

**Ōpaheke School Board  
Meeting Monday 20 October 2025 at 7.00pm  
At Ōpaheke School, Tasman Drive, Papakura**

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

**Apologies:** Norman Olago

Minutes Secretary: Kathryn Windleborn

**Karakia**

**Minutes of previous meeting**

The minutes for the 1 September 2025 meeting were accepted as a true and correct record.

*Moved: Jade*

*Seconded: Kirsty*

*Carried*

**CORRESPONDENCE**

As tabled.

Emails received from SchoolDocs.

**ACTION PLAN**

As tabled.

Board ratified e-motion to pass a resolution to apply for three funding applications of \$30,000 each to Dragon Community Trust, Four Winds Foundation and Grassroots Trust for the supply and installation of astroturf and fencing for our existing court area.

**BOARD WORK PLAN**

As tabled.

Board training requirement review – The Board are happy with utilising the free NZSTA training resources at this stage.

**PRINCIPAL'S REPORT**

As tabled.

Discussed Attendance Report. Board are happy with this, very interesting reading.

Health and Safety Report tabled.

Motion to approve Year 8 Camp and Year 7 EOTC with Board funding of up to \$12K for Year 8 Camp and up to \$4.2K for Year 7 EOTC with the condition any surplus from 2026 will not be rolled over to 2027. This is possible due to the \$1.8K surplus from the 2025 Year 8 camp and a \$4K donation which the school has received.

*Moved: Jade*

*Seconded: Elizabeth*

*Carried*

**FINANCE**

The Finance Report for August and September were tabled and accepted.

*Moved: Ray*

*Seconded: Doug*

*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.

Term 4 review policies as per the SchoolDocs email to Board is due for those that want to review policies.

All Term 4 assurances have been made as per the SchoolDocs 2025 Review Schedule and Board Assurances document.

## PTA REPORT

As tabled.

## GENERAL BUSINESS

### Board Thank You to Parents Evening

Set for Wednesday 26<sup>th</sup> November at 6pm. Kathryn to organise as per previous year.

### Board End of Year Dinner

Set for Friday 21<sup>st</sup> November from 5pm.

Doug to get meat. Kathryn to get drinks. Everyone BYO a dessert and/or salad.

### Theft

Discussed recent theft of money from the school safe.

Board queried liability of security company contracted to keep the school secure after hours. Jono to draft a letter to security company requesting justification of their employees actions and reasons for entering building ready to be sent to them once the investigation has concluded.

### 'In Committee' matters

**The Board moved to 'In Committee' status at 9.12pm to protect the privacy of the staff concerned.**

**The meeting commenced again at 9.19pm.**

**Meeting closed 9.20pm**

**Next meeting to be held on Monday, 24 November 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: 24/11/25