

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 9 December 2014 at 7.30pm**  
**At Opaheke School, Tasman Drive, Papakura**

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

Minutes Secretary: Kathy Brinsden

**Visitor:** Angela Futter – School Councillor

Angela Futter - report was tabled.

At the finish of her report both Sean and Andrew thanked Angela for her work this year.

Andrew put forward the motion that the Board review the service next year, looking at the school requirements and what the Board would like achieved from this service.

*Moved: Andrew    Seconded: Matt*

**MINUTES:**

*Matters arising from minutes:*

Andrew brought up two issues he felt needed to be addressed.

Corrections to November minutes needing to be made – there was no mention of the fact that the Board **strongly disagreed** with the following comment made by the Ministry of Education with regards to the increase of approximately 100 students which will come from the new SHA Housing development.

Comment: “the school will be able to manage this by reducing the number of out-of-zone students they take in the upcoming years”

Also with regards to staffing issues – names of staff need to be replaced with initials – except Ruth Fairweather’s name which can remain in full.

When these corrections are made the 11 November minutes can be signed off.

Minutes of the Board meeting held on 11 November 2014 (with suggested alterations) were passed as a true and correct record.

*Moved: Andrew    Seconded: Glennis*

**CORRESPONDENCE:**

**Inwards Correspondence:**

As tabled.

**Outwards Correspondence:**

Approved Parental Leave for GH.  
Accepted resignation from Ruth Fairweather.  
Approved Leave Without Pay for RA.

*Moved: Mike    Seconded: Patrick*

## **NAG 1 – CURRICULUM:**

### **National Standards Data:**

As tabled.

Andrew commented on the fact that this data shows that the school has had progressive movement in the right direction.

### **Classes for 2015:**

Staffing levels and rooms have changed for some of the staff for next year. Sean presented the Board of Trustees with a list of the changes.

### **e-learning 4 Year Plan:**

Glennis, Nikkie, Vanessa and Sean attended an e-learning course. The use of Stylus was presented as being an integral part of children learning to write. The stylus promotes the use of hand writing which is believed to enhance memory retention. It is believed that if students write more they remember more.

### **My Mobile Learning:**

Anne Taylor from Microsoft discussed with Sean the idea that if Opaheke School were to become their Mentoring School there was the possibility of dropping 60 laptops into our school. These would be HP streamed devices and would be owned by the school.

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

### **Self Review Checklist:** (from last meeting)

Statement of Physical Force and Corporal Punishment needs to be written and adopted. This will be brought to the next meeting.

Emergency Management Plan: **Sean to send link out to Board of Trustees and this will be looked at for the next meeting.**

### **Section 3 – Health Safety and Welfare** (reviewed for this meeting)

No 25: - Need to have Health and Safety KPIs reported to Board of Trustees next year. **Sean to find out what is required.**

No 27: - Racist Bullying - needs to be expanded.

No 29: - Special Needs Policy needs to be reviewed – it is too brief.

## **NAG 3 – PERSONNEL:**

### **Staffing:**

Sean requested the following staff appointments be ratified:

Denise Horley	-	Deputy Principal (Y5-8)
Jodi Hill (Southon)	-	Fixed Term Teacher Y6

New staff appointments ratified.

Charlotte Gannaway - Y3/4 Team Leader – offer has been made but will not be accepted until Charlotte's Teacher Registration has been renewed – at present her registration has lapsed.

**Teacher Registrations:**

Sean advised that at present the Board pay for full registration of all teaching staff. He has been advised by the NZSTA that this may provide a conflict of interest for the school if a situation arises – if the Board are paying for Teacher Registration this indicates that we are endorsing the actions of our teachers. Sean suggested that the Board phase out payments over the next three years.

Andrew suggested that the Board seek advice on this as he is not sure if we can withdraw a payment that we have been making for years. **Sean to check with New Zealand Principals Federation.**

**Patrick to check legal situation.**

**NAG 4 – FINANCE AND PROPERTY:**

**October / November Accounts:**

Accounts were discussed. Matt made note that the Depreciation Journal for November was missing. Kathy to correct this.

Accounts accepted.

*Moved: Matt*

*Seconded: Patrick*

Andrew asked that Kathy forecast costs to end of year and send this information to Board as soon as she can.

**Grants Update:**

Grassroots has approved a grant of \$2,000 for the purchase of TVs and Projectors.

ASB has approved a grant of \$5,000 for the purchase of i-pads.

Sean has provided information for installation of a Radio Station at Opaheke School. **Sean to obtain quotes for this equipment and send it to Patrick.**

**Jenn to organise a second quote for Pool Seating and forward this to Patrick.**

**Property Update:**

Registration of Interest has been received from Gartshore Construction for the work to be done in Rooms 19 & 20. **Sean to call the schools they have worked in to check out work they have already done.**

A motion was put forward that we proceed on the condition that the referees check out okay.

**If everything good Kathy is to contact Gartshore Construction requesting a tender for this work.**

*Moved: Andrew*

*Seconded: Matt*

Andrew made the point that David Bowes was not to get the work as the Board had already had dealings with him.

**Budget 2015:**

Sean presented his budget for 2015. A surplus of \$4191 has been budgeted for the 2015 year.

The point arose about the budget for afternoon teas / morning teas or special events. Andrew stated that he thought the Board should make a better effort to ensure that our PTA and their helpers are recognised for their work – ensuring that everyone is invited to the end of year PTA and Parent Helper event. A record needs to be kept of all those people who help throughout the year to ensure that no-one is forgotten. The board agreed that this needed to happen and will work on this for 2015.

The budget was accepted.

*Moved: Matt*

*Seconded: Glennis*

## **NAG 5 – HEALTH AND SAFETY:**

### **Incident Reports:**

2 x Reports sent to Work Safe NZ – full reports held at school.

### **Hazard Report:**

Jenn walked through the school and identified the following Hazards:

The ramp outside Room 13 has a loose board. **Kevin to be told to check this out.**

Toilets in hall – water continuously running. **Kathy to get plumber to check.**

### **Fire Drill:**

A Fire Drill was held on 24 November 2014. Everything went well.

## **NAG 6 – LEGISLATION**

### **SHA Opaheke:**

SHA – already discussed earlier on.

## **PRINCIPALS REPORT:**

As tabled – matters arising:

Sean felt that maybe consideration could be given by the Board to reducing the number of Board Meetings that are held. Perhaps meetings could be held less frequently. It was suggested that the meeting in January 2015 could be less formal and be held as a social event. Everyone agreed on this. **Sean to advise about January meeting.**

Jenn advised that the PTA would like to say thank you for their Parent Helper evening.

Jess also raised the issue with only receiving reports at the Learning Conferences. She felt that this meant most of the meeting with the teacher was used up with parents reading a report they had not seen prior to this and that it did not give parents time to think about what they would like to ask.

Glennis advised that the reason they were given out on the night was so that the school would have a better turn out of parents for the Learning Conferences. If they are given out before-hand parents just don't bother to come along to their child's conference.

Jenn also raised the point that if reports were received on the last day of school this did not allow parents the time to call into the school with questions they may have about their child's progress.

**Sean will raise this issue with the Management Team and come back to the Board with their thoughts.**

Principal's reports was moved and accepted.

*Moved: Sean*

*Seconded: Jenn*

Meeting closed 10.35pm.

Next Meeting: January 2015

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

Andrew Wickers,  
**CHAIRPERSON.**

Date: