

**Opaheke School Board of Trustees**  
**Meeting held on Tuesday, 23 March 2021 at 6.30pm**  
**At Opaheke School, Tasman Drive, Papakura**

**Present:** Jenn Jury, Sean Valvoi, Glennis Williams, Daniel Hayden, Dylan Weymouth (arrived 6:40pm), Alex Banfield, Lameko McCartney

**Visitor:** 1 x Parent (left at 7.15pm)

Minutes Secretary: Kathryn Windleborn

**Minutes of previous meeting held on 16 February 2021**

The minutes for the 16 February 2021 meeting were accepted as a true and correct record.

Moved: Dan                      Seconded: Alex

**Correspondence**

As tabled.

**NAG 1 – CURRICULUM**

**Kāhui Ako Update**

As tabled.

**Year 7 EOTC Report**

As tabled.

**Year 8 Camp Reflection**

As tabled.

**NAG 2 – DOCUMENTATION AND SELF REVIEW**

**BOT Work Plans**

As tabled.

**ERO Indicators**

Discussed implementation of a Behaviour Policy and Physical Restraint Policy to ensure compliance of Page 17 point 32 (n) which was discussed during the 1 December 2020 meeting. This will be added to the NAG 2 review for creation and implementation.

Went through page 21 and confirmed all indicators are currently being met where applicable except point 3 (a) (v) and 4 (b) regarding identity documents for teachers. These are currently being checked for non-teaching staff but not teaching staff. This will be done for all staff in future.

**Policy Review – NAG 2 – Set Date and Time**

Sean, Alex and Lameko will form the review committee for NAG 2. Review meeting set for Tuesday 1<sup>st</sup> June at 8:30am.

**New ERO Way of Working**

Discussed ERO's new way of working. Going forward this will be an ongoing review with one sole reviewer from ERO visiting the school 3 or 4 times a year. The hope is that this reviewer will be able to build a

relationship with the school to enable ERO to better support continuous improvement. We are expecting contact from ERO this year to begin the process.

### **NAG 3 – PERSONNEL**

#### **'In Committee' matter**

The Board moved to 'In Committee' status at 7.16pm to protect the privacy of the personnel concerned.

The meeting commenced again at 7.18pm.

### **NAG 4 – FINANCE AND PROPERTY**

#### **Finance Report**

As tabled.

Presented Draft 2020 Financial Statements.

The Finance Reports were accepted.

Moved: Lameko

Seconded: Jenn

#### **Property Update – Staffroom and Modernisation of Room 9-12**

The Staffroom Extension Project will hopefully be finished by the school holidays.

Carpet replacement in the Admin block will happen in April school holidays.

Cyclical Painting for rooms 21-24 and the Murray Wratt Centre will also happen in April school holidays.

Discussed potential ideas for the Block 4 Rooms 9-12 ILE project which we hope to complete in the summer holidays. Glennis will get ideas from teachers at the next team meeting. We need to look at how the corridors can work better in regard to hanging school bags, will open lockers/cubby holes work better?

### **NAG 5 - HEALTH**

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

As tabled.

#### **Incident Report**

No Incident Reports since the last meeting.

### **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.

Discussed marketing ideas to bring in more students. Possible brochure for real estate agents to give out to prospective homeowners in the area. Promote positives for having students continue here for year 7 and 8. Sean to form a subcommittee with staff and parents to co-ordinate marketing our school.

### **PTA REPORT**

It was a very positive PTA meeting; the AGM will be next week when office holders are elected. Board suggested highlighting that children can attend these meetings to help parents be able to attend without having to make babysitting arrangements which is not always possible for some families.

**GENERAL BUSINESS:**

**Meeting closed 8.00pm**  
**Next meeting to be held on Tuesday, 18 May 2021 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: 19/5/2021