

Ōpaheke School Board
Meeting Monday 24 November 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

Minutes of previous meeting

The minutes for the 20 October 2025 meeting were accepted as a true and correct record.

Moved: Jade

Seconded: Kirsty

Carried

CORRESPONDENCE

As tabled.

Discussed recent changes to the curriculum regarding Te Tiriti of Waitangi. The Board are satisfied with the communication which have been sent to our community around this.

Emails received from SchoolDocs.

ACTION PLAN

As tabled.

Jono's draft letter has been started, he will await the outcome of the investigation before completing this.

Kathryn to forward email from security to Jono.

BOARD WORK PLAN

As tabled.

PRINCIPAL'S REPORT

As tabled.

End of Year Achievement Report discussed.

Health and Safety Report tabled. Kirsty to look into a contact to repair soccer goals. If this is not successful, we could advertise in our community for someone who might be able to repair this for us.

Motion to approve board endorsement for Jade Tawhiti to apply to be involved in the Mentor Programme as a mentor for aspiring and beginning principals in 2026.

Moved: Doug

Seconded: Jono

Carried

Research Dissertation tabled.

Board Survey Summary tabled. Board would like more responses. Hard copies to be distributed this week along with prize offerings as an incentive.

FINANCE

The Finance Report for October were tabled and accepted.

Moved: Ray

Seconded: Kirsty

Carried

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

Board motioned to approve draft 2026 budget

Moved: Jade

Seconded: Ray

Carried

POLICIES

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

The board are happy with Term 4 policies which are up for review, no feedback required.

PTA REPORT

There has been no PTA meeting since the last Board meeting.

2025 Funfest was a success.

Jade shared an email from the PTA regarding their financial situation and their unhappiness with the way a goodwill donation from our security company was handled following the theft at the end of last term.

GENERAL BUSINESS

2026 Board Meeting Dates

This is currently set for 7pm on the Monday of Week 3 and 8 each term. Confirmed this will remain the same for 2026. 2026 dates would be 16/02, 23/03, 04/05, 08/06, 03/08, 07/09, 26/10, 30/11.

Pool Summer Check Schedule

Kevin is on leave from the 22/12/2025 to 18/01/2026. Doug will co-ordinate a roster with the other Board members to ensure this pool is checked and maintained during this time frame.

BOARD TIMESHEET

Board checked and signed timesheet.

'In Committee' matters

The Board moved to 'In Committee' status at 8.44pm to protect the privacy of the staff concerned.

The meeting commenced again at 8.54pm.

Meeting closed 8.55pm

Next meeting to be held on Monday, 16 February 2026 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: 16/02/2026