

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 18 June 2019 at 7.00pm**  
**At Opaheke School, Tasman Drive, Papakura**

**Present:** Jenn Jury, Sean Valvoi, Glennis Williams, Daniel Hayden, Lameko McCartney, Dylan Weymouth

**Apologies:** Alex Banfield

Minutes Secretary: Kathryn Windleborn

**Welcome to new Board**

Jenn welcomed the new Board members and explained how the Opaheke School Board of Trustees currently operates. Discussed all members attending the next NZSTA Professional Learning day for new boards, Jenn will send out the information on this once she has it. New board members confirmed they were happy with the upcoming BOT meeting dates for this year.

Lameko offered to take on the Grant Administrator role for the Board.

Jenn offered to do the in-committee minutes for this meeting.

We will confirm who would like to take on the Secretary role at the next BOT meeting when all members are present.

**Minutes of previous meeting held on 14 May 2019:**

One addition requested, in the general business section, to add in the thanks that was given to the last Board at the meeting. Kathryn will add this ready for the minutes to be signed off at the next meeting.

**Correspondence**

Inwards - As tabled. NZSTA Trusteeship guides were given out to Board members, one was kept aside for passing onto Alex.

Outwards - BOT Election advertisements were placed in the Papakura Courier for the call for nominations and election results.

**NAG 1 – CURRICULUM**

**NAG 2 – DOCUMENTATION AND SELF REVIEW**

**BOT Work Plans**

As tabled.

EEO forms for all employees are up to date.

**ERO Indicators**

Feedback from page 3-4:

Point 2 – Conflicts of interest are disclosed during nomination process and/or when they arise. No current conflicts of interest for any Board members.

Point 10 - Reporting to our school community on progress of students and groups will be via our school newsletter in future.

Feedback from page 5:

Point 18 – NAG 5 Anti-Bullying Policy, which is due to be reviewed in Term 2, 2020, will be altered to include a more detailed statement for ensuring compliance with legislation, including the non-discrimination provisions in the Human Rights Act.

**e-motions**

e-motion for the Board to fund the additional \$4,108 required to complete the roof repairs to the school hall ratified.

### **NAG 1**

No feedback received from parents, board approved changes and signed.

### **NAG 6**

Glennis, Lameko, Jenn and Sean will meet at 6pm on 22 August to review this.

### **Trustee Code of Behaviour Policy**

Signed by Lameko and Dan.

### **NAG 3 – PERSONNEL**

#### **'In Committee' matter**

**The Board moved to 'In Committee' status at 7.57pm to protect the privacy of the personnel concerned.**

**The meeting commenced again at 7.59pm.**

#### **Kāhui Ako Update Report**

As tabled.

Sean will add this to the BOT Work Plan for an update report each meeting.

Jenn was nominated to be the Board liaison.

*Moved: Sean*

*Carried: Unanimously*

### **NAG 4 – FINANCE AND PROPERTY**

#### **Finance Report**

As tabled.

The Finance Reports were accepted and Board was happy with how the budget is tracking for the year.

*Moved: Dylan*

*Seconded: Dan*

#### **Property Update**

MoE has signed off on amendment to 10YPP.

Library/IT Suite has been quoted by one company and is in the process of been quoted by a second company, the third company is yet to be confirmed who we will get to quote. It is looking like it will be under 100K so we won't need to advertise on GETS.

Roof Replacement should be advised on GETS in about a week and we will close off applications in 18 working days from opening date.

Both projects are on track to happen end of the year.

Quotes for cyclical maintenance projects as tabled.

Board requested confirmation on life span and workmanship guarantee for both pool painting companies as there is a large price difference. Kathryn will also call around other schools who have had their pools painted by these companies for references.

Kathryn to obtain quotes for sun filter roller blinds rather than aluminium venetians.

Sean to source other curtain companies for quotes.

Motion to accept quote from Go 1 Day Painting for the internal painting works.

*Moved: Jenn*

*Seconded: Lameko*



## **NAG 5 - HEALTH**

### **Health and Safety Update**

As tabled

### **Incident Report**

06/06/19 – Incident of a student dislocating shoulder during at tackle at the Counties Zone Rugby at Bruce Pulman Park.

## **NAG 6 – LEGISLATION**

### **Restraint Report**

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

### **Board of Trustees Timesheet**

Checked and signed.

## **PRINCIPAL'S REPORT**

As tabled.

Parent Partnership, should be all year, will carry on as a target for the remainder of the year.

Post-election community survey due Term 3. Sean will find last times copy and send out to review at next meeting. Some topics to cover in the survey include religious education and uniform.

Attendance will be reported to the Board once a term.

## **PTA REPORT**

The next meeting is tomorrow, Wednesday 19<sup>th</sup> June at 7pm, Lameko and Dan will represent the Board.

## **GENERAL BUSINESS:**

Contract negotiations – the government has made another offer which teachers and principals are considering and currently voting for.

Principals are concerned about their offer as it would mean a teacher on the top salary with additional units could potentially earn more than a principal of a school with over 300 pupils. This would mean there is no financial incentive for DP's to move into principal positions.

The government has made an announcement offering \$150 per student for schools which are decile 7 and under if they agree not to ask for donations from parents. This would benefit our school by approx. 50k per year if we were to opt for this funding. More information will be presented to the board once it is released.

Sean to send out possible dates for a walk around at 9am on a school day for new Board members so they can see the school and the projects that are planned as well as getting to meet the children and staff.

Jenn advised a past parent contacted her to advise her child, who is now in year 9, is not doing very well in science. Jenn has also heard this from other parents of students who have left our school. It would be beneficial for our students if we could develop science more at our school to help with the transition to high school/college.

Board discussed different ideas to help in this area. We will look at incorporating science into our inquiry for next year and possibly having a Science day at school like we do with Harmony day.

**Meeting closed 9.00pm**  
**Next meeting to be held on Tuesday, 6 August 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.

A handwritten signature in blue ink, appearing to read 'Jenn Jury', written in a cursive style.

Jenn Jury,  
**CHAIRPERSON.**

Date: 10/9/19