

Opaheke School Board of Trustees
Meeting held on Tuesday, 27 November 2018 at 7.00pm
At Opaheke School, Tasman Drive, Papakura

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

Visitors: Denise Horley

Minutes Secretary: Kathryn Windleborn

Minutes of previous meeting held on 30 October 2018:

The minutes for the 30 October 2018 were accepted as a true and correct record.

Moved: Andrew

Seconded: Sean

Correspondence

As tabled.

NAG 1 – CURRICULUM

Data Analysis

As tabled.

Research shows it takes three years of effective teaching to have a significant impact on a students' learning. With this in mind, the board has requested in future we should classify transient students as students who have come into our school within the last three years rather than any student who has not attended our school since new entrant.

Students with ASD generally also have Anxiety issues which are often triggered in test situations, this means these tests are not always accurate for all types of students. Other areas of the students' work are also considered by teachers/senior leaders to ascertain the students' progress. Board would like an additional teacher judgement commentary for students with alarming effect sizes in.

Board requested to remove students who only started this year and students on the spectrum from the overall data to see what the effect sizes is of the remaining students.

OTJ Parent Reporting

These are on track to be finished and given to Y1/2 students at the 3-Way Conferences and sent home with the Y3-8 students on their last day of school.

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans

As tabled.

National Standards have been replaced with OTJ reporting.

Reporting by ethnic data have not been finalised due to errors with eTAP not recording students as the first identified ethnicity.

Appraisal Reports are been done this week.

EOY Novopay done

SOY Novopay to be done after the 12th Dec

Charter – Priorities for 2019

Possible priorities include the following:

Reflection on new reporting styles to ensure we are assessing student achievement accurately and clearly to the parents.

Relationship building with students to achieve cultural responsiveness.

Focus on wellbeing.

Board to email Sean with any further thoughts on this over the next few weeks.

Jubilee Review

The Jubilee was a huge success and exceeded expectations. There was a good turnout on both Friday and Saturday. The Powhiri on Friday morning was excellent, the students really enjoyed the tabloid sports. The hall was full for both evening events. There will be a final meeting tomorrow to tie up loose ends and invite helpers to Grandparents day to thank them at the concert.

NAG 3 – PERSONNEL

Staffing 2019

Due to an unforeseen resignation we are now looking for one new entrant teacher to make up required staffing numbers for 2019.

We have been approved for a 10k grant to help support our new beginning teacher in 2019.

'In Committee' matter

The Board moved to 'In Committee' status at 8.19pm to protect the privacy of the personnel concerned.

The meeting commenced again at 8.35pm.

NAG 4 – FINANCE AND PROPERTY

Finance Report

As tabled.

Annual Provision of cyclical maintenance calculation recorded as true and correct.

Moved: Dylan

Seconded: Patrick

Capital Expenditure Report

As tabled.

Board requested we add an estimated depreciated column to the capital expenditure report based on the month the item was purchased in as well as adding donations to the report so that the forecast depreciation expense can be looked at.

Board requested potentially depreciating donated fixed assets at 100% so that the depreciation expense is paid in full in the year the assets income is received so it will not affect the depreciation expense in future years.

Board also questioned the high depreciation projection. Kathryn to look into this to see what this may have been caused by.

Moved: Andrew

Seconded: Sean

Budget 2019

Accounting – Kathryn to get a quote from Edtech for monthly, termly and ad hoc services and email this to Board members for a decision on what to do for support in 2019.

Kathryn to collate a depreciation report compared to capital expenditure by year.

Draft budget approved. Board moved for Sean to finalise 2019 budget after making some final alterations as discussed.

Moved: Jenn

Seconded: Andrew

BDO Interim Report

As tabled.

Property Update

Boiler replacement has started and will be finished over the holidays.

Jenn will look into grant for funding to supply swimming lessons over summer, may be too late for this year but will aim for it for next year's swimming season.

Board moved for the school pool to be open to Staff, BOT members and PTA office holders only over the Christmas holidays as per previous year.

Moved: Jenn

Seconded: Louisa

Wire fence by junior area needs replacing, Sean will endeavour to get in contact with neighbours again to get this sorted.

NAG 5 - HEALTH

Health and Safety Update

As tabled.

Room 26 needs a second exit and Room 25 should possibly have a third exit as the two current exits are very close to each other. Kathryn to contact Opus to explore options.

Incident Report

One incident of a student running into another student while playing touch rugby on the field which resulted in a broken collarbone.

One incident of a student tripping on a ball resulting in a broken wrist.

One incident of teacher tripping on bench seat outside room 21 which resulted in a bruised shin.

One incident of teacher dropping server rack onto foot resulting in bruised foot.

NAG 6 – LEGISLATION

Board of Trustees Timesheet

Checked and signed.

Prep time approx. 30 mins each meeting with 1 hour each for EOY and SOY meetings

Moved: Andrew

Seconded: Jenn

Restraint Report

Two Incidents of Physical Restraint Reports since last meeting.

PRINCIPAL'S REPORT

As tabled.

Board questioned if target student numbers are spread evenly across classes and/or paired up with other higher ability students which could help support the target students as well. Sean advised yes, there is a huge amount of thought put into this as well as many other factors which are considered to give all students the best possible chance of progressing well in the following year.

Board suggested potentially looking at holding open days first thing in the morning next year to see if the timing is easier for working parents to attend.

PTA REPORT

Last PTA Meeting was replaced with BOT Thank You to Parents Evening which had a great turn out and was well received all around.

GENERAL BUSINESS:

Excluded Student

Sue for NFT approached Sean regarding enrolling an excluded student from a local school.

Motion to gracefully decline as we already have several current high needs students we are focussing on and another one potentially starting next year.

Moved: Jenn

Seconded: Patrick

Grant Applications

Jenn was told about a person who the Board can contract to apply for various grants on our behalf who will only charge us a fee if she is successful in the grant application.

Jenn will contact the person to obtain more information on this.

Grassroots Application

Andrew has applied for an extension until possibly January 2019 as the Netball Uniforms have not yet arrived to be able to provide proof of payment for these. Netball uniforms are estimated to arrive mid-December.

Meeting closed 10.05pm.

**Next meeting to be held on Tuesday, 19 February 2019 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: 19/2/19