

Ōpaheke School Board
Meeting Monday 16 February 2026 at 7.00pm
At Ōpaheke School, Tasman Drive, Papakura

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

Apologies: Ray Chan

Minutes Secretary: Kathryn Windleborn

Karakia

Meeting commenced with the election of Presiding Member and Office Holders:

Meeting was handed over to Jade for the election of the Presiding Member. Jade nominated Doug, Jono seconded the nomination - the vote was unanimous. Doug accepted the position of Presiding Member.

Office holders:

Kirsty nominated herself to remain as Board Secretary, Jade seconded the nomination – the vote was unanimous. Kirsty to remain as Board Secretary.

Doug nominated Jono to remain as Property Representative, Kirsty seconded the nomination – the vote was unanimous. Jono accepted to remain as Property Representative.

Doug nominated Ray to remain as Finance Officer, Jade seconded – the vote was unanimous. Ray to remain as Finance Officer.

Doug nominated Norman for the role of Vice Presiding Member and Health and Safety Representative, Jono seconded the nomination – the vote was unanimous. Norman accepted the role of Vice Presiding Member and Health and Safety Representative.

Minutes of previous meeting

The minutes for the 24 November 2025 meeting were accepted as a true and correct record.

Moved: Doug

Seconded: Jade

Carried

CORRESPONDENCE

As tabled.

Emails received from SchoolDocs.

ACTION PLAN

As tabled.

Jono prepared a draft email for the security company around the incident last year. Kathryn to confirm details are accurate to Kirsty to finalise ready to send.

Soccer goals are beyond repair, we will look to replace these with new goals.

BOARD WORK PLAN

As tabled.

- School's Liability Insurance is current and up to date.
- All Teacher Registrations are current.

PRINCIPAL'S REPORT

As tabled.

Discussions around attendance and ways to improve this across the school.

Board motioned to approve the 2025 Statement of Variance to be sent to the MoE on or before 31st May.

Moved: Doug

Seconded: Jono

Carried

Board motioned to approve the 2026 Strategic and Annual Plan ready for publishing on our website on or before the 31st March with a few minor wording adjustments as discussed.

Moved: Doug

Seconded: Jono

Carried

Board motioned to approve Attendance Management Plan and add it to the Board Work Plan for biannual (every two years) review.

Moved: Doug

Seconded: Jono

Carried

Health and Safety Report tabled, Kathryn to follow up on hole in Room 25 ceiling, needs replacement tiles.

FINANCE

Board adopted the SchoolDocs finance policies as our 2026 policies.

Kathryn is working on the 2025 Annual Accounts and will send this out to the Board once complete.

Ray to check and sign journals, reconciliations and bank staffing at the next Board meeting.

POLICIES

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

Term 1 review policies as per the SchoolDocs email to Board is due for those that want to review policies.

All Term 1 assurances have been made as per the SchoolDocs 2026 Review Schedule and Board Assurances document.

PTA REPORT

Next PTA meeting is Wednesday 18th February. Jono will attend on behalf of the Board.

GENERAL BUSINESS

Ratify e-motions

Ratify e-motion to pass a resolution to apply to Trillian Trust for a grant application of \$30,000 for the supply and installation of astroturf and fencing for our existing court area.

Ratify e-motion to pass a resolution to apply to One Foundation for a grant application of \$25,000 and Blue Sky Community Trust for a grant application of \$20,150 for the supply and installation of astroturf and fencing for our existing court area.

BOARD TIMESHEET

Board checked and signed timesheet.

'In Committee' matters

The Board moved to 'In Committee' status at 8.31pm to protect the privacy of the staff concerned.

The meeting commenced again at 8.40pm.

Meeting closed 8.40pm

**Next meeting to be held on Monday, 23 March 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: 23/03/26