

Opaheke School Board of Trustees
Meeting held on Tuesday, 18 August 2015 at 7.30pm
At Opaheke School, Tasman Drive, Papakura

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

Minutes Secretary: Kathy Brinsden

Visitor : Denise Horley, Deputy Principal

As a visitor Denise was asked to present her report first. Denise reported on 'Tracking Students in Writing – A Mini Inquiry'. The tests her findings were reported on will be done again in Term 3 and reported back to the BOT in Term 4.

The Board were very impressed with Denise's findings. Mike Gilmore is to acknowledge her visit to the Board Meeting with a letter.

Counsellor Report: *Angela Futter, School Counsellor*

As tabled.

Minutes:

Minutes of Meeting held on 19 May 2015 were presented in their corrected form. These were accepted as a true and correct record.

Moved: Glennis Seconded: Jenn

Minutes of Meeting held on 23 June 2015 were accepted as a true and correct record.

Moved: Mike Seconded: Matt

Sean reminded the Board that the Nag 4 Policy Meeting is being held on 26 August 2015 at 6.30pm.

CORRESPONDENCE:

Inwards Correspondence:

Correspondence as tabled:

Letter from BDO (Auditors) advising the Board that the Ministry of Education were reviewing auditors contracts. The new contract will be for three years. It was agreed that the school will remain with BDO as our auditors.

Moved: Mike Seconded: Glennis

NAG 1 – CURRICULUM

My Mobile Learning Y 5/6:

Sean reported that the number of devices being brought into school is growing day by day.

Learning Dispositions:

Report as tabled.

Board visit through Y7/8 classes and Hub (R19 & 20):

Sean suggested to the Board that they come into the school during class time and take a look through the 'Hub' to see the classes in action as he felt this would be more beneficial.

Microsoft:

The CEO from Microsoft NZ and Chris Bishop, National MP came into Opaheke to visit the Y7/8 classes and the hub to see the students and mobile devices in action. They were blown away with what was happening in the class. This bodes well for us in our efforts to become a Showcase School for Microsoft. If this eventuates it could mean that we could benefit from new equipment for our students.

NAG 2 – DOCUMENTATION AND SELF REVIEW

He Matapuna Ora:

Sean presented the guidelines for He Matapuna Ora. He also spoke about the School Policy for Maori – the only policy in existence at present is Taha Maori. Sean felt this needed to be reviewed.

The Board has asked that Sean investigate what other schools have for their Maori Policy – Lin Avery (Appraiser) has given Sean the name of a few schools to visit where Maori culture is a strength. Sean to organise a visit – a number of the Board members expressed an interest in visiting also.

Leadership Addition:

The position of Associate Principal has been advertised. The role is to start in term 4, 2015. This will be a part-time teaching role, with a Leadership component. The successful person will need to have a strength in e-learning.

Nag 2 Policies:

Nag 2 policies have been on display in the reception area for two weeks for feedback. No feedback received. Policies accepted and adopted as amended.

Moved: Matt

Seconded: Jenn

Board Assurance Checklist:

Section 5 – Finance questions 10-12 completed.

NAG 3 – PERSONNEL

Confidential Matter: (Refer In-Committee Minutes)

Leadership Surveys:

Board of Trustees, Staff surveys have been completed and sent to Lin Avery. A number of students, parents and staff members have been interviewed today, together with the Board of Trustees, for Sean's appraisal. Sean waiting to hear back from Lin.

Appraisal Updates:

Teachers are having observations done at present. These will continue on through this week and next week. Support staff appraisals are also being carried out.

Ratify Staff:

Ela Rojas – new teacher for Spanish and
Chassy Kani – new teacher for Maori

New staff were ratified.

Moved: Andrew

Seconded: Glennis

2016 Staffing:

For the 2016 year there will be 4 x positions:

1	x	Permanent (T. Walker's replacement)
3	x	Fixed Term vacancies – Maternity Leave positions

NAG 4 – FINANCE AND PROPERTY

May / June / July Accounts:

New layout of accounts presented. Income accounts and Expenditure accounts now grouped together for ease of reading. A number of unused accounts removed.

Report as tabled. \$33,000 surplus year to date. Moved accounts be accepted.

Kathy to look into balance for interest received.

Moved: Matt

Seconded: Mike

Grants Update:

Whitehouse Tavern Trust granted a donation of \$2,000 for the Year 6 Camp at Chosen Valley.

First application to Trillian Trust declined. A further application has been lodged by Sean and Kathy.

Andrew to approach Paul Hood for further quote for Pool Seating. Kathy also has contractor coming into school to quote.

Property Update:

Yasmin Renders from the Ministry of Education is visiting with Sean and Kathy tomorrow. They will discuss the appointment of a Property Manager for the R13, 14, 17 & 18 upgrade. Also the idea of purchasing a property for the opening of an Early Education facility managed by the school.

NAG 5 - HEALTH

Incident Reports:

1 x Incident Report was presented to the Board.

Hazard Report:

As tabled. **Kathy to follow-up with Kevin with regards to the problems identified on this report.**

NAG 6 – LEGISLATION

Out-Of-Zone Enrolments:

19 enrolment applications received at present.

Jenn mentioned that while at her daughter's kindergarten she had noticed that a number of parents were unaware of the procedure with regards to Out-Of-Zone Enrolments.

Kathy to investigate the list of pre-schools / kindergartens in the Opaheke School Zone so that information about our Out-Of-Zone enrolments can be sent to them.

Principals Report:

As tabled.

PTA Report:

The PTA has not had a meeting since the last Board meeting. Next scheduled PTA Meeting is tomorrow night.

GENERAL BUSINESS:

Amenities:

Sean reported that School Amenities received at this time in 2014 totalled \$48,000. To date we have received \$32,500. Sean is confident we will reach \$48,000 this year also.

Vector Competition:

Andrew advised that upon reading the rules of the current Vector Energy competition it appears that even though you can only vote for your school once – there is the option of being able to vote for another school. He suggested to Sean that perhaps we could talk to Brookby and offer them a deal whereby they vote for our school and we vote for theirs – this being of great value to both schools. **Sean to investigate.**

BOT Meetings:

Jenn is going to have problems attending the next few meetings this year. She asked whether it would be possible for meeting dates to change – some have – new meeting dates below:

Meeting closed 10.15pm.

Next Meeting:	22 September 2015
	27 October 2015
	24 November 2015
	8 December 2015

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

Andrew Wickers,
CHAIRPERSON.

Date: