



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: 26th June 2024

Location: Ōpāwa School (7 pm)

Attendees: Name

Tom Shanley (Presiding Member), Sally Ormandy (Principal), Ashley Weston, Monique Lina, Mataniu (Mat) Grieve, Teigan Reid and Heidi Ireland (Minutes)
Via video link - Shevaun Karipa (Staff Rep)

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.	Tom welcomed Nick Jorgensen to the meeting (7.05pm).	
2.	Rebranding Nick Jorgensen joined the meeting to speak about school rebranding. Nick spoke to his report, which was circulated prior to the meeting and taken as read. Nick provided context for his report and some background information around understanding the history and origin of the school logo, colours and journey. Timeframes for the rebranding process were discussed and it was	

<p>acknowledged that there is a lot of work to do before more specific timeframes can be advised.</p> <p>Shevaun advised that school signage has been put on hold to ensure that all signage/branding is cohesive.</p> <p>There were also discussions around cost for rebranding but it was agreed and noted that there is still a lot of work to do before this can be narrowed down. It was acknowledged that it will be considerable as it has a flow-on effect and includes signage, letterhead, promotional material, uniforms etc.</p> <p>The next step is for the 'branding team' to meet and decide on the consultation process with the school community.</p> <p>The Board thanked Nick for all his work to date and look forward to an update in the near future.</p>	
<p>3. Curriculum</p> <p>3.1. <u>Literacy</u></p> <p>Nick remained in the meeting and jointly spoke with Shevaun around the Curriculum updates (Literacy & Numeracy), which were circulated prior to the meeting and taken as read.</p> <p>The Board noted the resources required and questioned the associated costs. Shevaun noted this and advised possible ways to reduce the impact on school budgets such as outsourcing the printing of resources. She advised she had researched and spoken with other schools around this.</p> <p>MoE funding was discussed and it was noted how difficult it is to access funding at the moment. It was also noted that there is a lot of uncertainty around education funding.</p> <p>3.2. <u>Numeracy</u></p> <p>Nick spoke to the report circulated prior to the meeting. Clarification was provided around what ALiM was and how it worked.</p> <p>Sally spoke to the students who were targeted for ALiM and how they were selected.</p> <p>it was noted that children do not see this as a negative in any way, quite the contrary they feel special to be part of ALiM. This just highlights the great culture we have at Ōpāwa.</p> <p>Further resourcing was discussed.</p> <p>The Board acknowledged the work involved in implementing this and thanked Nick and asked him to pass on their thanks to all the staff involved.</p>	

<p>3.3.</p>	<p><u>Pūmanawa / Gifted</u></p> <p>Shevaun spoke to Brooke Trenwith's report circulated prior to the meeting and taken as read. The positive feedback was noted.</p> <p>Shevaun spoke to the focus groups and the different ways children can be gifted. It was noted the importance of keeping whanau and children involved in our journey and keeping them informed.</p> <p>Where to from here was discussed. Shevaun advised that there is still so much to unpack before making decisions for future planning/funding.</p> <p>It was noted from Trenwith's report that the school was sitting at or below 50% for all areas. Obviously, there is a desire and need for this to improve and we need to now work on how to do this. Shevaun did advise that the school's results were consistent with other schools.</p> <p>One thing that Shevaun did want the Board to know was that Trenwith did comment on a great strength of Ōpāwa and that was the sense of safety and belonging, especially for neuro-diverse students.</p> <p>The Board again thanked Nick and he departed the meeting at 7.50pm</p>	
<p>4.</p> <p>4.1.</p>	<p>Property</p> <p>Shevaun spoke to property. She advised that the Boiler had been cleaned and how this would be managed and maintained to ensure heating for this winter season.</p> <p>It was raised that it would be beneficial to get a copy of the Minutes from the meeting on 30 May 2024 with MoE, Heatwise, TBig and Ōpāwa regarding the Boiler. Shevaun will look into this and obtain a copy of said minutes.</p> <p>Shevaun spoke to the Health and Safety concerns with the Block 17-19 steps. She confirmed this will be remedied in the school holidays.</p> <p>The high gutters will also be cleaned during the school holidays.</p> <p>The MoE (Les Wilson) was asked for information by the Playground Committee which has been circulated. It was noted that it would be beneficial to locate the contamination documentation and waiver to see exact wording around the resource consent. Ashely will locate this along with the GeoTec Report and forward to Josie.</p> <p>Shevaun spoke to the Heating and Lighting upgrade / 5YA / SSL and will follow up with Les at the MoE.</p>	<p>Shevaun</p> <p>Ashley</p> <p>Shevaun</p>
<p>5.</p> <p>5.1.</p>	<p>Principals Report</p> <p>This was circulated prior to the meeting and taken as read.</p>	

<p><u>ERO</u> Sally spoke to her report and the ERO update and new requirements/obligations for the school. Sally assured the Board that all ERO requirements were being met and she was reassuring and assisting staff (especially new staff) with this process.</p> <p><u>Student Achievement Data</u> Sally advised that they are slightly behind schedule with providing a report to the Board on student achievement but as she wanted to ensure accuracy this will now be presented at the next meeting. All student reports are on target and will be sent out tomorrow (Thursday 27th June).</p> <p><u>Strategic Goal 3</u> Sally spoke to this and it was taken as read.</p> <p>Approved: Teigan/Ashley</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. The issue of the tree from the neighbouring property was discussed, it was noted this posed a possible risk and Sally is to approach the neighbour and discuss how to remedy the situation.</p> <p>6.2. Injury & Accident Register This was circulated prior to the meeting and taken as read. It was noted that one entry (tree incident) had been omitted and Sally with follow this up with the office staff.</p> <p>Approved: Teigan/Monique</p>	<p>Sally</p> <p>Sally</p>
<p>7. Finance</p> <p>7.1. The Finance Report was circulated prior to the meeting and taken as read and correct. Sally clarified the issue raised at the prior meeting around Library Book entry. She confirmed this was a coding error and should have been coded to subscriptions.</p> <p>Discussion regarding finances and a question was raised around the Administration/General being at 100% spent. Sally to look into this and clarify at the next Board meeting.</p> <p>Approved: Teigan/Ashley</p>	<p>Sally</p>
<p>8. Policy</p> <p>8.1. Monique spoke to her report that had been circulated prior to the meeting and taken as read. Tom thanked Monique for her report and confirmed this is exactly what was needed and very helpful.</p> <p>Monique followed up on progress with members reviewing their allocated</p>	

<p>policies.</p> <p>Monique confirmed there were policies coming up for community consultation and reiterated she will advise Sally when these arise, so they can be put in the school newsletter.</p> <p>Monique raised the possibility of having School Docs visit and provide some training/information around the use/obligations etc. It was agreed this was a good idea and Sally will investigate further and advise.</p>	<p>Monique/Sally</p> <p>Sally</p>
<p>9. Previous Minutes</p> <p>9.1. These were circulated prior to the meeting and taken as read. The Minutes were approved and signed.</p> <p>9.2. All action points from the previous Minutes were checked off.</p> <p>Approved: Tom/Ashley</p>	
<p>10. Correspondence</p> <p>10.1. Letter from MoE dated 10/06/2024 Re: School Property Plan Approval (Approved Plan enclosed) was tabled and discussed briefly.</p>	
<p>11. Items Next Meeting (26 June 2024)</p> <p>11.1. Agenda items for the next meeting:</p> <ul style="list-style-type: none"> - Student Achievement Data Report - Playground Update - Swimming Pool Update 	
<p>12. Public Excluded</p> <p>8.35pm – 8.55pm the Board moved to Public Excluded.</p>	
<p>13. Closure of meeting</p> <p>Karakia. The meeting closed at 8.56pm</p>	

June 2024 Minutes Approved

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Board of Trustees

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Date