

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 19 May 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

Minutes of Meeting held on 31 March 2015 were accepted as a true and correct record.

*Moved: Matt Secoded: Jenn*

**CORRESPONDENCE:**

**Inwards Correspondence:**

Correspondence as tabled:

Mike brought everyone's attention to the article on Cyber Safety in the 4<sup>th</sup> May Education Gazette.

**NAG 1 – CURRICULUM**

**e-asTTle Reading:**

Report as tabled.

**Rehu Tai Festival of Oral Language:**

The PPA has decided on a change of format for the 2015 Yr 5-8 Speech Competition. This year the competition will have four different stream criteria –

- 3 Minute Speech
- Rap
- 10<sup>2</sup> Flash Talk
- Spoken Word Poetry

There is now the option of the school sending one student from each year level for every stream (a total of 16 students).

**My Mobile Learning:**

The dates for the introduction of the Y5/6 Mobile Devices have been set:

- |                                 |   |
|---------------------------------|---|
| 10 June 2015 – 6.30pm           | - Y5/6 e-learning Information Evening                                     |
| 17 June 2015 – 1.30pm to 2.30pm |   |
| 25 June 2015 – 1.30pm to 2.30pm | - Y4-8 Parents invited to visit and view devices in action in the Classes |

Flyers to be sent out soon.

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

### **Maori Consultation Review:**

The Maori Consultation Review was well received by the families who attended. Sean presented a copy of the findings from the evening.

### **Police Vetting of Volunteers:**

NZSTA circular advised Boards are not legally required to vet contractors, visitors or volunteers.

**Confidential Matter:** (Refer In-Committee Minutes)

### **Year 5/6 Camp Sign Off:**

Camp Information presented for Board Approval. Jenn noted that some of the RAMS forms from Chosen Valley were outdated. Board approved the camp providing updated RAMS forms are obtained by K. Edwards (Team Leader). **Sean to follow-up on this.**

### **Board Assurance Checklist:**

Section 4 – personnel questions 7-11 completed.

## **NAG 3 – PERSONNEL**

### **Principal's Appraisal:**

Sean met Glenn Taylor School's ex-Principal, Lyn Avery to discuss his appraisal. Lyn has agreed to complete this for him. Lyn would like to meet with Andrew, being that he is the school Board Chairperson. Sean to arrange a meeting that suits Lyn, Andrew and Sean.

### **Ratify Staff:**

Helena Homewood was ratified as a new staff member. Helena will be working with Yr 3/4 classes. Her employment will continue on until the end of Term 2 when it will be reviewed.

### **Maternity Leave:**

The Board has received a letter from a teacher requesting Special Leave from September 2015 to September 2016. Mike to do a letter to confirm this.

*Moved: Andrew      Seconded: Mike*

### **Higher Qualifications:**

Jenn suggested that the Board acknowledge Hannah Lendrum and Charlotte Forch on gaining a Higher Qualification in their Teaching Degree. Mike to organise these letters.

## **NAG 4 – FINANCE AND PROPERTY**

### **March / April Accounts:**

Moved accounts be accepted.

*Moved: Matt      Seconded: Jenn*

**Grants Update:**

A resolution was put forward to apply to Trillian Trust for funds for radio station.

A resolution was put forward to apply to Whitehouse Tavern Trust for funds for Year 6 Camp at Chosen Valley.

A resolution was put forward to apply to Four Winds for funding for display boards for hall. **Sean to talk to Gartshore Construction about a quote for this work.**

Resolutions passed for actioning.

*Moved: Patrick*

*Seconded: Matt*

Andrew to approach Darren to hurry him up with his quote for the Pool Seating.

**Property Update:**

R19 & 20 well underway. Engineer has visited site and reported that the walls need to have Bracing Gibb lining them. Sean advised that Heat Pumps and Window Coverings are going to be an extra cost the Board will need to cover. Sean to follow up with quotes and get back to the Board.

**Update Phone System:**

Phone system has been running perfectly since upgrade. Tech to revisit and do a quote for further roll out of phone system.

**Building Request:**

Due to restriction of space Sean has asked about the installation of a temporary building to be located behind Room 25. Andrew suggested that the staff member who inquired about the addition of this building do some research on what is available and report back to the Board.

**NAG 5 - HEALTH**

**Incident Reports:**

Incident Reports presented to the Board.

**Hazard Report:**

Jenn reported that there is a hole in the corner of the Rugby Field that needs to be filled.

Grate over drain by hall needs to be re-aligned to make sure it is covering the drain properly or replaced if needed.

**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:**

**Staff Resignation:**

Tricia Walker has tendered her resignation effective from 19 July 2015.

**Mansell Senior School:**

Andrew received correspondence from Mansell Senior School re their application to become a full primary.

The Board had no reason to object to this application but Andrew asked for Sean to check what our obligations are before we sign this off.

**NZSTA Annual General Meeting:**

Andrew received a flyer from the NZSTA asking the school to appoint a delegate to attend NZSTA AGM. Board members to email Sean and let him know if they wish to attend.

Meeting closed 10.00pm.

Next Meeting:	23 June 2015
	11 August 2015
	22 September 2015
	20 October 2015
	17 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: