

**Royal Oak Primary School  
Board of Trustees  
Minutes of Meeting**

<b>Date:</b>	Thursday 28 February 2019
<b>Location:</b>	7:00pm in the staffroom
<b>Present:</b>	Owen Sinclair, Talia McNaughton, Karyn Kurzeja, Jude Walter, Michael Berry, Linley Myers, Vicky Stewart
<b>In attendance:</b>	Nemia Gariando, Megan Clotworthy, Felicity Boyd, Jill Shears, Pam Waugh, Andrea Henderson, Kiri Gould
<b>Apologies:</b>	None
<b>Copies:</b>	All Board members via One Drive, school file.

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**1. Declaration of Interests**

1.1 There were no declarations of interest.

**2. Election of Office**

2.1 Linley Myers took over the Chair and called for nominations for the position of Board of Trustees Chairperson.

2.2 There were 2 nominees for the position of Chair :

- Owen Sinclair (Vicky Stewart/Michael Berry)
- Jude Walter (Karyn Kurzeja/Talia McNaughton)

2.3 A vote was taken.

- Owen Sinclair was appointed to the position of Chairperson.
- Jude Walter was appointed to the position of Deputy Chair.

**3. Financial Report**

3.1 *Financial Reports*

3.1.1 The Draft Income & Expenditure Summary for the period ended 31 December 2018, Balance Sheet as of 31 December 2018, Payments for approval November and December 2018 and Creditors for Approval December 2018, were made available to the Board on OneDrive.

3.1.2 An impairment test of all fixed assets was completed over the school break. No asset values were found to be impaired. Assets costing approximately \$87,716 were disposed of in 2018. Almost all of the assets had nil carrying value at the time of disposal.

3.1.3 For 2019 all relievers will be charged to Bulk Grant (BG) and any staffing overuse which cannot be managed within the banking staffing entitlement will be managed by charging our cheapest teacher salary to BG including a beginning teacher's salary, if necessary, for sufficient time to clear or reduce the overuse by pay period 22 or by the end of the balancing period (pp 26).

3.1.4 It was moved that the Board accept the Financial Reports and Creditors totalling \$96,702.03 be approved for payment and payments including funds transfers totalling \$843,258.85 be accepted as paid. (Linley Myers/Owen Sinclair). Carried.

### 3.2 *Budget 2019*

3.2.1 The Budget 2019 Draft Income and Expenditure Summary and Draft Balance Sheet Summary were made available to the Board on OneDrive.

3.2.2 The 2019 Draft Budget currently shows a surplus of \$48.

3.2.3 There was further discussion around expected income from Parent Group Fundraising and Other Fundraising Income for 2019.

3.2.4 The Balance Sheet is not finished yet so the Draft Budget for 2019 will be circulated to the Board next week for approval.

3.2.5 The Board congratulated Nemia on managing a balanced budget so efficiently. (Owen Sinclair/Michael Berry). Carried.

## 4. **Strategic Discussions**

### 4.1 *Curriculum Report – Curriculum Planning (Megan Clotworthy, Jill Shears, Felicity Boyd)*

4.1.1 Megan, Jill and Felicity gave a presentation on curriculum planning across the school. This included the Year 3 / 4 classes with the Acorns and Oaks mix working well, ELearning Digital Technology Curriculum and Positive Behaviour.

4.1.2 The Board thanked Megan, Jill and Felicity for their presentation.

### 4.2 *Principal's Report*

4.2.1 The school roll stands at 562. It was 572 at the same time last year.

4.2.2 The annual Meet the Teacher night was well attended as was the parent IT evenings and school walk through with further parent education planned

### 4.3 *Charter, Strategic and Annual Plan*

4.3.1 Included with the Principal's Report is the Analysis of Variance, Charter and Strategic Plan,

4.3.2 The Charter and Strategic Plan has been reviewed, updated and is ready for submitting to the Ministry of Education.

4.3.3 It was moved that the Board accept the Principal's Report, staffing as reported, approves the Charter, Strategic and Annual Plan and moves in committee to discuss staffing (Linley Myers/Talia McNaughton). Carried.

### 4.4 *Complaints Procedure Update*

4.4.1 The Complaints Procedure will be discussed further In-Committee.

## 5. **Agenda items for next meeting**

5.1 Next meeting is Thursday 04 April 2019.

5.2 Curriculum Report on Initial Assessments, Focus will be Annual Report.

5.3 BOT Elections – Board members up for re-election Karyn Kurzeja, Talia McNaughton, Michael Berry and Vicky Stewart (Staff Representative). Voting will revert back to a postal vote. Leonie Thode has been appointed Returning Officer.

5.4 Complaints Procedure – final draft.

## 6. **Administration**

### 6.1 *Confirmation of Minutes*

6.1.1 The Minutes of the Board of Trustees meeting held on Thursday 06 December 2018 were accepted. (Owen Sinclair/Jude Walter) Carried.

6.2 *Correspondence*

6.2.1 Correspondence schedule was available to Board of Trustees on Onedrive.

6.2.2 Addition correspondence :

Letter of resignation from Megan Clotworthy, Deputy Principal dated 21 February 2019.

Letter of resignation from Linley Myers, Principal, dated 28 February 2019

**7. In-Committee**

7.1 The Board went In-Committee at 8.40pm.

**The next meeting of the Board of Trustees  
will be held on  
Thursday 04 April 2019  
at 7:00pm in the staffroom.**

Minutes confirmed:

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Chairperson, Board of Trustees

Dated:        /        / 2019