

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 27 May 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),
Apologies: None
Copies: All Board members via One Drive, school file.

1. Centennial

1. The Board acknowledged the mahi that everyone had put into making the centennial celebrations a great success including the children's dance evenings. The events were fabulous, and there was a lovely, happy vibe around the school.

2. Declaration of Interest

- 2.1 There were no declarations of interest.

3. Financial Reports

3.1 *Financial Reports*

- 3.1.1 Income and Expenditure Summary April 2024, Balance Sheet Summary 30 April 2024, Payments for Approval March and April 2024 and Creditors for Payment April 2024, RTLB Cluster Funds Held 30 April 2024, Forecast Statement of Financial Performance of the Year ended 31 December 2024, Royal Oak Primary School Statement of Cash Flows for the period ended 30 April 2024 were made available to the Board via OneDrive.
- 3.1.2 Parent Donation reminders will be sent out before the end of Term.
- 3.1.3 The 2023 EOY banked staffing overuse was at zero at the end of the balancing period.
- 3.1.4 It was moved that the Members accept the Financial Reports, Creditors totalling \$103,912.76 be approved for payment and Payments totalling \$1,178,943.66, this includes funds transfers of \$713,209.82, be accepted as paid. (Megan Clotworthy/Alec Tang). Carried.

3.2 *RTLB Matters*

- 3.2.1 The Board queried the amount of money RTLB spend on care packages and food.
- 3.2.2 After some discussion around RTLB spending it was decided that Megan will speak with the RTLB Manager about this and how to appropriately acknowledge illnesses and significant events while following the school's policy.
- 3.2.3 Senior Leadership team will report back on the RTLB Conference at the next Board meeting.

3.3 *Annual Report 2022/Audit Visit*

- 3.3.1 We have still not received the 2022 Annual Accounts.
- 3.3.2 The draft 2023 Financial Statements were circulated to the Board for approval via email. The motion “*That the Draft Financial Statements for 2013 be approved for submission to the auditors.*” was agreed to by all Members. Email trail attached to these minutes.
- 3.3.3 Nemia rang the auditors and they stated that they have only managed to finish 5 school’s accounts. They are hoping to have both the 2022 and 2023 Accounts to us by 10 June and will add a statement to the Audit Report saying the delay was caused by the auditors. Megan would rather get the Annual Report in without the audited financial statements.
- 3.3.4 The Board approves the 2023 Annual Report as presented. (Megan Clotworthy/Alec Tang). Carried.
- 3.3.5 The Board congratulated Nemia on the work she did preparing for the audit and the great job she has done with the accounts.

4. Curriculum Report

- 4.1 *Key Competencies – Felicity Boyd and Vicky Stewart*
- 4.1.1 Felicity and Vicky explained that Key Competencies are the capabilities people have and need to develop to live and learn through life and the opportunities for building Key Competencies offered by our ROPS Curriculum.
- 4.1.2 The Board thanked Felicity and Vicky for their presentation and suggested that maybe their presentation be shared with parents in some way.

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 453 compared with 453 this time last year.
- 5.1.3 Structured Literacy PL continues. The facilitator is now working alongside teachers in the classroom.
- 5.1.4 The School Improvement Framework was made available to the Board via OneDrive. This has also been sent to our ERO contact.
- 5.1.5 *Staffing*
 - 1. Anna Jackson has resigned, leaving the end of Week 6 Term 2. We have employed Emma Kings-Gale, a NZ trained Beginning Teacher to a permanent position. Emma will transition into the role in Week 6 Term 2 and will take over the class in Week 7 of Term 2.
 - 2. Bernie Jackson is going on parental leave in Week 10 of Term 2, Maddie Darlington will take over her role. Maddie’s current .5 position has been filled by an experienced NZ trained teacher Chloe Ferguson who will begin beginning of Term 3.
 - 3. Katherine Pringle began a new year 0/1 class in Rimu Room at the beginning of this term.
 - 4. We have employed Saba Talebi (.6) to support neurodiverse students in Rimu Room, particularly a child with Downs Syndrome who will be starting in Term 3 – Saba will then work 5 days a week. She has a background in supporting Tamariki with special needs.
 - 5. Sam Forde is now a fully registered teacher.
 - 6. A Learning Support person has requested 3 weeks leave from 22/7/2024 to 12/8/2024 to travel overseas. This will be a mix of paid and unpaid leave (yet to be finalised)
 - 7. RTLB Sarah Pearse has applied for leave in June 2025. This will be 4 weeks unpaid leave.
- 5.1.6 Megan is considering applying for a sabbatical in 2025. If successful, this would result in her having Term3, 2025 in its entirety, away from school researching the science of learning with regards to literacy and mathematics. There are 105 sabbaticals available for principals across the motu. If successful, Megan would continue to get fully paid in that time and there would be an up payment for those standing in as acting principal. This is all done through the MoE and the collective agreement. Megan is confident Vicky and Felicity are totally capable of leading the school at this time.
Megan is therefore seeking Board approval to apply for sabbatical in 2025.
The Board fully support Megan’s application for sabbatical in 2025.
- 5.1.7 Megan thanked the Board for supporting part of the use of her 2023/2024 Wellbeing fund to attend the ULead Conference in Banff Canada. The conference was fabulous and included a

range of top-level presenters plus the opportunity to network with others from around the world. Megan found the opportunity to discuss issues and concerns that are apparent worldwide was invaluable.

- 5.1.8 Peter Carleton prepared a 3-option proposal for fixing the fire alarm system at ROPS. At present we have 3 systems that do not communicate with each other. (Full proposals circulated to the Board via OneDrive)

Option 1. We install 3 new sirens. This is a one-way system only so the Wormald alarm system will not trigger the rest of the school fire alarm. The likely cost is less than \$1,000.

Option 2: We install a communication system between the school fire alarm system and the 2 Wormald systems and have them all communicate in both directions allowing the fire systems to be triggered at the same time. (Wormald does not like this option.) Likely cost less than \$10,000.

Option 3: we have Wormald come in and install a completely integrated Fire system in the school with one panel covering all areas and all occurrences. Likely cost could be significantly more than \$10,000.

The Board discussed all options and agreed to opt for Option 1 for a quick fix but aim for Option 3 with a view to seeking funding from the MoE. We can apply to the MoE for funding but it may take a while to get the funding.

- 5.1.9 We have had 64 new enrolments this year and 16 withdrawals. Withdrawals are made up of Foreign Fee payers returning home, families moving overseas or going back home, and families moving out of the area.

- 5.1.10 There is a Kahui Ako ToD scheduled for this Friday 31 May.

- 5.1.11 It was moved that the Board :

- accepts this report
- accepts staffing as reported
- supports the Principal's sabbatical application for 2025.
- ensures minuted approval of Annual Report

(Greg Burne/Anna Jennings). Carried

6. Policy

- 6.1 *NAG Review: NAG 3 Personnel Policy*

- 6.1.1 The policy was made available to the Board members via OneDrive and the school website.

- 6.1.2 It was moved that the reviewed Policy for *NAG 3 Personnel Policy* 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 25 March 2024 be accepted as a true and accurate record. (Anna Jennings/Georgie Shanks). Carried.

- 7.1.2 Minutes of Board meeting 11 December 2023 were ratified via email. Email trail is attached to these minutes.

- 7.2 *Correspondence*

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

- 7.3 *Self-Directed Learning.*

- 7.3.1 There isn't much new on the NZSTA website but Members should keep an eye out for any online webinars or new material.

- 7.4 *Board Succession*

- 7.4.1 The Board is looking to Co-opt a new Board member. Kyle Rika has put himself forward for consideration. He is interested in the school and keen to be on the Board. Kyle will also be a representative of Maori.

- 7.4.2 The Board agree to the co-opting of Kyle Rika.

7.5 *Board presence in the school community*

7.5.1 There was a discussion on how the Board can be more visible in the school community. The Presiding Member acknowledged the time and effort the Board members put in.

8. Identify Agenda items for next meeting

8.1 Board Workflow Schedule:

1. Strategic Review ; Goal 2
2. Policy: Health and Safety (NAG 5)
3. Learner Progress and Achievement: Mid-Year reporting
4. Curriculum: Achievement Data
5. Budget: Mid-year review and monthly report
6. RTLB Manager Report
7. Roll Return by 01 July

9. There was no In-Committee meeting.

10. Board meeting closed at 7:45pm

**The next meeting of the Board of Trustees
will be held on
Monday 01 July 2024
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 1 / 7 / 2024