

Opaheke School Board of Trustees
Meeting held on Tuesday, 26 August 2014 at 7.30pm
At Opaheke School, Tasman Drive, Papakura

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

Minutes Secretary: Kathy Brinsden

Apologies: Andrew Wickers

MINUTES:

Minutes of the Board meeting held on 29 July were passed as a true and correct record.

Moved: Jenn Seconded: Matt

No matters arising from minutes.

CORRESPONDENCE:

Incident Reports will be introduced as a separate item on the Agenda and not include in correspondence.

Mike drew the Boards attention to a number of articles he had read in the Education Gazettes that he thought were well worth reading.

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| * | Positive Role Models | - | Page 6 |
| * | Disrupting Boundaries | - | Page 9 |
| * | Transforming the Way We Protect Our Children | - | Page 8 (Gazette Focus Section) |

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| * | Children's Teams - Vulnerable Children Act - | Page 9 |
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Moved: Mike Seconded: Jenn

NAG 1 – CURRICULUM:

New Year 1 Class:

Sean reported that our current Year 1 classes are up to 18 students (ratio is 1:15) with more to start before the end of term. New Year 1 class will start first day back of Term 4 (Monday, 13 October 2014).

Staffing Roll Change Request Form for an increase in funding will be completed and sent into the Ministry early next week.

Tracking of Target Students:

Report tabled as presented by Sean.

Year 7 & 8 Technology:

Sean has received a letter from the Ministry of Education approving the shift of our students Technology classes from Mansell Senior School to Rosehill Intermediate.

Sean has contacted Rosehill Intermediate advising of this change. **Sean will also send a letter to Mansell Senior School advising them of the change.**

CISV Camp –

Sean has been a member of CISV for many years and has attended many of these camps. CISV is an organisation that promotes cross-cultural interaction. The camp our students have been invited to will be held at Hunua Ranges for children 9 years and over.

Response to this camp, from our students, has been great.

BYOD Update:

The BYOD Parent Evening was well attended. Simon Williams, Principal, Waiau Pa School shared the journey his school has gone through with BYOD. Dylan Weymouth, Noel Leeming was also present. He made parents aware of the offers Noel Leeming can give them. Whatever devices children may already have at home can be used as long as they have a screen of 10" and over.

There was positive feedback all evening and this project was well received. The trial started on Monday 25 August 2014.

NAG 2 – DOCUMENTATION AND REVIEW:

NAG 3 - Update:

Policy Review Team met and reviewed policies. Documents now being held at reception for the next 2 weeks for perusal and feedback from parents/caregivers.

Self Review Checklist:

ERO Assurance Review Tool - Section 2 - Curriculum check list 1-4 was discussed and signed off as being completed.

NAG 3 – PERSONNEL:

Ratify New Staff:

Sean requested that Jo Molyneux be ratified as the new teacher for Year 1 in Term 4.

Moved: Mike

Seconded: Patrick

DP Position:

Applications for DP Position were not abundant. Sean would like to re-advertise position at beginning of Term 4 for the successful applicant to start beginning of next year. Team Leaders have taken on some of DPs role. Nikki Laing and Jane Hamlin agreed to take on acting role in Term 4.

Unit Allocation:

Sean has assessed the Unit Allocation for our Team Leaders and acknowledged that a number of these units should have been allocated as Permanent Units and not Fixed Term to bring them in line with Ministry Policy on Unit Allocation. This will be no extra cost to the school. Sean has actioned this.

NAG 4 – FINANCE AND PROPERTY:

July Accounts:

July accounts were discussed. Matt inquired about Depreciation Journal for July – Kathy to look into this and report back.

Accounts accepted

Moved: Matt

Seconded: Mike

Grants Update:

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

Endeavour Trust for funds for the Electronic Sign.

Whitehouse Tavern for EOTC and Water Survival for Yr 7 students.

Youthtown for Touch Rugby costs for our students.

Kathy to organise these applications.

Moved: Patrick Seconded: Mike

Security Update:

We are awaiting one more quote before we can apply to the Ministry for funding for our security update.

Air Conditioning Unit:

An Air Conditioning Unit is required for the Server Room. We have obtained 2 quotes – we will look to get one more.

Sean will email Board members for approval on expenditure once all information is received.

EFTPOS Machine:

After consultation with the ASB we have been informed that the cheapest EFTPOS machine that can be bought is through EFTPOS NZ. The costs will be \$25 (plus GST) per month for the hire of the machine and \$13.50 (plus GST) for transactions. **It was moved that Kathy is to go ahead with the installation of this machine.**

Moved: Mike Seconded: Matt

Electronic Sign:

\$5,000 received from Dragon Trust for Sign.

\$10,000 more still needed. We will apply for funding through charitable trust. If we are not successful the Board will discuss funding this from their accounts with the idea of having a Spellathon early next year to recoup this money.

NAG 5 – HEALTH AND SAFETY:

Incident Reports:

Reports sent to Work Safe NZ –

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| 4 August 2014 | Year 1 student fell off Monkey Bars and broke lower part of his left arm
– parent contacted, collected child from school. |
| 6 August 2014 | Year 3 student fell from Jungle Gym cutting lip
- parent could not be contacted as Mobile Numbers out of date – student ok. |
| 13 August 2014 | Yr 8 student fell over a smaller child and hit forehead on concrete
- parent contacted – student was collected from school. |

Full reports held at school.

Fire Drill / Evacuation Drill / Earthquake Drill:

Fire Drill took place on 18 August 2014 – it took 2 minutes for everyone to get assembled in the Evacuation Area. Everything went very well.

Hazard Report:

Glennis and Jenn walked through the school and found no Hazards – all good.

PRINCIPALS REPORT:

As tabled. There will be 616 students in the school as of Monday, 1 September 2014.

Moved: Sean

Seconded: Mike

PTA REPORT:

Movie Night - 5 September 2014
BBQ Bunnings - 6 September 2014
Family Photos - 20/21 September 2014

Carnival planning well underway.

GENERAL BUSINESS:

Staff:

Letter received from Cindy Powell advising the Board of Trustees that she will be returning from Maternity Leave to full-time teaching at the start of the 2015 year.

R19 & 20 Building Plans:

Plans have been received from John Thrupp – however after consultation with Sean there are alterations still to be made to these plans.

Kathy left meeting while her application for leave was discussed.

Leave Without Pay:

Application for Leave Without Pay for 2015 from K. Brinsden was approved.

Meeting closed 10.14pm.

Next Meetings:	Tuesday	23 September 2014	7.30pm
	Tuesday	21 October 2014	7.30pm
	Tuesday	18 November 2014	7.30pm
	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: