

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 11 December 2023
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Alec Tang, Greg Burne, Anna Jennings
.In attendance: Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes),
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

1.1 There were no declarations of interest.

2. Welcome

2.1 Welcome to new Board member Anna Jennings and congratulations to Georgie Shanks on being re-elected to the Board.

3. Financial Reports

3.1 *Financial Reports*

3.1.1 Revenue and Expense Summary October 2023 and Balance Sheet Summary 31 October 2023, Payments for Approval 11 December 2023 and Creditors for Payment October 2023, and RTLB Cluster 8 Funds Held 31 October 2023, Forecast Statement and ROPS Statement of Cash Flows were made available to the Board via OneDrive.

3.1.2 MoE say RTLB are permitted to carry over funds to next year to pay a deposit for guest speakers involved in PD.

3.1.3 It was moved that the Members accept the Financial Reports, Creditors totalling \$37,431.65 be approved for payment and Payments totalling \$844,019.54, this includes funds transfers of \$643,290.54, be accepted as paid. (Vasana Vanpraseuth/Vicky Stewart). Carried.

3.2 *Draft Budget*

3.2.1 The Draft Budget was circulated to the Board via OneDrive.

3.2.2 Board members are to prepare any questions they have regarding the Budget ready for the first meeting next year.

3.3 *Annual Report 2022*

3.3.1 We have still not received the 2022 Annual Accounts. The Auditors are being contacted regularly for an update.

3.3.2 Presiding Member will contact the Auditors to see if we are going to have the same delay problems in 2024.

4. RTLB Manager's Report

- 4.1 In the RTLB Manager's absence Megan asked that the report be taken as read.
- 4.2 MoE have advised that Cluster staffing has been reduced for 2024 by one position. This has been managed by attrition.
- 4.3 Titania McKenzie has been appointed to a permanent Practice Leader position for 2024. Sandi Sebastian is retiring, Julie Nugent resigned at the end of October, Chris Graham (PL) is leaving to take up a position at Cluster 22.
- 4.4 Jake Taplin is returning in 2024. Emma Fainu and Mark Armstrong join Cluster 8 in 2024.

5. Curriculum Report

- 5.1 *Curriculum Report: Achievement Data – Vicky Stewart and Felicity Boyd*
 - 5.1.1 Felicity and Vicky presented the End of Year Data to the Board. They explained in detail how to read the data and how it is gathered.
 - 5.1.2 The Board were impressed with the results and thanked Felicity and Vicky for all their hard work this year.

6. Tumuaki Report

- 6.1 *Regular Report*
 - 6.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
 - 6.1.2 School roll stands at 498 compared with 498 this time last year.
 - 6.1.3 The Analysis of Variance will be included in the February 2024 report.
 - 6.1.4 Megan recommends that the Board approve International Student Policies, Role of Presiding Member Policy (from the Governance Manual and the proposed EOTC in 2024).
 - 6.1.5 We are fully staffed for 2024.
 - 6.1.6 It was moved that the Board :
 - accepts the report of the Tumuaki
 - accepts staffing as reported
 - moves into committee to discuss staffing
 - approves EOTC in principle as outlined for 2024.(Greg Burne/Anna Jennings). Carried

7. Policy

- 7.1 *Role of Presiding Member*
 - 7.1.1 The Role of the Presiding Member policy is a part of the Governance Manual (section 2.3)
 - 7.1.2 It was moved that the Role of the Presiding Member policy, unchanged, be accepted. (Vicky Stewart/ Alec Tang). Carried
- 7.2 *International Student Policies*
 - 7.2.1 It was moved that the International Student Policies, unchanged, be accepted. (Anna Jennings/Alec Tang). Carried.
- 7.3 *EOTC (Education Outside The Classroom) approvals*
 - 7.3.1 It was moved that the proposed EOTC for 2024 be accepted in principle. (Georgie Shanks/Vicky Stewart). Carried.

8. Self Directed Learning

- 8.1 Online and in person training opportunities:
<https://www.nzstaresourcecentre.org.nz/nzstaresourcehome>

9. Administration

- 9.1 *Confirmation of Minutes*
 - 9.1.1 It was moved that the Minutes of the School Board meeting held on Monday 06 November 2023 be accepted as a true and accurate record (Vicky Stewart/Greg Burne). Carried.

9.2 *Correspondence*

- 9.2.1 Correspondence was circulated to the Board of Trustees via OneDrive.
- 9.2.2 A neighbour of the school would like us to remove 3 native trees that border their property. These are mature trees and provide shade for children when playing in that area. After some discussion the Board consensus was to not remove the trees. The Board are happy for the neighbour to trim the trees at their own expense after consultation with the school. Anna will check to see if the trees can be nominated to become a 'Notable' trees.
- 9.2.3 Resignation received from Chris Graham – RTLB Practice leader.
- 9.2.4 Signed Funding Agreement for RTLB received.
- 9.2.5 Resignation from the Board from Vasana Vanpraseuth. Georgie acknowledged all the work Vasana has done for the Board and school.

9.3 *Dates for 2024*

- 9.3.1 There will be an opportunity for the Board to introduce themselves to the staff early next year.
- 9.3.2 A photo and short blurb from each Board member will go in the newsletter.
- 9.3.3 First Board meeting Monday 26 February 2024

10. Identify Agenda items for next meeting

- 10.1 Board Workflow Schedule:
 - 1. Confirm and approve charter to be submitted to MoE by 01 March 2024
 - 2. Te Ara Huarau: Responsive Curriculum
 - 3. Learner Progress and Achievement: AoV/SoV report evaluation
 - 4. HR: Principal Professional Growth Cycle
 - 1. End, receive report, recommendations etc
 - 2. Start (approve agreement and process)
 - 5. Curriculum: Charter and Curriculum Planning
 - 6. Finance: Approve Budget / Monthly Report
 - 7. Role of the Chair / Delegations/ / Trustee code of behaviour policy
 - 8. Self-directed learning

11. The Board went In-Committee meeting at 7:35pm.

12. Board meeting closed at 7:55pm

**The next meeting of the Board of Trustees
will be held on
Monday 26 February 2024
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 13 / 5 / 2024