

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 24 June 2014 at 7.30pm**  
**At Opaheke School, Tasman Drive, Papakura**

**Present:** Jenn Jury, Glennis Williams, Mathew Morling, Andrew Wickers, Sean Valvoi  
Patrick O'Halloran arrived at 8.00pm

Minutes Secretary: Kathy Brinsden

**Apologies:** Michael Gilmore

**MINUTES**

Minutes of the Board meeting held on 13 May 2014 were passed as a true and correct record.

*Moved: Patrick    Seconded: Jenn*

Matters arising from minutes:

**2.1    *PROPERTY – R19 & 20 UPGRADE***

Sean had a meeting with John Thrupp, Building Contractor, to discuss the proposed alterations. The alterations will require the removal of the toilets and two walls in this area and will provide a shared work space area central to both rooms.

John Thrupp's findings: There are no load-bearing walls in this area, so the Board does not need a permit to go ahead with this work.

Andrew confirmed the process –

John Thrupp scopes the alterations and  
Board calls for Tenders for the work

Andrew also stated that an MOE Project Manager was only needed for any projects over \$100,000. This to be confirmed.

Sean also had a meeting with Dave Major from MOE with regards to the alterations – he saw no problems with internal work, external decking may be a problem.

Dave Major requested information and the breakdown of students in each level at the school so he could review the student vs area ratio for the school. Information sent off by Sean – awaiting reply.

**2.2    *MATHS EVENING***

Sean reported that the evening was very successful. Evaluation Information gathered on the night has been sent to each Board member. Over 100 parents attended. Andrew commented on how good the evening was.

**2.3    *PASIFIKA EVENING***

Approximately 25 families turned out. Information gained will be discussed in depth with the teachers. Junior Pasifika Group has already met with Katie Hastings (Teacher Aide). Sean has already had a parent volunteer approach him wanting to start a senior Pasifika group. There has also been an offer of parent help to have a Pasifika Stall at the School Carnival. Pasifika parents want their next event to be a social occasion.

**3.1    *ACCOUNTS***

Of note Administration Consumables are running over budget. Board are aware of this – copier costs at the beginning of the year have contributed to this over-run.

Accounts accepted

*Moved: Mathew*

*Seconded: Glennis*

### 3.2 **SNUP**

Torque IP Reps had meeting with Sean and Nikki. Work will be starting next Monday, 30 June 2014. Contractors understand there are 3-Way Conferences with parents on that week – they will keep disruption to a minimum.

This cost is not including Point to Point which was quoted at \$15,504 (incl GST) – which is for cabling, trunking to hall, wireless outlets and extra points.

Some of \$51,801 can be apportioned to 5ya but Active Equipment and Wireless Equipment has to be funded by school – this money to come out of Operating Grant.

Andrew mooted the idea that for this project minor change requests can be actioned by the Principal.

*Moved: Andrew      Seconded: Jenn*

Excess SNUP work totalling \$51,801 also passed for expenditure.

*Moved: Matt      Seconded: Glennis*

### **SECURITY FORTLOCK**

Sean advised that the current security system is failing – he had to come in for a call out last weekend. Quote from Fortlock Security:

Whole system upgrade .. \$10,328

Andrew questioned that in the Terms and Conditions of the quote it states that the quote does not include:

Provision of any new cabling  
Will not provide a guard onsite when repairs are carried out and system is down

Andrew asked Sean to query cabling replacement and if they could advise quality of cabling in school at present. If they advise it is fine we would like them to provide a warranty for the existing cabling.

Funds for upgrade of security system to come from Operating Grant.

*Moved: Matt      Seconded: Patrick*

### 4. **PRINCIPALS REPORT**

**e-learning** is taking off – teachers are inspired – this is showing in class.

Nikki Laing (teacher) is excited about BYOD (Bring Your Own Device). Nikki and Sean visited Waiau Pa School to see classes using this technology. Feedback from Waiau Pa School was BYOD was very successful.

Questions raised by Board:

What devices are required by children at Opaheke?  
Are we going to align our devices with Rosehill College?

Andrew asked – If we want parents to engage, what will the financial burden be?

Nikki and Sean to consult with parents in her class re BYOD.

**e-asttle report** chart presented to the Board by Sean shows one of the common areas needed to be worked on as 'Spelling'.

Andrew commented on the fact that children well-below were recognised by Sean at an earlier meeting and was the BOT targeting funding resources in the correct areas? Could this information be gathered and reported back to the BOT then resource funding targeting could be reassessed.

**Health Consultation** - to be sent out next term.

**Principal's Appraisal** – Jim Ball is going to be performing Sean's Appraisal. Jim will provide a report to the Board. Expenditure passed for payment.

*Moved: Glennis      Seconded: Jenn*

## 5. **POLICY AND AUDIT REVIEW SCHEDULE**

### **Nag 5 – Health & Safety**

Patrick, Glennis, Jen and Sean met last Wednesday re NAG 5. Policies were sent out to everyone to look at and then brought to meeting. There were a lot of Guidelines and very few Policies. Guidelines now changed to Policies.

Newly reviewed Nag 5 Policies will be displayed in the office for community consultation for 2 weeks. Parents have been invited to view and offer feedback – notice placed in Newsletter advising of this.

After the two weeks has elapsed the Policies will be brought to the next available BOT meeting for signing off.

Andrew suggested that the BOT review forthcoming Health & Safety legislation and look at processes for onsite contractors.

Karen Edwards presented her plan for the Yr5/6 camp this year. Jenn signed this off on behalf of the Board at the Policy Review Meeting.

Andrew stated that next time signing off of the school camps should be done by the Chairperson and the Principal as the onus fall on them if a situation arises at camp.

## 6. **ASSURANCE CHECK**

Second page of the ERO Assurance Check has been completed.

Sean to check on number 16 on the check list.

## 7. **CORRESPONDENCE**

### **Inwards:**

Alana Cantley (DP) letter of resignation – The Board has accepted Alana's resignation.

In Mike Gilmore's absence Kathy will draft a letter to Alana from the Board acknowledging her letter of resignation, Andrew to sign this.

## 8. **FUNDRAISING**

Applications for Dragon Trust for Electronic Sign Board and Pub Charity for TV and Projectors have been sent away.

Patrick has a 'Wish List' from the school. The Board would like to apply for the following:

1. Four Winds Foundation for a Portable PA System.
2. The Trust Community Foundation for furniture for R19 & R20 – Modern Learning Environment

*Moved: Patrick      Seconded: Glennis*

**9. HEALTH & SAFETY CHECK**

Glennis Williams and Hannah Lendrum did a walk around the school. Everything is fine. New path is working well. There is a broken window R9 – safety glass has a large crack in it.

Sean will organise for this to be fixed.

Wooden steps outside R13 & R14 and also outside R18 are slippery during the winter. Glennis to organise resurfacing with Kevin.

Maintenance repairs approved by the Board.

**10. GENERAL BUSINESS**

**10.1 PTA**

Jenn and Sean attended the PTA meeting.

Karen Edwards request for funding for support for the Yr 6 camp for this year of \$2250.00 was approved.

PTA will pay over-run costs for newly installed path.

PTA admitted they do not want the funds they raise to solely support technology in the school because they do not believe they will be able to raise enough money to sustain this.

Kathy to also draft letters to Karl Booker, Bruce Hart and David Todd for the hours of work and the equipment they provided for the school Working Bee on Saturday, 7 June 2014.

**10.2 PPA CONFERENCE**

Sean found the PPA Conference to be of great value. It allowed him to be able to network with other Principals.

**10.4 RATIFYING OF NEW STAFF**

Javier Prado Galvez has been employed in the position of Spanish Language Tutor replacing Hamid Moradi (Peter). Javier will start Monday, 21 July 2014.

Kathy Brinsden started on Monday, 26 May 2014 as the school Executive Officer/Principal's PA replacing Glennis Burge.

Kathleen Tolmie has been employed as the new Teacher for Joanne Pulman is Room 11. This is a fixed term position finishing on 16 December 2014.

*Moved: Sean                      Seconded: Jenn*

**10.5 FONTERRA – MILK FOR SCHOOLS**

Milk for Schools started on Monday, 23 June 2014. This has been received very well by the children. Year 5 students are the monitors for this venture.

**PROPERTY FOR SALE**

Mr Young (neighbour in Greenhaven Ave) phoned Sean advising that he is selling his property, that backs onto the school) and would like to offer the property to the school first. The Board felt they did not have the funds for this purchase.

**SECURITY**

Safer Security Papakura has closed its doors. Summit Security has been recommended by Papakura Principals. The Papakura Schools have approached them to work with all of the local schools, offering them a cheaper price because of the number of schools involved.

The quote is \$350.00 per month flat fee – this means no extra cost for callouts unless we have a prior arrangement with them for a particular event i.e.

- \* If we require extra cover for an event
- \* Staff escorted to vehicles at night
- \* A parent at school that we would like removed from the premises

These services are available at a cost of \$25 per hour.

Signing this contract would see the school contracted to Summit Security for the next 12 months.

Board approved this contract.

*Moved: Glennis      Seconded: Matt*

**POLICY REVIEW**

The next policy to be reviewed is Nag 3. Andrew asked who would be interested in being on this review committee. Committee will consist of: Glennis, Matt, Jenn and Sean.

Meeting closed – 10.20pm.

Next Meetings:	Tuesday	29 July 2014	7.30pm
	Tuesday	26 August 2014	7.30pm
	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: