Opaheke School Board of Trustees
Meeting held on Tuesday, 12 September 2017 at 7.00pm
At Opaheke School, Tasman Drive, Papakura

Present: Jenn Jury, Glennis Williams, Sean Valvoi, Dylan Weymouth, Patrick O'Halloran

Minutes Secretary: Kathy Brinsden

Visitors: Cindy Erdos, Murray Wratt, Brenda Marquet, Denise Horley

Y8 Camp Approval:

Cindy Erdos presented her application for approval for 2018 Year 8 Camp. Her request for approval was granted.

Moved: Jenn *Seconded: Dylan*

50th Reunion:

Condolences were passed onto Murray from the Board with regards to the recent passing of his wife, Bev.

Murray then spoke with regards to the 50 Reunion. He would like to form a small steering committee and inquired as to whether one of the current Board Members would like to be part of this committee. At this point the Board would like to consider this. Murray has decided on dates – Friday, 16 November 2018 and Saturday, 17 November 2018.

Murray also suggested that perhaps a Scholarship Scheme could be formed from this event. The Board agreed that this was a great idea. The motion was moved that the Board would donate $10,000 for this event and also that a Scholarship Scheme would be formed.

Moved: Glennis *Seconded: Patrick*

Curriculum Plan:

Brenda and Denise presented the new Opaheke School Curriculum Plan.

Assessment Data for Maths:

Denise presented the Assessment Data for Maths for Years 4-8.

CORRESPONDENCE:

Inwards / Outwards Correspondence:

2 x Education Gazettes.

Minutes:

The Minutes for the 8 August 2017 were accepted as a true and correct record.

Moved: Jenn *Seconded: Dylan*

NAG 1 – CURRICULUM

The following items were presented by our visitors at the beginning of the meeting:
Curriculum Plans
Achievement Info
2018 Y8 Camp approval

NAG 2 – DOCUMENTATION AND SELF REVIEW

In-Committee Minutes:

In-committee minutes were accepted as a true and correct record and signed.

Moved: Jenn Seconded: Sean

Board of Trustees By-Election:

Sean moved that Kathy Brinsden be instated as the Returning Officer for the upcoming BOT By-Elections.

Moved: Sean Seconded: Dylan

The timeline for the by-election was presented to the Board.

Andrew Wickers arrived at 8.00pm.

COL Survey:

Sean presented to the Board the COL Survey published by Rosehill College. The survey was then completed online.

Triennial Work Plans:

Sean presented his triennial work plan as it stands at present. **Sean to consult with community re Mission Statement and Vision.** He will present some ideas at the upcoming Hui tomorrow night, giving examples of Statements and Vision from differing companies. This will be used to help inform everyone of what we are looking for and what should be considered.

Sean then asked if everyone could take a look at the plan and offer feedback.

Policy Review:

There are three Nag 5 policies that have been reviewed.

Online Publication of Student Images and Work Policy, Parent Permission for Online Publication of Student's Images and Work Policy, Digital Citizenship Policy and two agreements *Student Responsible Use Agreement and Staff Responsible Use Agreement.*

These need to be looked at by the Board. **Kathy to email out these policies for everyone to look at and send back any feedback.**

Sean, Glennis and Patrick met and reviewed Nag 3 policies. There are still a few policies being reviewed. These remaining policies will be sent out to the Board for review.

NAG 3 – PERSONNEL

Staff Resignation:

Resignation was received for one of our teaching staff. **A letter will be sent acknowledging receipt of this.**

Ratification of Staff:

Rachel Leader (Part Time) and Tricia Walker's (Fixed Term) employment were ratified.

Moved: Sean   Seconded: Glennis

NAG 4 – FINANCE AND PROPERTY

Accounts:

August accounts were passed as presented.

Moved: Dylan   Seconded: Jenn

Property:

Sean advised that there was a problem with the sewage pipes under the Junior Hub development. It was established by the contractors that the pipes were damaged during construction. Practec have sent in their contractors to fix this. A Manhole had to be cut in the present decking. The contractor will return to put a proper manhole cover in this area.

We have received two quotes for the repaint of the school. One from Walker Property Services and one from National Decorators. It was noted that one of the quotes did not include the aluminium door frames. **Sean to contact Walker Property Services to ask them to quote for the repaint of these doors.**

Our 10 Year Property Plan is still with the Ministry of Education awaiting approval.

Two quotes have been received for an Air Conditioning Unit for the hall. Both quotes to be presented to the PTA to cover the cost of installation of these units. It was moved that the Board were happy to cover ongoing maintenance costs for these units once they are installed.

Moved: Andrew   Seconded: Patrick

The quote for the Air Conditioner for the Meeting Room has come in at approximately $2,000. It was moved that the Board would cover this installation cost but it is to be included in next year's Capital Expenditure budget.

Memorial Seat:

A letter was received from Judy Dalgety with regards to the installation of a Memorial Seat for Mrs Leona McKenzie at the Short Street entrance. Andrew pointed out that although there did not seem to be a problem with the installation of this seat, consideration would need to be taken to ensure that the seat did not sit in a place that would be a problem if it was ever necessary to bring in a new classroom etc.

Sean to make contact with Judy Dalgety and invite her along to the next BOT meeting.

NAG 5 - HEALTH

Health & Safety Report:

The latest Health & Safety Report was tabled.

Incident Reports:

One Incident Report was presented.

NAG 6 – LEGISLATION

Board of Trustees Timesheet:

Kathy presented a Board Time Sheet with the Board Members time to date. This was passed as a true and correct record. **Andrew asked that this Time Sheet be updated and brought along to each meeting so that Board Members can add any extra time onto it.**

Principal's Report:

Dylan made comment that the Principal's comments on this report and very helpful and informative.

PTA Report:

Meeting to be held next week.

GENERAL BUSINESS:

School Bus Run:

Andrew inquired about the timing of the school bus run. He stated that the bus seems to be coming earlier and earlier which means that some of the children are not being picked up. **Kathy to ring Murphys and find out why this is happening and what can be done to put this right.**

Upcoming Meetings: 31 October
28 November

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

Meeting closed 9.50pm.

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

Andrew Wickers,
CHAIRPERSON.

Date: 8.11.17.