



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: 7 August 2024

Location: Ōpāwa School (7 pm)

Attendees: Name

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

Apologies: Mataniu (Mat) Grieve

Item	Description	Action
1.	Administration	
1.1.	Karakia and opening of meeting (7pm)	
1.2.	Declarations of Interest – no declarations were identified	
1.3.	Tom welcomed Nick Jorgensen, Tracy Te Hēmi, Melanie McClimont, Karly Davies, Amy Thompson to the meeting to speak to Student Achievement. Maria Frew arrived later to speak to Pasifika.	
2.	Student Achievement	
	Amy started the presentation on Student Achievement and explained each of their within school lead roles and spoke to the assessment data and goals.	
	Karly spoke about her Co-Literacy lead role with Mel and what their role involved and what they are currently working on. Shevaun clarified and explained the different learning platforms that were being referred to and how they worked.	

Karly further explained the background work that has been involved, especially around making the goals very clear for students and whanau. Further information was provided around the platforms iDeal and Hero.

The student mid-year achievement data was presented and Amy spoke to this and explained how the data was gathered and measured. Amy also provided further clarification around the numeracy journey and DMiC and ALiM. She provided information around tracking student achievement and intervention. The structured Literacy approach with iDeal was explained.

Karly spoke to the mid year data for Literacy and how she feels very confident that the achievement goals will be attained by end of 2024.

An update was provided around PLD and how this is being implemented and funded.

There was mention of a Parent/Whanau Information Evening to better inform parents and this will be happening soon.

Shevaun advised about the potential new curriculum being introduced and the possible implications this could have.

Maria spoke to all things Pasifika at Ōpāwa School. She started by noting that the number of Pasifika students had increased considerably from 19 in 2023 to 32 in 2024. Maria spoke to the Pasifika performing group and also about the increased number of staff who identify as Pasifika and how this is beneficial and how the school is richly resourced.

She advised the introduction of a new Pasifika Student Representative and how this has been beneficial. The recent meet and greet afternoon was mentioned and it was noted that this was a great success with a very pleasing turnout. Maria intends to hold another similar event before the end of 2024.

Tracy spoke to Māori at Ōpāwa School and her role to teach and implement Tikanga Māori to prepare the Tamariki for their future after Ōpāwa. She highlighted how important it is for them to have a good understanding of Tikanga and culture.

Tracy spoke to the increased staff PD with the number of staff enrolling in the Māori language course run by the MoE. She noted the growing confidence in staff and their use of te reo. She also noted the Kapa haka continues to grow and develop and is flourishing, especially in the junior levels.

Tracy spoke to the Māori Lead Student position and how the student is doing such an amazing job in this role.

The Board noted all the hard work and dedication of the staff and thanked

<p>them.</p> <p>(Nick, Tracy, Melanie, Karly, Amy and Maria left the meeting at the conclusion of their presentations).</p>	
<p>3. Neighbouring Property</p> <p>3.1. There was a discussion around the potential hazard with the property at 59 Ford Road. It was noted that fencing had been erected this week, which may help alleviate the potential risk. However, it was agreed that the Board should still write to the Christchurch City Council to advise them of the school's concerns and have the matter on record. Tom will write to the CCC.</p>	<p>Tom</p>
<p>4. School Van</p> <p>4.1. The proposal from Rotary to assist with the purchase of a school van was tabled and discussed. It was noted that there were two options presented and the Board were in agreement that Option A was their preference.</p> <p>However, it was noted that there is an "All of Schools" contract where certain providers offer a substantial discount to schools (via the contract with the MoE). Nick/Shevaun will investigate this further and see if there is a possibility of a discounted purchase price.</p>	<p>Nick/Shevaun</p>
<p>5. Principals Report</p> <p>5.1. This was circulated prior to the meeting and taken as read.</p> <p>Shevaun spoke to her report. The school term dates for 2025 were tabled and discussed, Shevaun advised the proposed dates did mirror other local primary schools. The Board approved the following 2025 term dates:</p> <p><u>Term 1</u> Monday 3rd February to Friday 11th April</p> <p><u>Term 2</u> Monday 28th April to Friday 27th June</p> <p><u>Term 3</u> Monday 14th July to Friday 19th September</p> <p><u>Term 4</u> Monday 6th October to Wednesday 17th December</p> <p>In addition, it was also noted there will be two MoE Staff Only Days of which the dates are to be confirmed.</p> <p>Shevaun spoke to the MoE Attendance data and the new requirements and reporting around this to the MoE and also how the data was being utilised.</p>	

<p>Shevaun also spoke to the Board Assurance amendment and the new Board requirements.</p> <p>Approved: Teigan/Monique</p>	
<p>6. Health and Safety</p> <p>6.1. The Health and Safety Report was circulated prior to the meeting and taken as read. There were no issues of concern.</p> <p>6.2. Injury & Accident Register This was circulated prior to the meeting and taken as read. It was noted that the missing entry from the previous register was due to staff absence and training for other staff has been provided to ensure this does not happen in the future</p> <p>Approved: Teigan/Ashley</p>	

<p>7. 7.1.</p>	<p>Finance</p> <p>The Finance Report was circulated prior to the meeting and taken as read and correct. Shevaun spoke to the issue raised at the prior meeting and believed it was a coding error caused by the manifestations but will confirm this and report back.</p> <p>Approved: Teigan/Tom</p>	<p>Shevaun</p>
<p>8. 8.1.</p>	<p>Property</p> <p>Shevaun provided an update around the acoustic treatment for Rooms 7 & 8 and MoE funding.</p> <p>Shevaun confirmed that the Walkway does NOT contain asbestos which is a great relief. However the quote received for repairs or to re-encase the walkway is in the vicinity of \$19k – which is a lot higher than anticipated and this matter has been parked for now.</p> <p>There is no further update regarding the pool. We are still waiting to hear from the MoE. Shevaun did however confirm that the pool can still be used in Term 4 as per advice from the MoE.</p> <p>Shevaun spoke to the painting for Rooms 7 & 8 and the new Boiler and it was agreed that she will speak to SSL (Project Managers) before any decisions are made.</p>	<p>Shevaun</p>
<p>9. 9.1.</p>	<p>Policy</p> <p>Monique spoke to the Employer Responsibility Policy and noted there are three Board reviews required. These were discussed and allocated for review as follows:</p> <p>Concerns & Complaints – Tom Protected Disclosure – Teigan Performance Management - Ashley</p> <p>Monique advised that she has uploaded the new updates to the BoT File.</p> <p>Monique confirmed with Shevaun to put the latest review in the school newsletter for community review.</p>	<p>Tom Teigan Ashley</p> <p>Shevaun</p>
<p>10. 10.1.</p> <p>10.2.</p>	<p>Previous Minutes</p> <p>These were circulated prior to the meeting and taken as read. The Minutes were approved and signed.</p> <p>Approved: Tom/Ashley</p> <p>All action points from the previous Minutes were checked off. It was noted the Tree encroaching from a neighbouring property remains an issue of concern it was agreed that the Board write to the neighbour raising the issue.</p>	

<p>Tom to write letter.</p> <p>It was also noted that Shevaun is to upload the Boiler Upgrade meeting minutes to the Server</p>	<p>Tom</p> <p>Shevaun</p>
<p>11. Other business 11.1. No other business.</p>	
<p>12. Items for Next Meeting 12.1. Agenda items for the next meeting:</p> <ul style="list-style-type: none"> - Possible ERO Update - Staffing - Playground Update 	
<p>13. Public Excluded 9.11pm – 9.20pm the Board moved to Public Excluded.</p>	
<p>14. Closure of meeting Karakia. The meeting closed at 9.25pm</p>	

August Minutes Approved

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Board of Trustees

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Date