

Ōpaheke School Board
Meeting Monday 23 March 2026 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 16 February 2026 meeting were accepted as a true and correct record.

Moved: Doug

Seconded: Kirsty

Carried

CORRESPONDENCE

As tabled.

Emails received from SchoolDocs.

ACTION PLAN

As tabled.

Letter has been emailed to Jamie Adams, Managing Director for P4G Security.

Kathryn has asked Steve Waters to source replacement tiles for Room 25 ceiling.

BOARD WORK PLAN

As tabled.

Job descriptions are nearly all signed, just a couple more to finalise.

PRINCIPAL'S REPORT

As tabled.

Discussions around the new assessment and reporting practices and how best to communicate these changes to our community in a clear and easy to understand way.

Board resolved that an application be made to Grassroots Trust towards the supply and installation of astro-turf and fencing for our existing court area. The total amount requested is \$17,150.00.

Moved: Jono

Seconded: Jade

Carried

Annual Review of 5 Year Property Plan and Cyclical Maintenance – tabled current 5 Year Property Plan and Cyclical Maintenance Schedule. No new 5YA Projects due to happen this year. Cyclical Maintenance Schedule was last updated by Steve Waters May 2025. Board are happy with both of these. Kathryn will look at obtaining quotes for the Block 9, 10 and 11 Cyclical Maintenance due this year as well as quotes to substitute the Block 12, 13 and 14 provision to painting the DP side of the administration block which was missed during the last Block 1 painting due to prioritisation of available provision at the time.

Health and Safety Report tabled.

Jade to do further investigation on lock for main door to help minimise the safety risk of young students running out the door during the school day and into the carpark/on the road. He is currently awaiting clarification from the council around egress requirements building compliance.

FINANCE

2025 Draft Annual Accounts and Analytical Review as tabled. The Board are happy for this to be submitted to the Auditors.

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

POLICIES

Updates have been made to policies as per email from SchoolDocs.
The board are happy with Term 1 policies which are up for review, no feedback required.

PTA REPORT

Jono attended the last two PTA meetings, the next PTA meeting is Wednesday 22nd April.
Discussed letter to the Board from the PTA regarding traffic management and road safety around the school.
Jade will follow up with Auckland Transport around improvements which had previously been discussed in detail with AT and put through to consultation stages. Kirsty will write a response letter to the PTA to thank and update them.

GENERAL BUSINESS

BOARD TIMESHEET

Board checked and signed timesheet.

'In Committee' matters

**The Board moved to 'In Committee' status at 8.25pm to protect the
privacy of the staff concerned.
The meeting commenced again at 8.36pm.**

**Meeting closed 8.36pm
Next meeting to be held on Monday, 4 May 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: 04/05/26