

OPUA SCHOOL BOARD OF TRUSTEE MINUTES

3rd August 2015

Meeting Started 7. 00pm

SUMMARY NOTES ON ITEM

To be
actioned by

1. Administration

1.1 Present

1.1 Simon McGowan, Melanie Going, Malcolm Shaft, Duncan McAngus, Margaret Lange.

1.2 Apologies

1.2 Jasmine Beazley

1.3 Declaration of Interests

1.3 NIL

1.31 PLD

**1.31 BoT Internal PLD
MS ran through three practise scenarios using the NZSTA Professional Development Scenario cards. All members participated and found them useful.**

1.4 Minutes of last meeting (s)

**1.4 Taken as read.
Motion: to accept previous meetings minutes as being true and correct once the one identified error has been amended.
Moved by SM seconded by MG**

1.5 Matters Arising from previous minutes

1.5 NIL

2. Principal's Report

2.1 Matters Arising

2. Taken as read and confirmed Moved by ML seconded by MS

2.1 Motion: To allow SM to use Banked Staffing to fund Te Reo Tutor for 10 weeks. SM to approach Kaumatua Joseph Tipene.

Aye 5 Nay 0 Motion passed unanimously

2.2 Motion: To give permission to SM to approach an external tutor to come into work with pupils to extend Math pupils and use Banked Staffing for funding this.

Aye 5 Nay 0 Motion passed unanimously

2.3 Motion: To give permission to Room 5 to have a two night camp in November. SM and ML to organise.

Aye 5 Nay 0 Motion passed unanimously

2.4 Comprehensive discussion of the school's latest Achievement Tracking Data occurred.

2.5 DM to upload on the website -

**1)The Student Safety Questionnaire findings;
2) The collated findings from the community consultation inquiry in regard to what we want an Opu School Yr 8 to have as skills and attributes.**

3) The Achievement Tracking data table for Term 2.

3. Strategic Planning Review

3.1 Strategic Update

**3.1 Taken as read and correct Moved by ML seconded by MS
SM handed out Ka Hikitia for members to read and reflect upon. SM invited members to form a sub-committee to reflect upon where we are at with our cultural responsiveness. The Board agreed to use the 'Hautu' resource for their self-review. Members to read this and be ready to begin the process at the next meeting.**

Motion: SM to approach Huru Tipene, the Te Reo Resource Teacher for the region to ask him to come into Opu School and see what we are doing right and help with ideas to further our cultural responsiveness.

Aye 5 Nay 0 Motion passed unanimously

3.2 Development Plan Update

**3.2 Taken as read and correct. SM to send the latest update to ERO.
Moved by MG seconded by ML**

3.3 Opu School Delegation List

**3.3 Motion: To adopt the updated delegation list
DM as Finance Committee. JB as Maori Liason Officer.**

Aye 5 Nay 0 Motion passed unanimously

SM

SM

SM ML

DM

ALL

SM

SM

3.4 Review of Effective Governance (self-review)	3.4 All members to complete form and hand them to Malcolm for him to collate. SM and MS to report on findings at next meeting.	ALL
4. Policy and Procedure Review 4.1 Principal Professional Expenses Policy	4. Taken as read and correct. No changes. Moved by MS seconded by ML 4.1 SM left the room @ 7.50pm IN COMMITTEE - 7.50 OUT OF COMMITTEE 7.54pm	
5. Health and Safety	5.1 Hazard Register tabled 5.2 Monthly Injury report taken as read. Moved by MG seconded by MS 5.3 Discussion of 2015 Student Safety Survey results occurred.	
6. Finance Committee's Report 6.1 June Report 6.2 Appointment of Auditor 2015-2017	6.1 Taken as read and correct. Moved by DM seconded by SM 6.2 Tabled Motion: To appoint PKF Francis Aiken as Opua School's Auditor for 2015 - 2017 Aye 5 Nay 0 Motion passed unanimously	
7. Property 7.1 Property Report	7.1 Taken as read and correct. Moved by MG seconded by SM SM to find pool shade sail quote for discussion at next meeting. SM to write on behalf of BoT with thanks to those responsible for the re-organising of the Junior Resource Room. Board members are to think about what they would like to be considered for the next 5YA and 10YP - for discussion at the next meeting.	SM SM ALL
8. General Business 8.1 PTA Financial Statements 8.2 Promoting The school 8.3 Personnel	8.1 Taken as read. Moved by SM seconded by ML SM to write on behalf of BoT with thanks to ML & PTA 8.2 ML shared with colleagues about how proud of her class she is. ML also talks to Keith, the Opua School ball-room dancing instructor, about how great the children are - and he agrees wholeheartedly! Many of the Board and Staff attended the St John Cadets Dinner, which was thoroughly enjoyable and great for the community. MS talked to several people at the Junior Cross-country to promote the school. MG visited the family of dear departed Nanna Flo's on a daily basis while she was lying in state and, at the family's request, videoed Nanna Flo's last ride out of Opua. The Opua School did a farewell Haka and the family were most appreciative and thankful. DM - wearing the Opua School - <i>Manakitanga me te Awhina</i> school t-shirt and is working hard with SM to improve the website and parents access to useful information. SM and all BoT members - excellent discussions at latest Open Forum. 8.3 IN COMMITTEE 8.30pm OUT OF COMMITTEE 8.31pm	SM
9. Meeting Closure 9.1 Comments on this meeting 9.2 Preparation for next meeting 9.3. Identify Agenda Items for Next Meeting 9.4 Time of Closure	9.1 Forms filled in (on file) 9.2 Next meeting on 14 th September. 9.3 Please contact Malcolm directly if you would like anything on the next Agenda. (munaboat@gmail.com) at least five days in advance of the Board meeting. 9.4 8.33 pm	