

Opaheke School Board of Trustees
Meeting held on Tuesday, 25 February 2020 at 6.30pm
At Opaheke School, Tasman Drive, Papakura

Present: Jenn Jury, Sean Valvoi, Glennis Williams, Dylan Weymouth, Alex Banfield, Lameko McCartney

Apologies: Daniel Hayden

Minutes Secretary: Kathryn Windleborn

Meeting commenced with the election of Chairperson:

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

Office holders remain the same:
Alex Banfield as Board Secretary.
Dylan Weymouth as Finance Officer.
Lameko McCartney as Grants Administrator.

Proposed new office holder for Property Representative, will confirm this at the next meeting when all Board members are present.

Minutes of previous meeting held on 3 December 2019

Kathryn to add detail on the Attendance Report section under General Business.
This will be done ready for sign off at the next meeting.

Correspondence

As tabled.

NAG 1 – CURRICULUM

Last Year's Targets – Analysis of Variance

As tabled.

Sean noted that although the data in this report is not as positive as we would like, when you look at the clean data for the whole school the effects are more positive.

Sean will separate the Maori, Pasifika and NZ European clean data as well as the Year 8 data and send it out to the Board to look at.

Motion to approve the Analysis of Variance to be sent to the MoE.

Moved: Alex

Seconded: Glennis

Kāhui Ako Update

There is no Board update to present but Sean shared the Principals update with the Board. Leaders, Across School Leaders and selected other staff have participated in a two-day Growth Coaching course. The next meeting is with the Ministry to get approval on the Achievement Challenges. Hopefully well-being will be one of the Achievement Challenges. A well-being@school survey will happen for Opaheke School students in week 7 of this term.

Sean will send out the Board Update once this is available.

Classes 2020

As tabled.

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans

As tabled.

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

ERO Indicators

Went through page 12 and confirmed all indicators are currently being met where applicable except point 9, cross cultural awareness, which Sean will double check to ensure we cover this in our policies.

Policies for review this year

NAG 5 – Term 2 – will decide on review committee and date at the next meeting, Sean to ask at the next Health and Safety Meeting if there is someone from the Health and Safety Team that would like to be on the review committee.

NAG 3 – Term 3 – Will decide on the review committee and date in a Term 2 Board meeting.

Charter and Strategic Plan (Principals Board Report)

As tabled.

Discussed a few alterations required around wording and clarification.

Sean will send out the final Charter and Strategic Plan once he has made the alterations for the Board to read and approve by the end of the week as this needs to be submitted to the MoE by 1st March.

NAG 3 – PERSONNEL

E2 – Board Approval

Motion to approve overseas travel checklist for Sean Valvoi, Nikkie Laing and Monique Marquet to attend the E2 conference in Sydney.

Moved: Jenn

Seconded: Lameko

Ratify New Staff

Ratify new Support Staff – K Cunningham (ESOL/Admin), D Hetaraka (Te Reo Maori Teacher) and M Wang (Mandarin Tutor)

'In Committee' matter

The Board moved to 'In Committee' status at 8.26pm to protect the privacy of the personnel concerned.

The meeting commenced again at 8.30pm.

NAG 4 – FINANCE AND PROPERTY

2020 Finance Policies

Motion to adopt the Nag 4 Finance Policies as the 2020 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

Moved: Dylan

Seconded: Glennis

Finance Report

As tabled.

Kathryn to investigate the reason behind the reduced Quick Ratio compared to last year.

The Finance Reports were accepted.

Moved: Jenn

Seconded: Dylan

Property Update

Roof replacement project is complete.

Pool paint has started to flake off since it was painted last year. They are going to come and repaint the affected area's in the April School Holidays under the workmanship warranty.

Next Projects

The current forecasted projects for this year are:

Cyclical Maintenance – Interior Paint of Murray Wratt Centre and Rooms 1-12

5YA – Blocks 2 (Rm 1 - 4) and 9 (Rm 18) carpet replacement and Block 4 (Rm 9 - 12) ILE

These may change with the review which will take place due to the School Investment Package.

School Investment Package

Sean feels cooling the classrooms would be a priority in the near future, especially with the hotter weather we have had over this summer. The kitchen in the staffroom also requires a revamp and redesign. The toilets in the admin block and the carpet tiles are also very old and in need of redoing. The playground upgrade may also be able to be considered under health and safety as it is regularly requiring fixes. The Board is happy for Sean to explore the options around increased funds and bringing forward these projects.

Sean is meeting with Stan from WSP on Friday to discuss these options and how we can make these improvements work, he will report back to the Board after the meeting.

NAG 5 - HEALTH

Health and Safety Update

As tabled.

Incident Report

There have been no incidents since the last meeting.

NAG 6 – LEGISLATION

Restraint Report

No Physical Restraint Reports since the last meeting.

Board of Trustees Timesheet

Checked and signed.

Religious Instruction T2

Discussions around the Ministries recommendation that schools adopt an opt in policy rather than an opt out policy for Religious Instruction.

Motion to change to an opt in policy for Religious Instruction as per Ministry Guidelines effective from Term 2, 2020.

Moved: Dylan

Seconded: Glennis

GENERAL BUSINESS:

Kathryn to send out the Trustee Code of Behaviour Policy to all Board members as a reminder.

Meeting closed 9.15pm
Next meeting to be held on Wednesday, 1 April 2020 at 6.30pm
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: 22/5/2020