

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 31 March 2015 at 7.30pm**  
**At Opaheke School, Tasman Drive, Papakura**

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

Minutes Secretary: Kathy Brinsden

Minutes of Meeting held on 17 February 2015 were accepted as a true and correct record.

*Moved: Mike    Seconded: Glennis*

**CORRESPONDENCE:**

**Inwards Correspondence:**

Correspondence as tabled:

Mike brought to everyone's attention the article on WW1. Sean advised that the school had children present at the Papakura RSA event. These children had been selected for the Fallen Soldiers Projects, completed at school.

Ministry of Education have delivered 30 white crosses to the school and the school have organised to do a whole school activity to commemorate this occasion.

Sean moved that the Charter be accepted by the Board.

*Moved: Jenn    Seconded: Patrick*

**NAG 1 – CURRICULUM**

**Year 8 Camp Report:**

Year 8 Camp Report as tabled. Read and accepted.

**Year 7 Camp Report:**

Year 7 EOTC report as tabled.

Andrew asked that Mike acknowledge both of these reports to the respective staff on behalf of the Board of Trustees.

**School Counsellor Report:**

School Counsellor Report as tabled. Mike will also acknowledge this report.

**Visible Learning:**

Foundation Day held at the beginning of the year. 9 Leaders attended further day seminar where aspiration of the school and action plan were discussed. Staff meeting has also been held and staff have been given the opportunity to sign up for workshops with regards to this.

Next session will be a Call Back Day on 17 April 2015.

**Matt Morling arrived at 8.15pm.**

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

### **Board Assurance Statement Checklist Section 4 - Personnel.**

Sean has drafted an Employer Responsibility Policy. This is to be advertised in the school newsletter as being displayed and welcoming feedback for the two weeks after the school holidays.

Policy Nag 2 – this needs to be reviewed. Sean asked for volunteers to review this policy. Mike, Andrew and Sean will make up the team. This team will meet on Tuesday, 26 May 2015. Kathy will send policies to the Review Team.

Corporal Punishment Policy has received no feedback from community. This policy was moved to be accepted.

*Moved: Andrew      Seconded: Glennis*

## **NAG 3 – PERSONNEL**

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

Principal's Appraisal was viewed by Andrew Wickers. Report acknowledged that Sean had achieved steps required. No concerns raised. Appraisal has been acknowledged and accepted. Sean has been in contact with Lyn Avery – she has agreed to carry out Sean's next appraisal. Board to contemplate and send feedback to Sean as to what they would like him to focus on for his next performance Goals.

### **Maternity Leave:**

G Howell has sent a letter to the Board advising of the mistake in her original letter with regards to her Maternity Dates. The dates should have been from covering all of term 2.

Letter to be sent acknowledging change of dates.

### **PMP Police Vets:**

Police Vets needs to be done for any helpers who work with children for PMP.

Andrew has asked Sean to check with NZSTA who we have to Police Vet and report back to Board.

### **Ratify Staff:**

Cynthia Watson (NE Class Teacher), Teresa Healy (replacement teacher for G. Howell) and Tracie Gibson-Morling (Teacher Aide).

*Moved: Andrew      Seconded: Mike*

## **NAG 4 – FINANCE AND PROPERTY**

### **My Mobile Learning:**

13 students in Year 7 & 8 have been identified as priority students who do not have mobile devices and do not have the means to purchase them. Sean has received a quote for the cost of the 13 computers at \$4918 (gst incl).

Sean requested approval to spend this amount. Request approved.

*Moved: Andrew      Seconded: Jenn*

Sean also advised that Microsoft told us they are donating 10 devices to our school. It has been decided that these will be used to replace computers in the Computer on Wheels (COWs).

**February Accounts:**

Moved accounts be accepted.

*Moved: Matt*

*Seconded: Glennis*

**Grants Update:**

Quote received from Si-Tech for radio station. \$3825 + gst. \$500 also required for the installation cost of the Aerial.

Patrick will obtain quote for radios for each classroom.

Jenn is still awaiting quote for pool seating.

**Property Update:**

Property Consultant – Te Timatanga in Hamilton has now completed paperwork for revision of the 5ya. The paperwork is now in with the Ministry of Education awaiting approval on both the revision of the 5ya and also the approval for starting the Room 19 & 20 upgrade.

**NAG 5 - HEALTH**

**Incident Reports:**

Incident Reports presented to the Board.

**Hazard Report:**

To be completed on Wednesday, 1 April 2015.

**SHA Building Development:**

Houses for sale already. There is an article on the Web stating that there is 350-500 houses now proposed for this area.

**Principals Report:**

Maori Consultation – school to consult with Maori Community to see how we can foster any ideas for community involvement. Proposed date for meeting to be Tuesday, 12 May 2015 starting at 6.30pm.

Sean has suggested that the Board spend money on the landscaping of the front entrance. Gartshore Construction to be approached about completing this while they are here working on the Room 19 & 20 construction.

**PTA Report:**

Jenn reported that the PTA met a couple of weeks ago for their AGM. Positions for 2015 are as follows:

Chairperson	..	..	..	Jenn Jury
Vice Chairperson	..	..	..	Kirsty
Treasurer	..	..	..	Richard Pearse
Secretary	..	..	..	Claire Hart

Jenn also advised that Wish List from the staff was viewed. Some spending was approved at this meeting. PTA would also like to help with the cost of the Pool Seating. Approximately \$3,000 was raised from the Easter Raffle.

**General Business:**

Out-of-Zone Ballot Dates are as follows:

Enrolments open	..	..	..	5 August 2015
Enrolments close	..	..	..	16 September 2015
Ballot Date	..	..	..	23 September 2015

**Sport:**

Andrew voices his concerns about students making choices about what sports they wish to compete in. He felt there was no focus from the school on pushing our children to compete which meant that we are not putting our best team forward to represent the school.

Sean advised that he felt this was not the case and that the school was not prepared to force children to compete. There is a Sports Academy starting in Term 2 for Year 7 & 8 students.

**Religious Studies in school:**

Jenn contacted the organisation who take Religious Studies at Opaheke School. She had some concerns about what was being taught. Andrew agreed to attend a class and report back to the Board. Kathy to advise Andrew of what date and time these take place so he can go along.

Meeting closed at 10.50pm.

Next Meeting: 31 March 2015  
19 May 2015  
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: