

Opaheke School Board of Trustees
Meeting held on Tuesday, 3 December 2019 at 7.00pm
At Opaheke School, Tasman Drive, Papakura

Present: Jenn Jury, Sean Valvoi, Glennis Williams, Daniel Hayden, Alex Banfield, Lameko McCartney

Apologies: Dylan Weymouth

Visitors: Denise Horley

Minutes Secretary: Kathryn Windleborn

Minutes of previous meeting held on 29 October 2019

The minutes for the 29 October 2019 were accepted as a true and correct record.

Moved: Dan

Seconded: Alex

Correspondence

As tabled.

NAG 1 – CURRICULUM

Assessment Reports

Maths – Year 5 especially have done really well this year, one strategy which has been identified as making a huge difference is having a talented TA in the classroom to back up the teacher to reinforce skills and help the students with follow up activities. Student voice showed students thought progress was influenced by various things such as rainbow reading, the library and feedback provided by teachers.

Kāhui Ako Update

As tabled.

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans

As tabled.

Analysis of variance will be done and sent to BOT members over the holidays once all OTJ's are submitted. Appraisals are in the process of getting signed off.

The health consultation was done last year.

Feedback from the BOT survey on PTA, uniform and religious instruction will be in the newsletter going out this week. Required actions will take place after this has had time to circulate.

The rest has all been done.

Sean will prepare the next three year tri-ennial work plan.

ERO Indicators

Went through page 10 and confirmed all indicators are currently being met where applicable.

Sean will post survey results with next meetings documents for BOT members to read.

2020 BOT Meeting Date/Time

Dates for 2020 meetings are as follows; 25/02, 24/03, 12/05, 16/06, 04/08, 08/09, 27/10, 01/12

Meeting time to be 6.30pm.

NAG 3 – PERSONNEL

2020 Staffing Update

Ratify new permanent teachers – D Laity, A van Tonder, W van Schalkwyk, C Boucher-Cunningham
Ratify new Support Staff – G Aviles and M Grant

We are in the process of recruiting a Mandarin tutor and we are still looking for a Te Reo, Maori tutor and possibly a new ESOL teacher for the increasing number of ESOL students starting.

'In Committee' matter

The Board moved to 'In Committee' status at 8.16pm to protect the privacy of the personnel concerned.

The meeting commenced again at 8.21pm.

NAG 4 – FINANCE AND PROPERTY

Finance Report

As tabled.

The Finance Reports were accepted.

Moved: Sean

Seconded: Lameko

Budget

As tabled.

The 2020 Budget was approved. The Board gave Sean approval to spend within the budget guidelines.

Moved: Sean

Seconded: Alex

Audit Questions

As tabled.

Kathryn to add the 2017 audit report to the school website.

Sean to add 'approve leases' on BOT Work plan

Capital Expenditure and Government Grant

Discussion around the government's latest offer of a \$400k cash injection into our school to spend on projects over the next two years. Possible ideas for spending include renewing the current playground or adding a third playground for older students, installing astroturf or increasing the size of the staffroom. Sean to get feedback from staff on their ideas early next year.

Property Update

Roofing on block 2 & 3 will commence on the Monday after school finishes and the rest has been done.

Pool keys over holidays

Board has agreed they are happy to distribute pool keys to PTA office holders, BOT members and school staff only for use over the Christmas holiday period, 16 December to 26 January.

Kathryn will advise the school community of the decision via etap/skool loop with the same message that went out last year from Jenn as well as an insert in the newsletter.

NAG 5 - HEALTH

Health and Safety Update

As tabled

Incident Report

26/11/19 – Incident of a student tripping while playing Ki O Rahi resulting in a fractured wrist.

Counselling Report

As tabled.

NAG 6 – LEGISLATION

Restraint Report

No Physical Restraint Reports since last meeting.

Board of Trustees Timesheet

Checked and signed.

PRINCIPAL'S REPORT

As tabled.

GENERAL BUSINESS:

BOT Dinner

All BOT members confirmed their attendance, booking will be confirmed at Urban Soul for 6.30pm on Thursday 5th December.

Attendance Reports

Although attendance has increased slightly in term 3, it does not look like we will reach our target of 94% by the end of Term 4, 2019. Term 4 attendance is generally lower due to students taking earlier holidays over the summer period. Teachers have made it a focus in the classroom as well as Sean mentioning it at assemblies throughout the year. There is more focus on the positivity/praise when students do attend and less focus on why.

Sean will update the Board on the Term 4 attendance early next year once this data is available.

Meeting closed 9.30pm
Next meeting to be held on Tuesday, 25 February 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