

Opaheke School Board of Trustees
Meeting held on Tuesday, 3 November 2020 at 6.30pm
At Opaheke School, Tasman Drive, Papakura

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

Apologies: Dylan Weymouth

Minutes Secretary: Kathryn Windleborn

Minutes of previous meeting held on 8 September 2020

The minutes for the 8 September 2020 meeting were accepted as a true and correct record.

Moved: Dan

Seconded: Glennis

Correspondence

As tabled.

NAG 1 – CURRICULUM

e-asTTle Reading and Writing Reports – Denise to present

As tabled.

We have not meet expectations this year due to COVID-19, the focus when returning to school was well-being rather than achievement. This has helped the students gain confidence to be able to learn again. Teachers do have a bit of ground to make up regarding achievement which is starting to be the focus now. COVID-19 has enabled relationships to strengthen between teachers and parents/caregivers. The Board passed on their thanks to the staff, given the challenges of this year the staff have done a fantastic job achieving the gains they have with the students.

Kāhui Ako Update

We will hear back on Friday regarding the status of the Achievement Challenges and whether they have been endorsed.

School Counselling Service

Our School Counsellor has given her notice to finish with Opaheke School at the end of this year. She has gained a full-time position elsewhere and we wish her all the best with this. We will be looking for another Counsellor to start next year.

Year 8 Camp 2021

As tabled.

Motion to approve the Year 8 camp for 2021.

Moved: Lameko

Seconded: Alex

NAG 2 – DOCUMENTATION AND SELF REVIEW

BOT Work Plans

As tabled.

The Health and PE Curriculum Community Consultation will be sent out shortly.

ERO Indicators – Change in ERO

There has been a change based on Tomorrow's School Review recommendation to encourage ERO to be more involved with the schools by being based at the school over a longer period of time to enable a more accurate, long term view of the school.

Went through page 16 and confirmed point 30 is not applicable to our school and we need to work on developing policies, procedures and practices to ensure compliance for point 31.

TOD's proposal 2021 – 04/06/21 & 20/08/21

Motion to approve Teacher Only Days for 2021 as 4th June and 20th August.

Moved: Sean

Seconded: Jenn

Dates 2021 – Start/Finish/Easter

Board approved 2021 start date as Tuesday 2nd February and finish date as Tuesday 14th December. Easter is a couple of weeks prior to the Term 1 holidays so will be during school term in 2021.

Board requested to query with the community on their preference for start and finish dates to find out if they prefer an earlier start and finish or a later start and finish for the Christmas holidays.

Policy Sign off

No feedback received from parents, Board approved changes and signed off all policies under review.

NAG 3 – PERSONNEL

In Committee

The Board moved to 'In Committee' status at 8.19pm to protect the privacy of the personnel concerned.

The meeting commenced again at 8.27pm.

NAG 4 – FINANCE AND PROPERTY

Finance Report

As tabled.

The Finance Reports were accepted.

Moved: Jenn

Seconded: Alex

Property Update – SIP Staffroom Extension, Cyclical Maintenance, 5YA

As tabled.

Board discussed and confirmed the following timeline for the 2020 and 2021 planned cyclical maintenance and 5YA projects.

Cyclical Maintenance –

Interior paint of Rooms 1-8 to happen during the 2020/2021 Christmas holidays.

Interior paint of Rooms 21-24 and the Murray Wratt Centre to happen in the 2021 April school holidays.

Interior paint of the administration area to be brought forward from 2022 to the 2020/2021 Christmas school holidays to enable it to match in with the staffroom extension and carpet replacement.

5YA Projects –

Carpet replacement for Rooms 1-4 and 18 to be altered to be carpet replacement in the administration area (and 18 if budget permits) as this is in more urgent need of replacement. To be done in the 2020/2021 Christmas holidays.

Rooms 9-12 ILE (Modernisation) to be postponed until the 2021/2022 Christmas holidays and to also use the contingency funds to enable a higher budget to work with.

NAG 5 - HEALTH

Health and Safety Update

As tabled.

Incident Report

21/09/20 – Incident of a student tripping over while playing on the field resulting in a fractured arm.
Cherie's incident

20/10/20 – Incident of teacher slipping on gravel path during soccer game resulting in a deep cut to the knee which required stitches.

Year 6 Camp – updated RAMS

As tabled.

Sean will ask Elizabeth to talk to Chosen Valley about the change to not using an authorised inspector to check equipment, it would be preferred this is an authorised person who is trained in the particular type of equipment to be able to conduct a professional inspection.

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

We need some new PTA office holders, Chair and Vice Chair have stood down. The Secretary will also be standing down at the end of the year. The PTA have voted to continue with the remaining officer holders until the next AGM in 2021 when they will decide on new Chair, Vice Chair and Secretary. They have appointed additional authorisers on the bank accounts to be able to remain operating.

Jenn will write a letter to parents/caregivers on behalf of the Board informing them of what is involved in being part of the PTA and what can be achieved with volunteer office holders to run it. The hope of this will be to help recruit more office holders at the next AGM in 2021.

The PTA will be running a raffle this term with the donated prizes from the Carnival.

GENERAL BUSINESS:

BOT Thank you to the PTA

Kathryn to send Jenn a list of Year 8 students who are the youngest in their family so that she can decide on families that need to be specifically thanked for their services to the school.

Organisation to go ahead for this to happen on the 25th November.

Attendance Report

As tabled.

Principals Performance Agreement/Appraisal Report for 2021

As tabled.

Discussed goals for 2021. The Board approved all goals.

BOT Dinner

This has been booked for 5.30pm, Friday 4th December at IZU.

School Pool over summer

Olivia will contact providers to get someone to come in and offer swimming lessons to students over the summer period.

Board approved for pool keys to be given to Board members, school staff and PTA office holders. They will be able to use the school pool during the holiday period, 16 December to 24 January, excluding when the swimming lessons will be taking place.

Meeting closed 9.20pm

**Next meeting to be held on Tuesday, 1 December 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: 1/12/2020