

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 11 November 2014 at 7.30pm**  
**At Opaheke School, Tasman Drive, Papakura**

**Present:** Andrew Wickers, Jenn Jury, Glennis Williams, Mike Gilmore, Mathew Morling, Patrick O'Halloran, Sean Valvoi

Minutes Secretary: Kathy Brinsden

**MINUTES:**

Minutes of the Board meeting held on 23 September 2014 were passed as a true and correct record.

*Moved: Matt    Seconded: Jenn*

*Matters arising from minutes:*            No matters arising.

**CORRESPONDENCE:**

**Inwards Correspondence:**

Mike drew the Boards attention to the magazine received called Interface. **Sean stated he gets the MOE Bulletin sent to him electronically so he will send this onto the Board when he receives it.**

**Outwards Correspondence:**

None.

*Moved: Mike    Seconded: Glennis*

**Additions to the Agenda:**

- Nag 1 -**        Year 6 Camp Report  
                  Reading Recovery
- Nag 2 -**        Official Acceptance of Nag 3 & 5 Policies
- Nag 3 -**        Leave application from G Howell

**NAG 1 – CURRICULUM:**

**Microsoft Expert Educator:**

Niikie has been selected as a Microsoft Expert Educator in New Zealand. She has already been flown to Sydney to attend a Microsoft Conference there. Sean felt that this was very exciting and positive for the school.

Sean is also looking at Opaheke School becoming a Microsoft Mentor School.

**e-learning 4 year plan 2015-2018:**

e-learning plan to be presented to Leadership team tomorrow and from there will be presented to the Board of Trustees.

Andrew inquired as to how many families in Room 3 and 4 have initiated BYOD with their children. Sean said about 50% of children are using their own devices in the classrooms.

### **Year 6 Camp Report:**

Camp went incredibly well – it was a huge success. Andrew Wickers attended and said that everything ran very smoothly – a couple of homesick children on the first night did not deter from the excitement of camp.

### **Reading Recovery:**

Sean would like to see the Reading Recovery programme introduced back into Opaheke School for next year. One of the teaching staff have already volunteered to take this on again. The Ministry of Education have agreed to fund .15 of this with the school funding the other .15. The Board were all in agreement with the reintroduction of this.

## **NAG 2 – DOCUMENTATION AND REVIEW:**

### **Demographic Analysis:**

Sean had a meeting with the Ministry of Education re the new housing project - SHA. The MOE are anticipating that the effect on our school will be an increase of 100 children from this development. They feel we will be able to manage this by reducing the number of out-of zone students we take in the upcoming years.

The Board strongly disagreed with this statement and do not want to have to reduce the number of out-of-zone enrolments to cater for these new students.

We have also been advised by the Ministry of Education that our decile rating has been reviewed from the information collected in the last census and we have now been reduced to a Decile 4 (L) rating. This new rating attracts more funding.

### **Self Review Checklist:**

ERO Assurance Review Tool - Section 3 – Health, Safety and Welfare.

Numbers 8, 9, 19 and 20 – **Sean to check on these and report back to the next meeting.**

### **Nag 3 & 5 Policies:**

It was noted that when Policies for these two NAGs were presented to the Board (Nag 5 – July 2014 meeting) and (Nag 3 – September 2014 meeting) that we did not officially accept these. It was moved that the policies from both Nag 3 and Nag 5 be accepted.

*Moved: Matt*

*Seconded: Glennis*

## **NAG 3 – PERSONNEL:**

### **Staffing:**

A letter was received from R.A. requesting a change of dates for her 2015 leave which had been approved by the Board at an earlier meeting. The change was accepted

Ruth Fairweather has tendered her resignation effective from 27 January 2015. Both her and her family will be greatly missed at Opaheke School.

A letter was received from G.H. applying for Maternity Leave from 20 May 2015 to 19 July 2015.

Andrew stated that the BOT needed to note that legally in the case of Maternity Leave we have to offer 12 months and that the employee has the right to return (whether full time or part time) whenever they choose within that 12 month period. Mike to acknowledge this letter.

**Sean and Kathy to follow up the correct procedures and the legal format with regards to this leave.**

**Professional Development 2015:**

Our school has been accepted for another year of e-learning – Sean would like to the staff to participate in Visible Learning as a whole staff. This has been investigated by the Leadership Team and the cost will be \$20,000. Andrew inquired as to whether this PD would finish in 2015 or would it roll over to 2016? Sean advised that there would be a little follow-up in 2016 but PD in 2015 would set staff up for a good start to 2016.

Jenn inquired about how the staff felt about this PD. Glennis stated that they all seemed keen.

This PD was supported by the Board and it was decided that this cost would be budgeted for in next year's budget.

**Staffing 2015:**

Senior Leadership Team have looked at staffing for next year. The entire Leadership Team will be meeting tomorrow to discuss these ideas.

Denise Horley has been appointed as the new DP starting in 2015.

**NAG 4 – FINANCE AND PROPERTY:**

**September Accounts:**

September accounts were discussed.

Accounts accepted

*Moved: Matt*

*Seconded: Patrick*

**Grants Update:**

It was resolved that we would apply for the following funding:

- \* Trillian Trust for equipment to establish a Radio Station.

**Sean to provide information to Patrick.**

- \* Pegasus Sports Foundation – for seating for pool area.

**Jenn to provide specifications and quote to Patrick.**

**Kathy to organise these applications.**

*Moved: Patrick*

*Seconded: Glennis*

Andrew also inquired as to what was happening with the Rugby Goal Posts. It was decided that being that the cost of having them installed was minimal that we should go ahead with the installation of these.

**Property Update:**

We are now registered on GETS. We have applied for tenders for the Room 19 and 20 modernisation and we are now awaiting responses. John Thrupp is unavailable for this job due to prior commitments.

Sean and Kathy attended a Ministry of Education Property Meeting with regards to our 10 year Property Plan – the 5ya aspect of this plan is now coming to an end and is due for review next year.

### **Carnival Review:**

This was an amazing event – all credit to Jenn and her crew. \$24,000 gross was taken on the night. The Board acknowledged and thanked Jenn Jury for the wonderful job she has done with the carnival for the last two years.

Jenn advised the Board that she will be unavailable to organise the Gala for next year – she has found this to be a very time consuming task and suggested perhaps the Board look at employing someone to co-ordinate this event.

### **Pool Keys:**

Pool keys will be available this year again. Andrew questioned the rate we charge only being \$35.00. It was decided that the keys will still be sold at \$35 each but that we will now include a \$35 bond (refundable on receipt of the key at the end of the season).

### **Eftpos Machine:**

The EFTPOS machine has now been installed at reception. It is being received very well – Linda Pryor, the school secretary, is coping with the introduction of this machine very well.

## **NAG 5 – HEALTH AND SAFETY:**

### **Incident Reports:**

2 x Reports sent to Work Safe NZ – full reports held at school.

### **Hazard Report:**

Glennis and Jenn walked through the school and identified the following Hazards:

The rose bush in the corner of the swimming pool area could be hazardous for any child sitting in that area. Rose bush to be cut back.

Edging near the library area where the dirt has subsided and no longer meets the concrete. This will be filled in with dirt.

Lip of the path and grass just outside the Admin Block no longer meet and are a tripping hazard. This will be refilled with dirt.

### **Health Survey:**

Results were collated and Sean presented these to the Board as tabled.

**After some discussion it was decided that the Board would like follow-up for staff on Sexuality Education.**

## **NAG 6 – LEGISLATION**

### **SHA Opaheke:**

SHA – already discussed earlier on.

## **PRINCIPALS REPORT:**

As tabled – matters arising - **Sean to meet with Te Aroha re Maori Consultation.**

Under achievers to be looked at before next meeting. **Sean to follow up on this.**

Clint Eastwood – Electrician to be approached about electrical work to be done in the school. **Kathy to contact him.**

*Moved: Sean*

*Seconded: Jenn*

**PTA REPORT:**

The PTA are holding a meeting this Thursday about the organisation of the Grandparents Day to be held on 5 December 2014.

**GENERAL BUSINESS:**

No general business.

Meeting closed 10.10pm.

Next Meetings:        Wednesday    26 November – BOT Thank You to PTA – 6.30pm

                          Tuesday        9 December 2014                    7.30pm

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

Andrew Wickers,  
**CHAIRPERSON.**

Date: