

Opaheke School Board of Trustees
Meeting held on Tuesday, 4 April 2017 at 7.00pm
At Opaheke School, Tasman Drive, Papakura

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

Minutes Secretary: Kathy Brinsden

Minutes:

Minutes of Meeting held on 14 February 2017, were read and discussed.

Jenn pointed out that the minutes state Dylan Weymouth was looking at the Fire Exit in Room 25. This is actually in Room 26. Minutes will be amended to read the correct room number.

Minutes are accepted as a true and correct record.

Moved: Glennis Seconded: Dylan

Andrew advised that he had received a letter of resignation from Matt Morling. The board will miss Matt as one of its members. Andrew and the Board took this opportunity to acknowledge the hours of work both Matt, Tracie and their family have put into the Board during his time as a member. The Board thanked him and advised that we would be organising a farewell dinner for both him and Tracie.

Andrew advised that the Board has a few options with regards to the replacement of Matt on the Board.

1. Co-opt someone
2. Hold an election
3. Continue on as there is still enough elected members

Andrew suggested that the Board take advice from the NZSTA and make a decision about what to do at a later date. It was decided that the Board would continue into the financial part of the evening so that Matt Morling could leave.

NAG 4 – FINANCE AND PROPERTY

February Accounts:

January and February accounts were passed as presented.

Moved: Matt Seconded: Glennis

Matt left the meeting.

CORRESPONDENCE:

Inwards / Outwards Correspondence:

Correspondence as tabled. (Matt Morling's resignation)

Moved: Patrick Seconded: Jenn

NAG 1 – CURRICULUM

Target Students:

Sean advised that this report is still 'work in progress'. This will be presented at a later meeting once writing data is complete. The report for Reading is in the Meetings Folder under Data Reports. Please view this before the next meeting.

Camp / EOTC Reports:

Year 8 Camp Report – A summary of this report brought out the fact that the camp cost was high due to the introduction of a number of new activities and also a higher ratio of instructors to children. However fundraising, grants from PTA and other charities kept the cost down. Camp, as always, is very beneficial to the students and teachers as it is a time when great bonds are formed.

Year 7 ETOC – In summary showed that the students had a great time – they attended the Rock Climbing in Panmure and Youthtown were here for two of the days. The children had a great time. No problems to report.

Hui/Fono:

Term 1 Hui / Fono was held on 22 March 2017. There was a great turnout and some of the areas of interest that were brought up were the re-establishing the Opaheke School connection with the local Marae. Maybe getting some of the elders involved with the idea of a Hikoi (walk). E-learning was also discussed and what is important to our families at school.

NAG 2 – DOCUMENTATION AND SELF REVIEW

COL – Memorandum Of Understanding (MOU):

This document has been forwarded to the school for both the Principal and Chairperson to sign. It was moved that this document be accepted and signed.

Moved: Sean Seconded: Glennis

Sean also discussed that they COL have been accepting applications for the leadership role for this group. Unfortunately to date no applications have come forward. The role would take a two day commitment from the successful applicant which for most Principals is a lot of time away from school. Sean and other Principals have discussed this role as a shared position – this idea is yet to be considered by the Ministry of Education. He will let the Board know what the outcome is.

NAG 3 – PERSONNEL

BOARD MOVED INTO IN-COMMITTEE STATUS AT 8.00PM

Meeting resumed at 8.06pm.

NAG 5 - HEALTH

The new Health & Safety Team presented their first report to the Board of Trustees (as tabled).

Incident Reports:

4 x Incident reports were presented to the meeting.

Lockdown Procedure:

The school practiced Lock Down recently. E-tap has an app which was used for this procedure. The practice went very well with staff being able to contact the office through their mobile phones or laptops via email to let them know students were secure and safe.

NAG 6 – LEGISLATION

ERO:

Sean reminded the Board that the meetings with ERO on both Tuesday, 2 May from 3-4.00pm and Friday, 5 May, 3-4.00pm re confirmed.

Sean will download the Self Assurance Checklist to the BOT website.

Andrew also asked if the Effective Reviews for School document link could be downloaded to the BOT website. Kathy to organise this.

Principals Report:

As tabled and discussed. The Board are finding the information provided in this report very informative.

PTA Report:

Internal Affairs have advised that the PTA have not filed audited accounts for the past three years. This is being dealt with by the PTA however if these had not been filed by the beginning of April the PTA would lose its Charitable Trust status. Jenn to follow up.

It was felt by the Board that we need to get younger families involved with the PTA as when the older long term families finally all leave the school the structure of the PTA could disintegrate. This will be looked at again soon.

Facebook Page:

Jenn presented a report to the Board with reference to the PTA Facebook Page. The original idea of the facebook page was as a communication tool for the school and the PTA. Jenn felt that perhaps a little bit of interest had been lost for this page due to the large number of requests posted on it.

The PTA thought that it might be nice for photos of activities at the school could be posted on this to encourage interest. The problem with this idea is that we cannot allow photos to be posted on this site unless we have parent permission. This would mean someone policing this. One option would be photos where children are not identified, such as the students dressed in bee costumes.

After discussion Sean suggested that perhaps what we need is to check with other schools to see what benefit their Facebook sites have had for their schools, how they post photos to the site and what they do about gaining permissions.

GENERAL BUSINESS:

Prospectus:

Jenn inquired as to whether there is a chance for us to be able to put together some form of documentation that could be given out to parents when they first start at Opaheke School. Information on bell times etc.

Glennis will look at developing this next term.

Finance Officer: (Formerly called Treasurer)

Dylan inquired as to what was involved for the role of Finance Officer. After some discussion he put his name forward for the role.

Andrew asked for any further nominations. There were none. It was voted unanimously that Dylan would take up the role of Finance Officer effective immediately.

Moved: Jenn Seconded: Patrick

Upcoming Meetings:

16 May 2017
20 June 2017
8 August 2017
12 September
31 October
28 November

Board of Trustees end of year dinner.. .. 5 December 2017 @ 6.30pm

Meeting closed 9.10pm.

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

Andrew Wickers,
CHAIRPERSON.

Date: