

## Royal Oak Primary School School Board Minutes of Meeting

**Date:** Monday 01 July 2024  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart (minutes), Greg Burne, Anna Jennings, Alec Tang  
**In attendance:** Nemia Gariando, Barbara Hannant  
**Apologies:** Felicity Boyd  
**Copies:** All Board members via One Drive, school file.

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### 1. Declaration of Interest

1.1 There were no declarations of interest.

### 2 Financial Reports

#### 2.1 *Financial Reports*

2.1.1 Income and Expenditure Summary May 2024, Balance Sheet Summary 31 May 2024, Payments for Approval May 2024 and Creditors for Payment May 2024, RTLB Cluster Funds Held 31 May 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 31 May 2024 were made available to the Board via OneDrive.

2.1.2 It was moved that the Members accept the Financial Reports, Creditors totalling \$73,874.64 be approved for payment and Payments totalling \$286,649.73, this includes funds transfers of \$9,068.44, be accepted as paid. (Anna Jennings/ Alec Tang). Carried.

2.1.3 Discussion around transitioning to KINDO. When the school moves to Xero then KINDO will flow into this. We will need parents to sign up to KINDO. Ideas around how to get parents to all sign up to KINDO – having a computer available in the office for parents to use / Pam and Louise to help create accounts.

2.1.4 Nemia has received an email saying that the 2022 Financial reports should be ready to sign shortly so that they can be released.

2.1.5 No communication from the auditors regarding the 2023 Financial reports yet.

2.1.6 Short discussion around the school running an Olympathon as a way of raising funds. SL team are investigating how this will be run.

#### 2.2. *RTLB Matters*

2.2.1 Megan has spoken to both Roseanne and Barb Hannant about the RTLB spending.

2.2.2 Barb Hannant reports that the Neurodiversity conference, scheduled for later this year, has been cancelled in part due to the expense it would incur. Also costs to individual schools when they need to release people to attend the event. Will look at this for 2025.

### 3.2 **RTL Manager's Report**

- 3.2.1 The RTL Manager's Report was made available to the Board members via OneDrive. Barb Hannant presented the report on Roseanne Gibson's behalf. She spoke briefly to the report and asked that it be taken as read.
- 3.2.2 Dare to Lead conference a big success. Feedback from attendees has been positive and reports of them taking skills back to their kuras.

## 4. **Curriculum Report**

### 4.1 *Achievement Data/ Mid-Year Reporting – Felicity Boyd and Vicky Stewart*

- 4.1.1 The Achievement Data Report and its attachments were circulated to the Members via OneDrive
- 4.1.2 Vicky presented the Overall Teacher Judgement Data (OTJ) – June 2024.
- 4.1.3 As at 27/06/2024 our roll was 460. 33% of our roll is funded ELL students but there are many more who are not funded that still count as ELL. Many of our students are multilingual / trilingual.
- 4.1.4 The Board thanked Vicky and Felicity for their work in preparing the reports and their explanations around the levels and percentages.

## 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 460 compared with 463 this time last year.
- 5.1.3 As of today Megan has employed another Kaiako to work in Rimu room - Xiemen Reyes.
- 5.1.4 Fire alarms have now been installed in the hall and the two-storey block (1/7/24)
- 5.1.5 Dates for 2025 – start Monday 3<sup>rd</sup> February 2025 – finish Tuesday 16<sup>th</sup> December 2025
- 5.1.6 Megan requested that Board provide their input into the upcoming Health Consultation. She proposed that it should take the following format:

Statement directly from the NZ Curriculum	
Statement from ROPS <u>Local Curriculum</u>	
List of topics that we cover in the health curriculum at ROPS	Relationships and Sexuality Education Wellbeing - Mitey Food health Road Safety – Stepping Out Bike Safety Keeping ourselves Safe Puberty Talks for Year 5 Online safety Firewise
Community asked to rank topics on a scale of 1 to 5 illustrating how important they see these for their <u>tamariki</u>	Ranking enables us to gather data
Comment box	Enabling whānau to express their voice

5.1.7 As a Board we discussed what “inclusive education” means to us as a team.

5.1.8 This topic is of great importance in our community, and this discussion was recommended by NZSTA to ensure the board is in agreement.

The board agreed that inclusion at ROPS means accepting people for who they are without judgment and fostering a diverse community where everyone feels comfortable being themselves. It involves being aware of and removing biases. It requires us to trust each other, recognizing and respecting our differences with kindness.

The board decided that at this stage there is no need for a policy on inclusive education. We may consider this in the future if we decide it would help our community to understand what 'inclusive education' means or if we see a need for continuity when implementing strategic goals.

- 5.1.8 It was moved that the Board :
- accepts this report
  - accepts staffing as reported
  - moves into Committee to discuss staffing and correspondence (Greg Burne/ Georgie Shanks). Carried.

## **6. Policy**

### 6.1 *NAG Review: NAG5 Health and Safety*

- 6.1.1 The policy was made available to the Board members via OneDrive and the school website.
- 6.1.2 It was noted that an allergy statement needs to be placed in the policy by the *providing a safe and physical and emotional learning environment* statement.
- 6.1.3 It was moved that the reviewed Policy for *NAG 5 Health and Safety Policy* be accepted. (Alec Tang /Anna Jennings) 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 27 May 2024 be accepted as a true and accurate record. (Vicky Stewart/ Anna Jennings). Carried.

### 7.2 *Correspondence*

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

### 7.3 *Self-Directed Learning/Best Practice*

#### 7.3.1 Community engagement – key dates

- 7.3.2 Please take time to look and watch webinars on the NZSTA website. If you feel there are key learnings for the wider group, please upload notes to the BOT 2024 ‘resources’ file and send the team an email alert.

## **8. Identify Agenda items for next meeting**

### 8.1 Board Workflow Schedule:

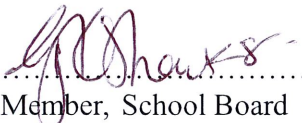
1. Policy: Administration (NAG 6)
2. Te Ara Huarau: Leadership and capability
3. Learner Progress and Achievement: Māori/Pasifika focus
4. Curriculum: Maths and Statistics

9. The Board went In-Committee at 7.20pm and out at 7.48pm

10. Board meeting closed at 8.32pm

**The next meeting of the Board of Trustees  
will be held on  
Monday 19 August 2024  
at 6:00pm in the staffroom.**

Minutes confirmed:

  
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Presiding Member, School Board

Dated: 11/8 / 2024