

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 4 August 2020 at 7.00pm**  
**At Opaheke School, Tasman Drive, Papakura**

**Present:** Jenn Jury, Sean Valvoi, Dan Hayden, Dylan Weymouth, Alex Banfield, Glennis Williams

**Apologies:** Lameko McCartney

Minutes Secretary: Kathryn Windleborn

**Minutes of previous meeting held on 16 June 2020**

The minutes for the 16 June 2020 meeting were accepted as a true and correct record.

*Moved: Glennis*

*Seconded: Dylan*

**Correspondence**

As tabled.

**NAG 1 – CURRICULUM**

**Year 6 Camp Approval**

As tabled.

Chosen Valley RAMS have a review date of May 2020, Sean will request an updated version of these if available.

Motion to approve Year 6 camp for 2020 at Chosen Valley.

*Moved: Jenn*

*Seconded: Alex*

**Kāhui Ako Update**

As tabled.

The Achievement Challenges have been approved by the Auckland office; they are now with the Wellington office for approval. We expect to get this all approved by the end of the year. Across School Leaders will start their role as soon as the Achievement Challenges have been approved. The call for Within School Leader Roles will be available in October. The Board of Trustees appoint employees to these roles following their own appointment process.

**NAG 2 – DOCUMENTATION AND SELF REVIEW**

**BOT Work Plans**

As tabled.

**ERO Indicators**

Previous indicator checks from page 13 have now been completed. NAG 5 has been reviewed to include the required information from points 18 and 19, this will be passed off at the next BOT meeting after community consultation. The required information from point 21 will be included in NAG 1 – Curriculum when it is reviewed next.

Went through page 14 and confirmed all indicators are currently being met where applicable except point 24 regarding healthy food and nutrition. Discussed a new Healthy Food and Nutrition Policy which will be added to NAG 5 in the current review. The board suggested an insert be included in the next newsletter regarding healthy options provided at school by parents and caregivers for birthdays, celebrations etc.

**Teacher Registrations**

All teacher registrations are up to date.

**'In Committee' matter**

The Board moved to 'In Committee' status at 7.35pm to protect the privacy of the personnel concerned.

The meeting commenced again at 7.40pm.

**NAG 3 – PERSONNEL**

**David Ellery – Sean's Appraisal**

This has now been finished. Sean has reviewed it and sent his feedback to David. The summary will be presented at the next Board meeting.

Motion for The Education Group to be approached for the next Principal Appraisal.

*Moved: Dan*

*Seconded: Glennis*

**NAG 4 – FINANCE AND PROPERTY**

**Finance Report**

As tabled.

The Finance Reports were accepted.

*Moved: Dylan*

*Seconded: Dan*

**Audited Accounts and Board Report**

As tabled.

Kathryn to investigate how many years the financial accounts need to be on the website.

Discussed the recommendation in section 3. Due to the 2019 accounts been the first time Kathryn had done the financial accounts in full and her having learned how to correct the discrepancies with the Kiwi Park Model the Board agreed not to employ a third party to go over the 2020 financial accounts prior to submission to the auditors. This will be reviewed again after the 2020 financial accounts have been audited.

The Audited Accounts and BDO's Board Report were accepted.

*Moved: Jenn*

*Seconded: Sean*

**Property Update – SIP Staffroom Extension**

Kathryn and Sean have met with the architect and property consultant. Drawings for the kitchen are underway, we may need to forfeit the additional staff toilet to allow for a full-size kitchen.

The school pool is still due to be repainted in the October school holidays. Sean will confirm what the restrictions are for schools around refilling the pool due to the current water shortage

**NAG 5 - HEALTH**

**Health and Safety Update**

As tabled.

**Incident Report**

24/06/20 – Incident of a student falling on another student while playing on the playground resulting in a broken collarbone.

It is pleasing to see the number of incidents has reduced. Sean will ensure he continues to remind the students about safety on the playground to ensure we keep the incidents to a minimum.

## **NAG 6 – LEGISLATION**

### **Restraint Report**

No Physical Restraint Reports since the last meeting.

### **Board of Trustees Timesheet**

Checked and signed.

## **PRINCIPAL'S REPORT**

As tabled.

## **PTA REPORT**

The last PTA meeting was very positive and had a great turn out of parents. There is uncertainty about the Carnival happening this year due to availability of parent helpers to run it and the cashflow of potential sponsors considering COVID-19. There is an emergency carnival meeting tomorrow to confirm this year's carnival organisation, the board are happy to support the PTA with whatever they decide to do. Dan will represent the Board at tomorrow's emergency carnival meeting.

## **GENERAL BUSINESS:**

### **Roll Numbers**

We did not get much response from our Out of Zone ballot, so our student numbers are lower than expected in a few of the year levels. As a result, we have concluded it is not worth the expense to do a mid-year ballots in future.

### **NAG 3 Review**

Change of date, time and venue to Monday 7<sup>th</sup> September at 6.00pm for Sean, Dan, Dylan and Jenn.

### **BOT Official Photo**

Taken.

**Meeting closed 8.50pm**

**Next meeting to be held on Tuesday, 8 September 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: 8/9/2020