

Opaheke School Board of Trustees
Meeting held on Tuesday, 11 September 2018 at 7.00pm
At Opaheke School, Tasman Drive, Papakura

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

Apologies: Andrew Wickers

Minutes Secretary: Kathryn Windleborn

Minutes of previous meeting held on 31 July 2018:

The Minutes for the 31 July 2018 were accepted as a true and correct record.

Moved: Louisa Seconded: Dylan

Correspondence

As tabled.

NAG 1 - CURRICULUM

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans

E-asTTle Literacy and Numeracy postponed till next meeting.
Attendance is averaging at 91% with late at about 25%. We have one family currently involved with truancy.

Policy Ready for Signing

NAG 4 Review – No feedback received from parents, board approved changes and signed.

Out of Zone Enrolments

38 so far with mainly year 0 & 1 students. There are a few year 2 & 3 students and five or so year 7 students. Year 7 students were not advertised for but we may be able to accommodate them depending on how many of our current year 6 students leave next year.

Open afternoon on 4th September went well, we had approximately 10 families attend with all but one being out of zone families.

NAG 3 – PERSONNEL

Principal Appraisal Report

As tabled.

Board read and approved report.

Moved: Jenn Seconded: Patrick

Performance Goals for Principal 2018/2019

The following goals were suggested:

- Wellness Action Plan – focussing on bringing in programs to teach teachers how to teach children about mental and emotional wellbeing and relating to others. Kia Kaha anti bullying program will be incorporated into Term 1, 2019.

- Professional learning structure – looking at improving on the personalised domain learning structure that was implemented this year as well as also possibly incorporating some of the old structure of bringing together teachers to all learn the same thing at the same time.
- Reducing the intellectual gap between Maori and non-Maori students – currently approximately 40% of Maori students in the Papakura catchment area are leaving school without achieving NCEA level 2.
- Improving communication with parents – this idea was discussed but it was unanimously agreed Opaheke School is already doing everything it can in this area and the number of parents advising that they did not know about events has significantly reduced this year.
- Attendance – looking at improving the attendance of students and reducing the number of late students

Any further ideas are to be emailed to Sean for collation and consideration.

Leave Request

Request for leave letter received from SL. BOT will respond with letter to confirm acceptance.

NAG 4 – FINANCE AND PROPERTY

Finance Report

As tabled.

Sean to close the learning resource budgets on 31st October.

Moved: Dylan

Seconded: Jenn

Asset Register Update

Kathryn has reviewed the asset register to dispose of old items and recategorise going forward. As a result, the asset costs of current assets in our asset register have reduced by just over 500k. This has not affected our depreciation costs as all assets had a book value of zero dollars.

Moved: Jenn

Seconded: Glennis

Property Update

A decision has been made to stay with Opus for the retaining wall and boiler upgrade. These are underway with the intention of the contract being awarded to the successful contractor by the end of September and the works being completed by mid January.

The Library and IT suite refurbishment project will be looked at after these have been completed.

MOE Property – Growth Meeting Feedback

As tabled.

Board members to have a look at the website referred to in the report to provide their feedback.

NAG 5 - HEALTH

Health and Safety Update

As tabled.

The proposed road patrol policy has been reviewed at the H&S meeting. Board requested one minor change before putting the policy at reception for parent review. This will be done in time to advise parents in the next newsletter and have at the next board meeting for approving and signing.

Glennis will contact AT and/or police to request a summary of the procedures covered in the student training that can be to be passed onto parent supervisors.

Incident Report

One incident of student colliding with brick wall resulting in a head wound.

NAG 6 – LEGISLATION

Board of Trustees Timesheet

Checked and signed.

Health and P.E. Survey

As tabled.

Cross country could possibly be renamed to fun run.
Publish the results in the next newsletter for parents.

PRINCIPAL'S REPORT

As tabled.

Invite for Nikkie and Sean to attend Microsoft Executive Briefing in Seattle approved.

Moved: Patrick Seconded: Glennis

PTA REPORT

Very short PTA meeting last time as they had the carnival meeting straight after.

Kathryn to send out reminder on Monday before next meeting to ascertain if a board member is available to represent.

GENERAL BUSINESS:

Jubilee

Registrations are starting to come in, up to 5 or so now with payments also coming in.

Jenn will suggest more regular meeting next term so ensure everything required is achieved on time.

Priorities for 2019

Kathryn to email out heading to board members for them to provide suggestions to be discussed at next board meeting.

Meeting closed 9.02pm.

**Next meeting to be held on Tuesday, 30 October 2018 at 7.00pm
At Opaheke School, Tasman Drive, Papakura**

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

Jenn Jury,
CHAIRPERSON.



Date: 30/10/18