

Ōpaheke School Board
Meeting Monday 8 June 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

Apologise: Norman Olago

Minutes Secretary: Kathryn Windleborn

Karakia

Minutes of previous meeting

The minutes for the 4 May 2026 meeting were accepted as a true and correct record.

Moved: Ray

Seconded: Kirsty

Carried

CORRESPONDENCE

As tabled.

Emails received from SchoolDocs.

ACTION PLAN

As tabled.

We have found some ceiling tiles for Room 25, these are booked in to get fitted.

Jono has sent the Board Community Survey results to the PTA.

Jade hasn't had any luck getting a copy of our egress pathways plan for the school, he will keep trying.

Tasman Drive and Opaheke Road improvements will be done once the contractors get traffic management approval.

BOARD WORK PLAN

As tabled.

Equal Employment Opportunity Report tabled.

Police Checks on non-teachers are all up to date.

PRINCIPAL'S REPORT

As tabled.

Discussed current dress code and the Board are happy with this. Jade will remind the students and community about our dress code to help staff enforce dress code violations.

Health and Safety Report tabled.

FINANCE

2025 Signed Annual Accounts have been submitted to the MoE and uploaded on our website.

Auditors Report to the Board as tabled. Discussed the two recommendations by the Auditors. Kathryn will print a monthly Sensitive Expenditure Report going forward for the Board Finance Officer to sign off after each Board meeting. A Conflicts of Interest Register has been created in the Board Teams site and Jade will declare any known conflicts of interests at each Board Meeting going forward.

The Finance Report for April was tabled and accepted.

Moved: Jade

Seconded: Doug

Carried

Ray to check and sign accounts, journals, reconciliations, banked staffing and sensitive expenditure after the Board meeting.

POLICIES

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

The board are happy with Term 2 policies which are up for review, no feedback required.

PTA REPORT

Last meeting on the 20th May was nice and short, nothing to report to the Board on.
The next meeting is on the 17th June, Jono will pass on the Board's thanks for their continuing work fundraising for the benefit of our students.

GENERAL BUSINESS

Summer Pool Key Decision

Board confirmed summer pool key will be offered to staff, Board members and selected PTA members and helpers again this year with the same rules and responsibilities as last year along with Jade's accompanying letter reiterating some unacceptable behaviour and to give to key holders.

Board Code of Conduct Review

Board code of conduct tabled. Board are happy with this, no changes required.

Confirm Donation Scheme

Motion to opt in to the Government Donation Scheme for 2027.

Moved: Jade

Seconded: Kirsty

Carried

Koha for Fuel Contribution

Discussion around feasibility and equality around providing a koha to staff to help ease the financial strain around increased fuel costs. Board agreed not to do anything further for this at this point in time.

Year 6 Camp Approval

As tabled.

Board approved the 2026 Year 6 Camp with an additional \$1,000 funded by the board to enable the per student cost to be \$115. This brings the total Board funding to \$5,500. If the PTA are unable to fund the requested \$3,500 the Board will reconsider their funding amount via an e-motion after the PTA meeting.

Moved: Jono

Seconded: Doug

Carried

BOARD TIMESHEET

Board checked and signed timesheet.

'In Committee' matters

The Board moved to 'In Committee' status at 9.03pm to protect the privacy of the staff concerned.

The meeting commenced again at 9.17.

Meeting closed 9.17pm

Next meeting to be held on Monday, 3 August 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:

3/08/26