

Opaheke School Board of Trustees
Meeting held on Tuesday, 30 October 2018 at 7.00pm
At Opaheke School, Tasman Drive, Papakura

Present: Jenn Jury, Sean Valvoi, Dylan Weymouth, Glennis Williams, Louisa Hunter, Andrew Wickers

Apologies: Patrick O'Halloran

Visitors: Denise Horley, Nikkie Laing

Minutes Secretary: Kathryn Windleborn

Minutes of previous meeting held on 11 September 2018:

Glennis is still awaiting response regarding road patrol procedures.
The minutes for the 11 September 2018 were accepted as a true and correct record.

Moved: Jenn Seconded: Louisa

Correspondence

As tabled.

NAG 1 – CURRICULUM

Camp Approval

As tabled.

Board queried the 15% Overage from the 2018 camp, is the student contribution too high?
Sean advised the overage was not normal, usually the Board ends up granting more funds to cover excess costs. Sean will discuss with Team Leader.

Board has requested the school invoice families earlier in the year to give them more of a chance to be able to pay for it.

Motion to approve 2019 Y8 Camp.

Moved: Jenn Seconded: Andrew

Return to Y7/8, Y5/6 Teams and Staffing

Having two senior mountains both with a range of Y5-8 students has added an additional layer of work for the team leaders meaning they have had to focus on tasks which may not have necessarily utilised as much of their time as if the mountains were split by Y5/6 and Y7/8. This has meant they have had less time to focus on class responsibilities. Sean believes 2019 is the time to separate Y5/6 from Y7/8 in the team mountains. 2019 is forecast to start the year with 165 students in Y5/6 meaning with the current 5 classes there would be an average of 33 students per class. 134 is the forecast student numbers for Y7/8 at the start of 2019 with 5 classes which means there will be an average class size of 27 students. If we are able to fund an additional teacher for Y5/6 we will be able to have 6 classes next year which will bring the average class size down to 27 students which is more ideal. The average staffing cost of an additional full-time teacher is 50k per year.

In the 2019 budget we can decrease the teacher resources to accommodate an increased personnel cost, Sean would relay this change to staff.

Moved to split the senior mountains by Y5/6 and Y7/8 and the BOT to fund one additional teacher over and above the entitlement at a cost of around 50k for the year.

Carried: Unanimously

Assessment Reports – Denise Horley

As tabled.

There is a Maori Community workshop available through NZSTA which could potentially be offered to teachers/senior leaders. The date may not be appropriate as it is the morning of the Jubilee.

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans – addition of elections 2019

As tabled.

New Curriculum documents to be presented at next meeting.

Draft Budget to be sent out prior to next meeting, ready for approval at next meeting.

Capital Expenditure also to be presented at next meeting.

Educational Leadership Capability Framework – education council put out 9 capabilities, which look great to help leaders within the school.

BOT Elections been added to the 2019 BOT Work Plan.

Policy Ready for Signing

Safety of Students While in Transit – No feedback received from parents, board approved changes and signed.

Out of Zone Enrolments

All available positions have now been filled. Out of Zone Enrolments in the school are currently about 30% and will increase next year.

NAG 3 – PERSONNEL

TOD 2019 (call back) 18 July

18th July 2019 to be set as a call back date for Teachers if we are in the COL.

Moved: Andrew

Seconded: Dylan

Networks of Expertise Feedback

As tabled.

Mini meets – A total of 153 teachers have attended these 1 hour, twice a term, meets. It has grown quickly potentially due to funding now available to release teachers to come along and present. Each person who attended shared with an average of 9 others who didn't attend meaning the impact of what we are doing is able to be much greater.

MIE Expert – The key note speaker from Seattle was highly rated as beneficial. Non-experts came to immersion session on the Sunday to ensure a greater impact on teaching staff. The average reach per attendee was 39. So far, our cumulative reach is 1181 teachers nationwide.

Sean's Performance Agreement

Principal Performance Review is missing objective four. Sean will email to BOT once this has been added for approval.

Staffing 2019

We are fully staffed for 2019 except for the additional Y5/6 teacher which has just been approved.

Contract Negotiations

12th November is the intended strike day for Auckland's NZEI members.

Move to close the school if the strike goes ahead due to insufficient staffing to ensure student safety.

Carried: Unanimously

Sean will send out communications to parents asap and repetitively until the date to ensure word gets out that the school will be closing for the Strike.

'In Committee' matter

The Board moved to 'In Committee' status at 8.49pm to protect the privacy of the personnel concerned.

The meeting commenced again at 8.52pm.

All future personnel discussions will be conducted in committee as per NZSTA recommendation.

NAG 4 – FINANCE AND PROPERTY

Finance Report

As tabled.

BOT find the Edtech report very informative and request a copy of this to be included in board documents in future.

Moved: Andrew

Seconded: Louisa

NAG 5 - HEALTH

Health and Safety Update

As tabled.

Incident Report

One incident of student tripping over and falling face first onto concrete resulting in broken front tooth.
One incident of student falling off flying fox resulting in fractured elbow.

BOT have requested to receive an overview of the employee ACC reports that are filled out as well in future. Recently we have had one incident of staff member been mildly electrocuted from a faulty laptop charger and one staff member tripping over the door stop by the library causing her to fall and damage her shoulder.

Physical Restraint Forms

Physical restraint is only warranted if there is potential harm to the student or another person's safety. Sean to send to MoE and file as well as providing a summary to BOT at each meeting going forward. If there is a concern with any of these Sean will call a meeting with the chairperson immediately. Teachers are to remain unnamed on the forms as they are about students and will be looked at to ascertain if there are any trends relating to a student.

NAG 6 – LEGISLATION

Board of Trustees Timesheet

Checked and signed.

PRINCIPAL'S REPORT

As tabled.

GATE is still happening, teachers are finding it very beneficial not only for the talented students but also the rest of the students including target students.

We have over 2 tonne of excess coal which is no longer required due to the boiler upgrade to a gas boiler. We will put feelers out in the community to see if anyone would like any of this for free, providing they can pick it up themselves

Amendment to report, there have been no stand downs since last meeting.

PTA REPORT

Louisa attended the last meeting, very centred around the organising of the Carnival.
PTA agreed to donate 2k to Y7 EOTC for next year.

GENERAL BUSINESS:

Jubilee

Weekly meetings are happening, feelers have gone out to staff for extra help. Numbers are picking up which is good. Looking like it is all pulling together well and will be a great event.

BOT Presentations and speeches at the end of year events

Jenn/Sean to speak at Jubilee on the Saturday night.
Jenn to speak at Grandparents Day, Junior Concert, Senior Concert and Prizegiving, Graduation and the BOT Thank you for Parents Evening.

Gifts for Leaving PTA etc

Kathryn to collate list of parents with their last child at Opaheke School this year for Jenn to pass around and give feedback on who requires gifts for there help/input in the school over there time as a pupil's parent.

People such as PTA office holders, carnival co-ordinators etc.

Meeting closed 9.45pm.
Next meeting to be held on Tuesday, 27 November 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: 27/11/18