

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 23 February 2026
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Lynne Gibson, Anna Jennings, Kyle Rika, Jeremy Ferguson, Dustin Botha
In attendance: Felicity Boyd, Vicky Stewart, Nemia Gariando, Pam Waugh (Minutes),
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 Jeremy's wife is a Kaiako at ROPS. Jeremy declared that if staffing conversations occurred which involved his wife he would not take part in those discussions.

2. Board Matters

2.1 *Election of Office*

- 2.1.1 The Principal took the Chair and called for nominations for the office of Presiding Member. Jeremy Ferguson was the only nomination and was elected unopposed. (Lynne Gibson/Dustin Botha). Carried. Congratulations Jeremy.
- 2.1.2 The new Presiding Member called for nominations for the office of Vice Presiding Member. Dustin Botha was the only nomination and was elected unopposed. (Anna Jennings/Kyle Rika). Carried. Congratulations Dustin.
- 2.1.3 Megan thanked Georgie for her time as Presiding Member and the support she has given the school, Megan and Board.
- 2.1.4 Jeremy handed the chairing of this meeting back to Georgie Shanks as she had prepared the Agenda.

2.2 *Code of Conduct*

- 2.2.1 Code of Conduct for Board members is included in the Board Governance Manual.
- 2.2.2 Conflicts of interest are recorded at the beginning of each meeting.

2.3 *Finance Training*

- 2.3.1 One of the suggestions arising from the training meeting with Alan Curtis, Finance Training Advisor for Boards of Trustees was to form a Finance Committee to go over the financial reports prior to the Board meetings.

- 2.3.2 The Finance Committee will meet with Nemia about a week before the Board meetings to go over the financial reports. The Finance committee will then report to the full Board. Nemia will no longer need to attend Board meetings.
- 2.3.3 Finance committee will consist of Principal, Presiding member, Dustin Botha and Kyle Rika.

3. Financial Reports

3.1 Financial Reports

- 3.1.1 Revenue and Expenditure Summary 31 December 2025, Balance Sheet Summary 31 December 2025, Payments for Approval December 2025 and Creditors for Payment 31 December 2025, Cyclical Maintenance plans 2025 and 2026 (Reviewed by Steve Waters 03 December 2025), November and December 2025 Invoices Approved for Payment (details), RTLB Cluster Funds Held 31 December 2025, Draft Budget 2026 Revenue and Expenses Summary, Draft Budget 2026 Balance Sheet Summary and Banking Staffing Report were made available to the Board via OneDrive.
- 3.1.2 The Revenue and Expense Summary for month ended 31 December 2025 (Actual) shows a Deficit of \$57,836.
- 3.1.3 An impairment review of fixed assets was completed in December 2025. No indication of impairment was found. Assets with a total cost of \$188,139 were disposed of in 2025. They included library books, old furniture, computers and other equipment. All of these assets except for the library books were fully depreciated at the time of disposal.
- 3.1.4 RTLB net surplus of \$102,950 equates to the RTLB capital expenditure, lease payments and other costs that are recognised as RTLB revenue but not recognised as expenses in the Income and Revenue Summary – they are recorded in the Balance Sheet. These costs are deducted from the RTLB Revenue in Advance (or RTLB Cluster Funds Held account).
- 3.1.5 RTLB income and expenses are recorded through the ledger “RTLB Cluster Funds Held”, a liability account in the Balance Sheet. RTLB funds are recognised as liability when received and released to revenue as expenses are incurred. The RTLB income and expenses are included in the school’s financial statements in compliance with the Ministry’s requirements. The RTLB Cluster has unspent funding of \$23,623 as at 31 December 2025 (2024: \$58,689)
- 3.1.6 We had a banking staffing overuse of 2.82 FTT@ as the end of the 2025 staffing year (valued at \$10,412 based on the MoE repayment rate of \$96,000). We are on track of achieving a nil balance before the end of the banked staffing balancing period.
- 3.1.7 Nemia is willing to prepare reports for RTLB and ROPS separately for the Board meetings but she will also have to prepare RTLB/ROPS combined reports for the auditors.
- 3.1.8 The Finance Sub-committee will meet with Nemia 17/3.
- 3.1.9 It was moved that the Members accept the Financial Reports, Creditors totalling \$48,927.45 be approved for payment and Payments totalling \$217,868.77, be accepted as paid. (Kyle Rika/Anna Jennings). Carried.

3.2 Cyclical Maintenance

- 3.2.1 The Cyclical Maintenance plans for both 2025 and 2026 have been reviewed by Steve Waters. The estimated costs of projects for 2025 are adjusted based on the inflation rate of 3.1% (using the Reserve Bank’s inflation calculator.)). The same inflation rate is used by Steve for the 2026 CM provision. Two projects are scheduled to be completed in 2026 – Block 1 interior repaint and the playing field maintenance (levelling/aeration). While exterior and interior painting are usually done at 10 year intervals.. Also the playground resurfacing has 14 years maintenance cycle. Tigerturf surfacing can last up to 15 years or more.
- 3.2.2 It was moved that the Board approve the Cyclical Maintenance Provision for 2025 and 2026. (Anna Jennings/Dustin Botha). Carried.

3.3 *Draft Budget*

- 3.3.1 There are some slight adjustments still to be made to the Draft Budget. Therefore, approval of the 2026 Budget will be deferred until the next meeting.
- 3.3.2 The Draft Budget 2026 is currently showing a net surplus of \$113,374 (ROPS & RTLB combined)

3.4 *Delegation of Authority to Manage Budget*

- 3.4.1 Delegation of authority to the Principal to manage the budget has been deferred until the 2026 Budget is approved at the next meeting.

4. **Curriculum Report**

4.1 *Curriculum Planning/Analysis of Variance Reporting – Felicity Boyd and Vicky Stewart*

- 4.1.1 Felicity and Vicky gave the Board an update on the new report formats that are being developed. There is still a significant amount of work for the Senior Leadership Team to do before the template will be ready for use.
- 4.1.2 The Analysis of Variance and Annual Plan were presented to the Board.
- 4.1.3 It was moved that the Board accepts the Annual Plan/ AoV and recommends it is submitted to the Ministry of Education. (Kyle Rika/Lynne Gibson). Carried. The Strategic Plan does not have to be submitted to with the Annual Plan this year.
- 4.1.4 The Board thanked Felicity and Vicky for their reports.

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 422 compared with 424 this time last year.
- 5.1.3 Auckland City Council completed a Building Warrant of Fitness inspection on 18 February 2026. We passed the inspection and the report is included with the Board documents in OneDrive.
- 5.1.4 Hazard register is regularly update.
- 5.1.5 We have held Fire and Lockdown drills. Earthquake drill will take place next week.
- 5.1.6 The calendar for 2026 complies with Ministry of Education requirements for the number of days in attendance.
- 5.1.7 We have developed and implemented an Attendance Management Plan . It has been uploaded to our website. Student attendance, including lateness, is monitored on a daily basis through the electronic register. We are working with our attendance officers to follow up absences after 5, 10 and 15 days.
- 5.1.8 The March Roll return will be done on 1 March and submitted by 8 March. This dictates our funding entitlements.
- 5.1.9 Last year the leadership team was invited on a Structured Literacy Study Tour. The Principal's Wellbeing grant had just been negotiated and as the invitation need to be accepted before the end of November, Megan sought Board approval to use the Wellbeing Grant to fund this tour. However, last week a list of what events the Grant can be spent on was published and unfortunately the Structured Literacy Study Tour was not on the list. In order to stay within the parameters of the budget and the required criteria, Megan has decided to use the remaining wellbeing funds from 2025 (\$2759) which are not bound by the new criteria, to cover the airfares only, and the leadership team will self-fund the balance that is needed.
- 5.1.10 The Board approved the balance of the 2025 Principal's Wellbeing fund being spent on the Structured Literacy tour and suggested Megan write to the MoE seeking permission to use the 2026 Wellbeing grant to fund the trip.
- 5.1.11 It was moved that the Board :
 - accepts this report

- approves staffing as reported
- approves the balance of the principal's wellbeing fund from 2025 fund (\$2,759) being spent on the revised abovementioned Structured Literacy tour this year – to cover airfares only.
- The Board approves the AoV and Annual Plan (Lynne Gibson/Dustin Botha). Carried

6. Policy

- 6.1 SchoolDocs 2025-2027 Review Schedule was circulated to the Board via OneDrive.
- 6.2 Health and Safety consultations were done last year.
- 6.3 Need to look at procedures surrounding Alcohol, Drugs and Other Harmful Substances.
- 6.4 School Management review policy Procedures.

7. Administration

7.1 Confirmation of Minutes

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 08 December 2025 be accepted as a true and accurate record. (Kyle Rika/Anna Jennings). Carried.

7.2 Correspondence

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

8. Self-Directed Learning

- 8.1 Reminder for all Board members that they can choose when they want to take on learning and development opportunities. There are many online courses offered.

9. Identify Agenda items for next meeting / Board Work Plan

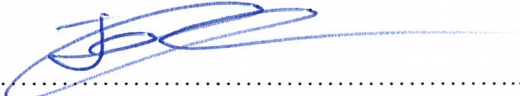
- 9.1 Please let Jeremy know if you have any additions or changes for the new Work Plan before the next meeting.
- 9.2 Board Workflow Schedule:
 1. Strategic Goal Review: Goal 1
 2. Policy: As per Schooldocs review
 3. Learner Progress and Achievement: Special Education Needs
 4. Curriculum: Special Education and Learning Support
 5. RTLB Manager Report
 6. Accounts to Auditor by 31 March
 7. Self-directed Learning

- 10. There was no In-committee meeting. Board meeting closed at 8pm

11.

**The next meeting of the Board of Trustees
will be held on
Monday 23 March 2026
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 23 / 3 / 2026