



TE KURA O ŌPĀWAHO

OPAWA SCHOOL

Nurturing Lifelong Learning

Respect, Integrity, Excellence, Responsibility

Growing Together As A Learning Community



MEETING MINUTES

Meeting: Ōpāwa School Board of Trustees Meeting

Date: 3 April 2024

Location: Ōpāwa School (7 pm)

Attendees: Name

Tom Shanley (Presiding Member), Sally Ormandy (Principal), Shevaun Karipa (Staff Rep), Teigan Reid, Ashley Weston, Monique Lina and Heidi Ireland (Minutes)

Apologies: Nil

Item	Description	Action
1.	Administration	
1.1.	Karakia and opening of meeting (7pm)	
1.2.	Declarations of Interest – no declarations were identified	
1.3.	The Board welcomed Sally back and sincerely thanked Shevaun for all her work as Acting Principal. The Board also acknowledged the work Nick did as Acting Deputy Principal.	
2.	Board Roles Tom spoke to the Board of Trustees roles of responsibility that were circulated prior to the meeting, This list was discussed and updated accordingly. Members were aligned with areas that best suited their interest/ability. Tom will update the list of BoT Roles and circulate this to the Board. Tom will also give Monique access to School Dox and email access	Tom Tom

<p>3. Playground Update</p> <p>3.1. Tom updated the Board on the ongoing legal issues surrounding the Playground.</p> <p>3.2. It was noted that we are currently awaiting further advice from our Solicitors regarding next steps. This advice is expected within the next few days and Tom will update the Board once this is to hand.</p> <p>3.3. The Board agreed that Tom has Delegated Authority to attend any mediation/meetings on their behalf and make decisions regarding the playground on behalf of the Board.</p>	<p>Tom All Note</p>
<p>4. Playground Site Clean-up</p> <p>4.1. Shevaun met with a parent Josie Schroder regarding the current playground site. Josie has offered her help and expertise to assist with this clean up. Sally has since met with Josie and had discussions around what is required.</p> <p>4.2. The Board discussed what they would like to see happen and agree that ideally they would like to see the site restored to its initial condition. Sally will advise Josie of the Board's preference.</p> <p>4.3. The Board noted that first and foremost Health and Safety must be at the forefront. A thorough H&S plan must be in place prior to any works commencing.</p> <p>4.4. The Health & Safety Committee (Ashley & Shevaun) will ensure all H&S procedures are in place and observed.</p>	<p>Sally</p> <p>Ashley/ Shevaun</p>
<p>5. Property Update</p> <p>5.1. Ashley spoke to the Boiler upgrade. There are on-going issues with the Ministry of Education around a suitable boiler replacement and we are currently awaiting to hear back from the MoE.</p> <p>5.2. Shevaun spoke to ongoing problems with the MoE around classroom defects and issues where the current rooms (7 & 8) are not fit for purpose. In addition to these two classrooms there are a number of other issues Shevaun is still dealing with including but not limited to; toilets, carpets, acoustics.</p> <p>5.3. It was noted by the Board that due to the ongoing issues around acoustics and classrooms not fit for purpose this is affecting the mental health and wellbeing of not only teachers but also students. The impact of the rooms not fitted with appropriate acoustics will only get worse in Winter when there is more time spent inside.</p> <p>5.4. The next step is to wait to hear back from the MoE when they present their final 5YA School Property Plan for the Board to approve and sign off. It was agreed that the Board would like to meet to discuss this proposed 5YA plan</p>	<p>Shevaun/Ashley</p>

<p>in more detail before signing off. Once the 5YA proposal is to hand the Property Team will co-ordinate a meeting.</p>	
<p>6. Principal's Report</p> <p>6.1. This was circulated prior to the meeting and taken as read. Sally spoke briefly to her report including the Strategic Goals, which she included in her Report.</p> <p>6.2. Sally answered questions from the Board and provided clarification.</p> <p>6.3. Sally reiterated her praise and appreciation for the work carried out by Shevaun and Nick during her absence.</p> <p>6.4. There were no issues of concern.</p> <p>Approved: Monique/Teigan</p>	
<p>7. Health and Safety</p> <p>7.1. The Health and Safety Report was circulated prior to the meeting and taken as read. No issues of concern</p> <p>7.2. Injury & Accident Register This was circulated prior to the meeting and taken as read. There were no issues</p> <p>7.3. The Board noted the amount of detail that is now being included in the reports and appreciates the extra work that goes into this.</p> <p>Approved: Tom/Ashley</p>	
<p>8. Finance</p> <p>8.1. The Finance Report was circulated prior to the meeting and taken as read and correct. No issues of concern.</p> <p>8.2. Sally asked the Board if they still required the additional line graph. The Board agreed this was a good visual aid and would like to keep it.</p> <p>8.3. The Board noted the new layout of the finances made it easier to understand.</p> <p>8.4. Sally spoke to the deficit balances and noted it was mainly due to the start of the year and the payment of annual subscriptions.</p> <p>Approved: Shevaun/Teigan</p>	
<p>9. Policy</p> <p>9.1. Tom spoke to the policies that are due for review by 12 April. These were discussed and allocated to various board members for review. Tom</p>	

<p>10. Reporting – Strategic Plan</p> <p>10.1. Teigan spoke to her notes which were circulated prior to the meeting and taken as read.</p> <p>10.2. Teigan also spoke to some possible options moving forward and how to best recognise and support staff.</p>	
<p>11. Previous Minutes</p> <p>11.1. These were circulated prior to the meeting and taken as read. There were no amendments and these were approved and signed.</p> <p>Approved: Monique/Teigan</p>	
<p>12. Correspondence</p> <p>12.1. Nil</p>	
<p>13. Items Next Meeting</p> <p>13.1. Agenda items for the next meeting:</p> <p>Nick – Branding Property</p> <p>13.2. Next meeting is 22nd May at Opawa School, 7pm.</p>	All Note
<p>14. Public Excluded</p> <p>8.45pm – 9.05pm the Board moved to Public Excluded.</p>	
<p>15. Closure of meeting</p> <p>Karakia. The meeting closed at 9.10pm</p>	

April 2024 Minutes Approved

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Board of Trustees

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Date