

**Ōpaheke School Board
Meeting Monday 1 September 2025 at 7.00pm
At Ōpaheke School, Tasman Drive, Papakura**

Present: Jade Tawhiti, Elizabeth van der Klip, Doug Johnson, Jono Francis, Kirsty Harris, Norman Olago, Ray Chan

Minutes Secretary: Kathryn Windleborn

Karakia

Meeting commenced with the welcome to the new Board and election of Presiding Member and Office Holders:

Meeting was handed over to Jade for the election of the Presiding Member.

Ray nominated Doug for Presiding Member, Kirsty seconded the nomination - the vote was unanimous. Doug Johnson retained his position as the Presiding Member.

The meeting was handed back to Doug.

Board members introduced themselves and Doug explained how the different roles within the Board work. Jade nominated Jonathan to take on Property Representative for the Board, Ray seconded the nomination - the vote was unanimous. Jono accepted the Property Representative position.

Ray nominated himself as Finance Officer; Doug seconded the nomination – the vote was unanimous. Ray accepted the Finance Officer position.

Kirsty nominated herself as Secretary; Elizabeth seconded the nomination – the vote was unanimous. Kirsty accepted the Secretary position.

Minutes of previous meeting

The minutes for the 28 July 2025 meeting were accepted as a true and correct record.

Moved: Doug

Seconded: Ray

Carried

Board photo taken

Meeting was handed over to Jade, Doug left the meeting 7.25pm.

CORRESPONDENCE

As tabled.

Emails received from SchoolDocs.

ACTION PLAN

As tabled.

Tabled quote and design for senior playground plaque. Board agreed to get this, Kathryn will confirm the order.

BOARD WORK PLAN

As tabled.

PRINCIPAL'S REPORT

As tabled.

We have received 2 quotes for astroturf and fencing on the courts. Kathryn will email out the two quotes to the Board to confirm their preferred supplier and approve a resolution to apply for funding.

Board queried what our procedure around a chemical explosion or similar in our area would be. Jade will look into this and advise the Board at the next meeting.

Doug arrived back 8.00pm, meeting was handed back to Doug.

Board discussed out of zone availability at our school for next year. The Board are firm believers in trying to keep families together and allowing for staff children to attend our school where possible. With the increased housing developments in our school zone our roll is forecast to continue to increase meaning space for out of zone students is minimising. This may be the last year we are able to offer spaces to enable families to stay together.

Motion for Ōpaheke School Board to advertise for 14 out of zone places for new entrants in 2026.

Moved: Jono

Seconded: Norman

Carried

Tabled draft Board Community Survey. Board will have a think and email suggestions through for Jade to circulate an updated draft for approval prior to it being circulated on the 15th September.

FINANCE

The Finance Report for July was tabled and accepted.

Moved: Ray

Seconded: Kirsty

Carried

Ray 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.

The Board will log in and have a look at the policies up for review by the end of the term.

PTA REPORT

As tabled.

GENERAL BUSINESS

Meeting Times

Board agreed for meetings to continue at 7pm on a Monday of Week 3 and Week 8 each term.

Code of Conduct for Board Members

New Board members signed.

BOARD TIMESHEET

Board checked and signed timesheet, new members to sign at the next meeting.

'In Committee' matters

The Board moved to 'In Committee' status at 8.55pm to protect the privacy of the staff concerned.

The meeting commenced again at 8.58pm.

Meeting closed 8.59pm

Next meeting to be held on Monday, 20 October 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: 20/10/25