6 Photocopier</b> Agreed to go ahead with Lease from Minolta.</p> <p><b>7.7 Thanks</b> Vote thanks to Grant and Mike for their six years of service on BOT</p> <p><b>7.8 Thanks</b> Thanks to Glenise for coping with Novopay Hassles.</p>	
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<p><b>8. Meeting Closed</b>  Meeting closed 10.10 pm</p> <p>Met in committee</p>	
<p><b>9. Next Meeting</b>  Tuesday 11 June      Hand over to new Board</p> <p><b>PTA Roster</b>  Wednesday 19 June  Wednesday 7 August  Wednesday 18 September  Wednesday 16 October  Wednesday 20 November  Wednesday 4 December</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>	