



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: 22nd May 2024

Location: Ōpāwa School (7 pm)

Attendees: Name

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

Apologies: Teigan Reid

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 Mat as a new Board Member and provided a brief overview of the role of the Board followed by round table introductions.	
2.	Code of Conduct The Code of Conduct document was circulated prior to the meeting and taken as read. There was a brief discussion about the document followed by unanimous approval. All Board members signed the physical copies. Sally will ensure all physical copies are filed appropriately.	Sally
3.	Property Update	
3.1.	Tom advised the Board that the Lawyers have sent a letter to RCL outlining the School's desire to cancel the contract and proposed settlement. At the time of the meeting a response had not been received. Tom will keep the	Tom

<p>Board informed regarding this matter.</p>	
<p>3.2. The 5YA document was circulated prior to the meeting and taken as read. The Board discussed at some length this document and its associated implications.</p> <p>Ashley spoke to the funding allocations and the Priority lists for jobs (P1, P2 and P3). The environmental data contained within the report was discussed. It was noted that the majority of works required fall into the Priority 2 and Priority 3 categories. At this point Ashley spoke to how the funding was allocated.</p> <p>Ashley then spoke to the MoE Summary and the three options outlined therein.</p> <p>At this point the Board discussed the option of a Project Manager as opposed to self-managing the works. It was agreed that the preferred option was to appoint a Project Manager. The Board passed a motion to appoint a Project Manager to manage all works within the 5YA Scope of Works. Shevaun will initiate the Project Manager appointment process with assistance from Les Wilson (MoE) and obtain two quotes.</p> <p>Shevaun noted that there were a number of inaccuracies in the report recording some works as being completed when in fact they were scheduled but never started. Shevaun will advise the MoE of the inaccuracies contained within the 3455 Te Kura Ōpāwa School Cyclical Maintenance Provision Calculator.</p> <p>The Board approved and signed the 5YA Agreement with the following provision: all options 1, 2, 3 will be explored and advice taken from the appointed project manager.</p>	<p>Shevaun</p> <p>Shevaun</p> <p>All Note</p> <p>Shevaun</p>
<p>3.3. Boiler</p> <p>Shevaun spoke to the School's coal boiler and the fact that it does need to be replaced with a cleaner burning wood Boiler. So far discussions with the MoE have been unproductive and there is a face to face meeting scheduled for Thursday 30th May 2024. The aim is for the new boiler to be up and running before Winter 2025. Shevaun will provide an update at the next meeting.</p>	<p>Shevaun</p>
<p>3.4. Swimming Pool</p> <p>Shevaun spoke to the issues surrounding the current pool. The MoE have advised that the pool must have a 'trafficable roof' (can be walked on) due to its close proximity to the neighbouring fence.</p> <p><u>The Board are unanimous in their view that the pool in its current state is a Health and Safety concern.</u> The MoE are currently working with engineers to</p>	<p>Shevaun</p>

<p>find a solution and Shevaun will update the Board once this is to hand.</p> <p>Shevaun advised the pool is secure for the time being as it is not presently being used.</p>	
<p>4. Principal's Report</p> <p>4.1. This was circulated prior to the meeting and taken as read. Sally spoke briefly to her report including Strategic Goal 2, which was included in her Report.</p> <p>4.2. The Board noted the positive comments about the School that had been posted on FB.</p> <p>4.3. Sally spoke to her dashboard report and provided staffing updates.</p> <p>4.4. Sally spoke to the Playground and the three questions contained in her report.</p> <p><u>Weed Spraying</u> Regarding weed spraying it was agreed not to use chemicals and find an alternative organic option. Sally will communicate the Boards preference.</p> <p><u>Re-level and re-seed</u> The Board noted this is likely to incur a cost and is happy for Sally to obtain quotes.</p> <p><u>Tyres</u> The future use of the tyres in a new playground was discussed. It was agreed that Sally investigate storage options and any associated costs.</p> <p><u>Fencing</u> The Board agreed that there was a need to consolidate all equipment and return Fayhey Fencing but retain the fencing that had been 'gifted' to the school. Sally will co-ordinate this.</p> <p>Approved: Monique/Ashley</p>	<p>Sally</p> <p>Sally</p> <p>Sally</p> <p>Sally</p>
<p>5. Health and Safety</p> <p>5.1. The Health and Safety Report was circulated prior to the meeting and taken as read. No issues of concern</p> <p>5.2. Injury & Accident Register This was circulated prior to the meeting and taken as read. There were no issues.</p> <p>Approved: Tom/Monique</p>	

<p>10.1. Agenda items for the next meeting:</p> <p>- General Property Update</p>	<p>Ashley/Shevaun</p>
<p>11. Public Excluded 8.42pm – 8.47pm the Board moved to Public Excluded.</p>	
<p>12. Closure of meeting Karakia. The meeting closed at 8.50pm</p>	

May 2024 Minutes Approved

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Board of Trustees

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Date