

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 16 June 2020 at 7.00pm**  
**At Opaheke School, Tasman Drive, Papakura**

**Present:** Jenn Jury, Sean Valvoi, Daniel Hayden, Dylan Weymouth, Alex Banfield, Lameko McCartney

**Apologies:** Glennis Williams

Minutes Secretary: Kathryn Windleborn

**BOT Official Photo**

Postponed until next meeting due to absent staff rep.

**Minutes of previous meeting held on 12 May 2020**

The minutes for the 12 May 2020 meeting were accepted as a true and correct record.

*Moved: Dylan                      Seconded: Alex*

**Correspondence**

As tabled.

Discussed Rosehill Intermediate and Papakura Intermediate proposed zoning.

**NAG 1 – CURRICULUM**

**COVID-19 Plans at Level 1**

As tabled.

**Parent/Whanau Meetings**

These have been set up for the 24<sup>th</sup> and 25<sup>th</sup> June, we are encouraging parents to book online.

**Target Students**

Target students have been identified based on the school's priorities in the charter. Reaching the expected gains for some of these students is going to be extremely difficult for them due to the lockdown and low engagement levels during this period.

**NAG 2 – DOCUMENTATION AND SELF REVIEW**

**BOT Work Plans**

As tabled.

EEO forms are complete for all staff.

**ERO Indicators**

Went through page 13 and confirmed all indicators are currently being met where applicable except point 21 which refers to regular off-site education. This would be technology which year 7 & 8 students do every Monday. This will need to be added into NAG 5 when it is reviewed later this year. Point 18 and 19 are in our current policies but require more information added into them when reviewed.

**Policy Review NAG 5 & NAG 3 – dates and subcommittee**

NAG 5 – moved to beginning of Term 3 – Jenn, Sean, Lameko and Alex to form the review committee. Liza McFarlane, the schools Health and Safety representative, will also be on the committee. Review meeting set for Wednesday 22<sup>nd</sup> July at 6.30pm.

NAG 3 – Term 3 – Sean, Dan, Dylan and Jenn to form the review committee. Review meeting set for Tuesday 8<sup>th</sup> September at 5.30pm.

### **NAG 3 – PERSONNEL**

#### **David Ellery – Sean’s Appraisal**

David has interviewed a selection of staff already and will do a Zoom meeting with Jenn tomorrow. This years appraisal should be complete by the end of Term 2.

#### **Growth Coaching Accreditation**

Sean, as a Kahui Ako Leader, and Amesha, as an Across School Leader, have completed a growth coaching accreditation which gives them a qualification in this. It is funded by the Kahui Ako and is a very intensive course that teaches you ways to improve conversations in school communities. It will be very beneficial for staff, students and our community to be able to bring these enhanced skill sets into our school.

#### **TOD – 3/72020 (last day of Term 2)**

This was set as the 3<sup>rd</sup> July (the last day of term 2). Parents have been notified.

### **NAG 4 – FINANCE AND PROPERTY**

#### **Finance Report**

As tabled.

The Finance Reports were accepted.

*Moved: Dylan*

*Seconded: Jenn*

#### **Property Update – SIP Staffroom Extension**

We have had our SIP staffroom extension project approved by the ministry for the full \$400K. We are in consultation with WSP about this and an architect has already visited the school to discuss feasibility and draw up some initial plans.

#### **Roof Washing**

Discussed the two quotes which we have received for the washing of the school roofs.

Motion to accept the quote from Chem Wash.

*Moved: Sean*

*Seconded: Lameko*

#### **Four Year Old Laptops**

We have about 15 four year old laptops which we are looking to donate to students from families in need so they can use them at home and school. The device would then be theirs to keep. These devices would otherwise be thrown away. We have purchased new devices to replace these from this year’s capital expenditure budget.

#### **2021 Donation Scheme**

Discussed the affects of the 2020 Donation Scheme. Decided to continue this in 2021. We will advise the community in tomorrow’s newsletter.

Motion to opt in to the 2021 Donation Scheme.

*Moved: Jenn*

*Seconded: Alex*

### **NAG 5 - HEALTH**

#### **Health and Safety Update**

As tabled.

### **Incident Report**

21/05/19 – Incident of a student falling off the top of the playground resulting in a broken elbow.  
29/05/19 – Incident of a student falling off the monkey bars resulting in a broken wrist.  
03/06/19 – Incident of a student knocking arm on another student while jumping resulting in a broken arm.  
04/06/19 – Incident of a student falling off the playground resulting in a suspected broken forearm.  
16/06/19 – Incident of a student falling off the flying fox resulting in a broken elbow.

Sean will remind students of the importance of playing safely on the playground.

### **NAG 6 – LEGISLATION**

#### **Restraint Report**

No Physical Restraint Reports since the last meeting.

#### **Board of Trustees Timesheet**

Checked and signed.

#### **Religious Instruction Uptake**

63 students are currently opted into religious instruction. This is a great uptake.

### **PRINCIPAL'S REPORT**

As tabled.

### **PTA REPORT**

New PTA office holders were decided at the last meeting and Kirsty and Richard stood down. There is a meeting tomorrow to discuss the carnival and how it will look this year.

### **GENERAL BUSINESS:**

#### **Out of Zone Enrolments**

Due to COVID-19 we have experienced a drop in our roll. In order to retain our staffing we have advertised an extra out of zone ballot for Year 3, 4 and 6 students to start in Term 3, 2020.

#### **Vice Chairperson**

Proposed new position of vice chairperson for the Board of Trustees. Dylan volunteered to fill this position, everyone agreed.

#### **BOT End of Year Dinner**

Friday 4<sup>th</sup> December 6.30pm at IZU. Kathryn will make a reservation.

**Meeting closed 9.00pm**

**Next meeting to be held on Tuesday, 4 August 2020 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: 4/8/2020