

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 19 August 2024
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Greg Burne, Anna Jennings, Alec Tang, Kyle Rika
.In attendance: Felicity Boyd, Pam Waugh (Minutes),
Apologies: None
Copies: All Board members via One Drive, school file.

1. Welcome

1. The Board welcomed Kyle Rika to the School Board. Kyle is a Selected Board member replacing Vasana Vanpraseuth so his tenure will finish at the next School Board elections to be held mid 2025.

2. Declaration of Interest

- 2.1 Alec Tang will excuse himself from any discussion around payment to Anna Tang for her work as part of the Creatives in Schools programme.

3. Financial Reports

3.1 *Financial Reports*

- 3.1.1 Income and Expenditure Summary June 2024, Balance Sheet Summary 30 June 2024, Payments for Approval June 2024 and Creditors for Payment June 2024, RTLB Cluster Funds Held 30 June 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 June 2024 were made available to the Board via OneDrive.
- 3.1.2 In Nemia Gariando's absence the Financial Reports were taken as read.
- 3.1.3 It was moved that the Members accept the Financial Reports, Creditors totalling \$38,569.83 be approved for payment and Payments totalling \$245,574.35, this includes funds transfers of \$5,368.57, be accepted as paid. (Megan Clotworthy/Anna Jennings). Carried.
- 3.1.4 Alec will sign off payments for the next 3 months.

3.2 *Annual Report 2022/2023*

- 3.2.1 We have still not received the 2022 Annual Accounts.
- 3.2.3 Nemia has had an email from the auditor's stating that the 2022 and 2023 Accounts are with the Partners.

4. Curriculum Report

4.1 Maths and Statistic discussion – Senior Management Team

4.1.1 The new Maths Curriculum needs to be rolled out beginning of 2025. The Senior Management think it is a good document but are concerned about how much stress it will put on staff to implement it by the beginning of 2025 along with Structured Literacy curriculum. There will be PD but we don't know what or when that will be yet.

4.1.2 The Board can show their support through next year's Strategic Plan and maybe with a newsletter from the Board to the school community.

4.2 Learner Progress and Achievement: Māori and Pasifika Focus

4.2.1 The data presented shows some good results.

4.2.2 We are having a Hui next Wednesday 28 August.

4.2.3 Megan would love to employ a Te Reo teacher next year if she could find one.

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 485 compared with 497 this time last year.

5.1.3 We have had 15 short term International Students over the past 4 weeks, more are starting the beginning of September. We keep the numbers of international students to a manageable level.

5.1.4 ERO will be here on the 5th and 6th September. Anna Jennings will try and attend the meeting on 5 September from 9.20am to 10.20am and Gorgie will attend the meeting 2:30pm Friday afternoon 6 September.

5.1.5 The Health Survey was sent out to families and collated results are included in the Tumuaki's Report.

5.1.6 Megan will report back to parents and the information will be used to inform our Health programme.

5.1.7 We have submitted our completed questionnaire to SchoolDocs and are now awaiting confirmation. The contract needs to be signed tonight.

5.1.8 Samantha Ang will begin in the Rimu Room in Week 6.

Kathryn Simpson has also been employed to work as a Learning Support person in the Rimu Room.

Katherine Pringle will be going on parental leave at the end of November.

5.1.9 We are having increasing difficulty getting relievers as more staff become unwell and more relievers become unwell. Megan is alerting the Board that if this continues we may need to split classes – this is a last resort.

5.1.10 Tracey Richardson, RTLB, is requesting some financial support from Cluster 8 funding (\$880) towards attending a conference. This has the support of the RTLB Manager. Her full documented request is in the Board folder on OneDrive

5.1.11 Megan asked the Board to approve the proposed Teacher Only Day on Friday 15 November 2024.

5.1.12 Megan asked the Board to push the November meeting out to Monday 18 November 2024. The Board agreed to this request.

5.1.13 It was moved that the Board :

- accepts this report
- accepts staffing as reported
- approves the proposed Teacher Only Day on 15 November 2024
- approves Tracey Richardson's request for financial support towards attending a conference.

(Greg Burne/Vicky Stewart). Carried

6. Policy

6.1 *NAG Review: NAG 6 Administration 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 6 Administration* be accepted. (Anna Jennings/Megan Clotworthy) Carried.
- 6.1.3 NAG 6 Procedure 9 Class Placements, last bullet point – the sentence *At that time the class lists will be posted on the school website and on the office door of the office – in order to inform parents* will be removed from the Procedure as this no longer happens.

6.2 *New NAG 5 Procedures*

- 6.2.1 Megan asked that the Board endorse the 2 new NAG 5 Procedures
 - no. 37 - Procedure for Physical Restraint at Royal Oak Primary School
 - no. 38 Phones Away for the DayAgreed. (Greg Burne/Kyle Rika)

7. Administration

7.1 *Confirmation of Minutes*

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 01 July 2024 be accepted as a true and accurate record. (Anna Jennings/Alec Tang). Carried.

7.2 *Correspondence*

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

7.3 *Self-Directed Learning.*

- 7.3.1 Anna and Greg reported back on the School Board PD they attended on Concerns and Complaints.
- 7.3.2 It was good to hear from other school Board members.
- 7.3.3 There was discussion on how to communicate the procedure for making complaints, to the school community.
- 7.3.4 There is a course on the School Board's roll in Finance coming up soon.

8. Identify Agenda items for next meeting

8.1 Board Workflow Schedule:

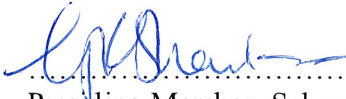
1. Policy: Curriculum (NAG 1)
2. Review Goal 3
3. Learner Progress and Achievement: Gifted and Talented
4. Curriculum: Inquiry/Local Curriculum
5. Review 5YA/10YPP
6. HR Self-Audit Review
7. Provisional Staffing Entitlement and Funding
8. RTLB Manager Report
9. Health Curriculum Consultation

- 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 23 September 2024
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: / / 2024