

Opapeke School Board of Trustees
Meeting held on Tuesday, 19 February 2019 at 7.00pm
At Opapeke School, Tasman Drive, Papakura

Present: Jenn Jury, Sean Valvoi, Dylan Weymouth, Glennis Williams, Louisa Hunter, Patrick O'Halloran
(arrived 7.20pm)

Visitors: Denise Horley, Sheraz Harris

Apologies: Andrew Wickers

Minutes Secretary: Kathryn Windleborn

Meeting commenced with the election of Chairperson:

Meeting was handed over to Sean for the election of the Chairperson. Sean nominated Jenn, Louisa seconded the nomination - the vote was unanimous. Jenn Jury retained her position as the Board Chairperson.

All other office holders remain the same:
Patrick O'Halloran as Board Secretary.
Dylan Weymouth as Financer Officer.
Louisa Hunter as Grants Administrator.

Minutes of previous meeting held on 27 November 2018:

The minutes for the 27 November 2018 were accepted as a true and correct record.

Moved: Louisa

Seconded: Dylan

Correspondence

As tabled.

NAG 1 – CURRICULUM

Analysis of Variance 2018

As per email out to Board Members.

Jenn requested for additional information to be added to Analysis of Variance in future to report on all around progress as well as academic achievement to provide a bigger picture.

Jenn requested we include information on progress of students in the comments of the school reports, as well as the standard indication of below, at or above expectation, to help highlight progress and efforts of those students who make a huge amount of progress and still test at below expectation. Sean confirmed we do currently do this.

Charter & Targets 2019

As tabled.

This is a draft document at this point, it still needs to be taken to the teams to provide their feedback on. Board will provide feedback to Sean over the next week so it can be finalised and sent to the MoE.

Classes 2019

As tabled.

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans

As tabled.

School's Liability Insurance is current and up to date.

Sean to add confidentiality memorandums for next meeting and going forward at the first meeting each year.

Policy Review 2019

NAG 1 – Term 2 – Jenn, Patrick and Sean to review

NAG 6 – Term 3 – Louisa to review, others on this review committee will be decided after the BOT Elections.

Discussions around e-motions

This is a new strategy which the BOT may want to use for future decision making. It is a way of putting forward an 'e-motion' via email/messaging service and having all BOT members reply to confirm their approval. If all BOT members reply in the affirmation the motion can be carried unanimously prior to a BOT meeting.

NAG 3 – PERSONNEL

Ratify New Staff

R Mackereth	Teacher
J Deed	Teacher – T2 2019
D Croft	Teacher Aide

New staff ratified.

'In Committee' matter

The Board moved to 'In Committee' status at 8.32pm to protect the privacy of the personnel concerned.

The meeting commenced again at 8.35pm.

Professional Learning abroad 2019

As tabled.

Motion to approve the following overseas travel checklists for 2019 PD.

- Global Education Exchange (E2), Paris, France – Georgina Howell to attend April 2019
- National Future Schools Conference, Melbourne, Australia – Dylan Marshall and Marcus Oxenham to attend March 2019
- 21CL Global Education Leadership Summit, Bangkok, Thailand – Sean Valvoi to attend March 2019

Moved: Jenn

Seconded: Dylan

PUM – Set down for Wed 20 March

School will remain open providing we have enough staff remaining at school to ensure a safe environment for students. Sean will get confirmation from staff who wish to attend the PUM to confirm this is possible.

NAG 4 – FINANCE AND PROPERTY

2019 Finance Policies

Nag 4 Finance Policies were adopted as the 2019 Finance Policies.

- Budgets Policy
- Cash Receipts Policy
- Finance Policy
- Fixed Asset Policy
- Fundraising Policy
- Insurance Policy
- Normal Meeting Reporting Policy
- Petty Cash Policy
- Property Management Policy
- Purchases Policy
- School Resources Policy
- Security Policy
- Theft & Fraud Prevention Policy
- Use of School Ground Policy
- Vandalism Policy

Finance Report

As tabled.

The Finance Reports were accepted.

Moved: Dylan

Seconded: Jenn

Property Update

We had a school visit from our new Network Advisor, Desire Correa de Melo. Desire was shown the school and the next proposed projects.

Next Projects

Modernisation of Library and IT Suite – this will enable a bigger/better learning space to be more appropriately utilised for future learning with modern library resources and digital technology.

Roof replacement of blocks 2 and 3 – this had been on hold due to potential expansion upwards in these blocks but the new Bellfield development does not look to be able to expand our roll soon enough or big enough to warrant this before the roofs safety becomes questionable.

Grassroots Accountability

This was submitted in December with an approved response from Grassroots. No further action required.

NAG 5 - HEALTH

Health and Safety Update

As tabled.

Room 25 and 26 options from Opus discussed. Kathryn to get costings for extra door from room 26 to library.

Incident Report

7/12/18 - One incident of a grandparent tripping on step which resulted in a fractured orbit bone.

1/12/18 - One incident of a student falling off the monkey bars resulting in a broken nose.

18/2/19 - One incident of a student falling over resulting in a black eye and mild concussion.

No workplace injuries to staff since the last meeting.

NAG 6 – LEGISLATION

Board of Trustees Timesheet

Checked and signed.

Restraint Report

Three incidents of Physical Restraint Reports since last meeting, these have been sent to MoE.

BOT Elections

BOT Elections are coming up this year.
Sean to add to BOT Work Plan

Motion to appoint Kathryn Windleborn as the Returning Officer for the 2019 BOT Elections.

Moved: Sean

Seconded: Jenn

PRINCIPAL'S REPORT

There is no report this meeting as it has all been covered in other areas of this meeting.

PTA REPORT

Next meeting is tomorrow at 7pm, Louisa will represent the BOT.

GENERAL BUSINESS:

Facebook page

Sean will add in the next school newsletter for parents to ask school regarding any questions to ensure parents get the most up to date information.

Sean is looking into options for the school to administrate the PTA's School Facebook page due to the recent departure of the main PTA administrator, with their child now in Year 9.

Asbestos information for school from the Ministry of Education.

As tabled.

Meeting closed 9.30pm.

Next meeting to be held on Tuesday, 19 March 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: 19/3/19