

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 25 March 2024
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Greg Burne, Anna Jennings, Alec Tang
.In attendance: Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes), Lynee Gibson, Roseanne Gibson (RTLB Manager)
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

1.1 There were no declarations of interest.

2. Financial Reports

2.1 *Financial Reports*

2.1.1 Revenue and Expense Summary December 2023, Balance Sheet Summary 31 December 2023, Income and Expenditure Summary February 2024, Balance Sheet Summary 28 February 2024, Payments for Approval January and February 2024 and Creditors for Payment February 2024, RTLB Cluster Funds Held 29 February 2024, and Annual Provision of Cyclical Maintenance calculation (31 December 2023) were made available to the Board via OneDrive.

2.1.2 It was moved that the Members accept the Financial Reports, Creditors totalling \$50,089.57 be approved for payment and Payments totalling \$672,686.26, this includes funds transfers of \$402,370.25, be accepted as paid. (Greg Burne/Alec Tang). Carried.

2.2 *Annual Report 2022*

2.2.1 We have still not received the 2022 Annual Accounts.

2.2.2 The Auditors are due in the school on 14 May 2024.

2.2.3 Annual Accounts will show a deficit of \$123,637.

2.2.4 Board will approve the 2023 Annual Reports via email.

2.3 *Cyclical Maintenance*

2.3.1 The Board discussed an amendment to the 2023 actual and 2024 CM Budget relating to the interior repaint of the Senior Block (2 storey block). The interior repaint was last done in 2019 (along with Block 3) not in 2014, hence, the next repaint is not expected until 2029.

3. RTLB Manager's Report

3.1 The RTLB Manager's Report was made available to the Board members via OneDrive.

3.2 Roseanne Gibson spoke briefly to her report and asked that it be taken as read.

- 3.3 Roseanne asked that the RTLB Annual Report Declaration for 2023 be signed. The Board are happy to sign the Declaration.

4. Curriculum Report

4.1 Special Education and Learner Support: Lynne Gibson

- 4.1.1 Lynne thanked the Board for their support with Learning Support Staffing.
- 4.1.2 Lynne reported on all the programmes run by special teachers in the school, special services available and the wonderful work the Learning Support Staff do.
- 4.1.3 The Board thanked Lynne for all the amazing work she does to help students and their families.

5. Tumuaki Report

5.1 Regular Report

- 5.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
- 5.1.2 School roll stands at 445 compared with 438 this time last year.
- 5.1.3 We are reviewing the fees for International Students for 2025.
We current charge:
Administration fee of \$275 per student – propose increase to \$350 per student/\$600 per family
Weekly fee \$300 per student – propose increase to \$350 per student
Annual fee \$12,000 – propose increase to \$14,000
New fees will come into effect 01 January 2025
- 5.1.4 Felicity organised the Year 5 EOTC and year 6 Camps. Both events were extremely successful.
- 5.1.5 Unfortunately 2 parents brought in alcohol which put Felicity, the Board and the school in a serious situation. It was included in the RAMs and parent helper information that this was an alcohol free camp. The parents were asked to put the alcohol away and it as made clear that alcohol was not permitted. It is also against the Camp Adair rules.
- 5.1.6 Creatives in Schools is running exceptionally well. We will complete the work after the Centennial celebration.
- 5.1.7 Bernie Jackson (Lawler) will be on parental leave early in Term 2. Maddie Darlington will cover her position (.8) in Kowhai Room. We are currently seeking a .5 teacher to cover the work Maddie currently does in Kowhai Room which is mainly release.
RTLB Sarah Pearse has applied for leave in June 2025.
- 5.1.8 Lock Down Drill will take place on Wednesday 27 March.
- 5.1.9 There was an NZEI paid union meeting held on Thursday 21 March. This was offered to our staff and they chose not to attend. Rose Cusack attended and will feedback to the staff at Staff meeting.
- 5.1.10 There is a Kahui Ako ToD scheduled for Friday 31 May.
- 5.1.11 It was moved that the Board :
- accepts this report
 - accepts staffing as reported
 - accepts proposed changes to the International Student charges
 - approves the Teacher only Day for Friday 31 May 2024
- (Georgie Shanks/Anna Jennings). Carried

6. Policy

6.1 NAG Review: NAG 2 Self Review, NAG 7 Charter and NAG 8 AoV/SoV

- 6.1.1 The policies were made available to the Board members via OneDrive.
- 6.1.2 It was moved that the reviewed Policy for *NAG 2 Self Review, NAG 7 Charter and NAG 8 AoV/SoV* be accepted. (Vicky Stewart/Greg Burne) Carried.

7. Administration

7.1 Confirmation of Minutes

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 26 February 2024 be accepted as a true and accurate record. (Anna Jennings/Vicky Stewart). Carried.

7.1.2 Minutes of Board meeting 11 December 2023 will be ratified via email.

7.2 *Correspondence*

7.2.1 Correspondence was circulated to the Board of Trustees via OneDrive.

7.2.2 Megan has been asked to be a mentor Principal for a new RTLB Host Principal.

7.3 *Parent Group Update*

7.3.1 A very passionate and enthusiastic team on the Parent Group. They have a Sponsorship Manager.

7.4 *Board Succession*

7.4.1 Board succession planning is ongoing.

7.5 *Centennial*

7.5.1 Board presence at both the Friday events and on the Saturday would be greatly appreciated

8. Identify Agenda items for next meeting

8.1 Board Workflow Schedule:

1. Budget: Monitor monthly report

2. Process and compliance: Annual Report minuted and sent to MOE by May 31

3. Te Ara Haurau: Te Tiriti O Waitangi

4. Policy: Personnel (NAG 3)

5. Curriculum: Key Competencies

9. There was no In-Committee meeting.

10. Board meeting closed at 8:12pm

**The next meeting of the Board of Trustees
will be held on
Monday 27 May 2024
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 27 / 5 / 2024