

**Ōpaheke School Board
Meeting Monday 28 July 2025 at 7.00pm
At Ōpaheke School, Tasman Drive, Papakura**

Present: Jenn Jury, Jade Tawhiti, Elizabeth van der Klip, Alex Banfield, Doug Johnson, Moe Tu'ipulotu, Ray Chan

Visitor: Kirsty Harris, Norman Olago (arrived 7:10pm)

Minutes Secretary:

Kathryn Windleborn

Karakia

Minutes of previous meeting

The minutes for the 16 June 2025 meeting were accepted as a true and correct record.

Moved: Jade

Seconded: Elizabeth

Carried

CORRESPONDENCE

As tabled.

Emails received from SchoolDocs.

ACTION PLAN

As tabled.

Jade has drafted the pool rules letter and will have this finalised by November ready to go out with the rules and responsibilities agreement.

Kathryn still needs to look into plaque options to commemorate the installation of the senior playground.

Updated RAMS have been sent out to the Board.

BOARD WORK PLAN

As tabled.

Out of Zone Places for 2026 – Kathryn to send communication out to community to gauge the potential number of out of zone siblings wanting placements for 2026. Jade is in contact with the Ministry regarding the places required for students moving into the Bellfield development area in the next year or so. They have advised we are currently a low priority school for our area but this may change in next years Ministry planning.

The Board are happy with the current Board Fees.

Board Farewell – Wednesday 3rd September at IZU from 6pm, Kathryn to book for 13 people.

PRINCIPAL'S REPORT

As tabled.

Mid-year Progress Report as tabled. Discussed strategies that have worked well with Pasifika students as well as what can be done to help those students still not performing at the expected level.

Board requested hazard identification date added to the Health and Safety Report.

FINANCE

2024 Signed Annual Accounts have been submitted to the MoE.

Auditors Report to the Governors as tabled.

The Finance Report for June was tabled and accepted.

Moved: Jade

Seconded: Jenn

Carried

Alex will check and sign accounts, journals, reconciliations, accounts and bank staffing after the meeting.

POLICIES

Updates have been made to policies as per email from SchoolDocs.

Term 3 review policies as per the SchoolDocs email to Board is due for those that want to review policies. All Term 3 assurances have been made as per the SchoolDocs 2025 Review Schedule and Board Assurances document.

PTA REPORT

The last PTA meeting was short and sweet, the main message from the PTA was for funding requests to now go through Jade first prior to going on the wish list so that these can be screened for requirement and prioritising. This is due to the reduction in available PTA funds with the donation towards the senior playground.

GENERAL BUSINESS

BOARD TIMESHEET

Board checked and signed timesheet.

'In Committee' matters

**The Board moved to 'In Committee' status at 8.45pm to protect the
privacy of the staff concerned.
The meeting commenced again at 8:49pm.**

**Meeting closed 8:50pm
Next meeting to be held on Monday, 1 September 2025 at 7.00pm
At Ōpaheke School, Tasman Drive, Papakura**

Signed on behalf of the Ōpaheke School Board as a true and accurate record.

Doug Johnson,
PRESIDING MEMBER.



Date: 1/09/25