

**Royal Oak Primary School
School Board
Minutes of Meeting**

Date:	Monday 23 March 2026
Location:	6:00pm in Staffroom
Present:	Jeremy Ferguson (Presiding Member), Georgie Shanks (6.10pm), Megan Clotworthy, Lynne Gibson, Anna Jennings, Kyle Rika, Dustin Botha
.In attendance:	Vicky Stewart, Nemia Gariando, Roseanne Gibson (RTLB Manager), Pam Waugh (Minutes),
Apologies:	Felicity Boyd
Copies:	All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 Jeremy Ferguson's wife, Chloe Ferguson, is a Kaiako at ROPS. Should there be a matter where conflict of interest could arise, this will be dealt with accordingly. This may also include, if need be, temporarily delegating the role of Presiding Member for the purposes of addressing the matter at hand.

2. RTLB Manager's Report

- 2.1 Roseanne spoke to her tabled report.
- 2.2 RTLB Cluster 8 is fully staffed for 2026.
- 2.3 The Cluster has aligned full with the 2026 Ministry of Education RTLB Operating Standards and Procedures (SOPs), ensuring all service delivery meets national expectations for consistency, timeliness and quality.
- 2.4 Total of 241 Request for Support R4S to 19/03/2026 – 161 Individual Students, 57 Projects, 7 Groups of students, 15 Early Intervention Transition and 1 in Care Transition
- 2.5 The Annual Report for 2025 for RTLB Cluster 8 Ngā Manu Āwhina for circulated with the RTLB Manager's Report.

3. Financial Reports

3.1 Regular Financial Reports

- 3.1.1 Revenue and Expenditure Summary 28 February 2026 , Balance Sheet Summary 28 February 2026, Revenue and Expense Summary (ROPS only) month ended 28 February 2026, Revenue and Expense Summary – RTLB Cluster only for month ended 28 February 2026, RTLB Cluster Funds Held 28 February 2026, Statement of Cash Flows for the year ended 31 December 2025

Payments for Approval January and February 2026 and Creditors for Payment February 2026
Draft Budget 2026 Revenue and Expenses Summary, Draft Budget 2026 Balance Sheet,

Draft Budget 2026 Revenue and Expense Summary (ROPS Only), Draft Budget 2026 Revenue and Expenses Summary (RTLB only), Statement of Cash Flows – Budget For the year ended 31 December 2026, RTLB Cluster Funds Held by ROPS (RTLB Revenue Rec'd in Advance 2026 Draft Budget,

Annual Financial Statements for the Year Ended 31 December 2025, Banking Staffing Report as at period ending 03 March 2026, Payable Invoice detail 01 February 2026 to 28 February 2026, Account Transactions Report period 01 January 2026 to 28 February 2026 were made available to the Board via OneDrive.

3.1.2 The Finance Committee met prior to the Board meeting.

The Committee raised concerns about:

- International Student budget: Should the budgeted amount be lowered as it is dependent on all students coming – what if there are cancellations due to current global situations. Should we look at raising the fees.
- Learning Support Staffing : need to track the risk impact to teachers, students and learning support with a high level of special needs support required with so few learning support available and the lack of funding.
- Is it time to look at the 'nice to have' in the school but being mindful of the Health and Safety impact.

3.1.3 Moe Funded Teachers Salaries: we achieved a nil balance in PP252026, pay day 03 March 2026. Banking staffing year-end overuse of 2.82 FTTE was offset by underuse over pay periods 23 and 24. A full banking staffing report as at 03 March 2026 is attached to these Financial Reports.

3.1.4 It was moved that the Members accept the Financial Reports, Creditors totalling \$88,241.05 be approved for payment and Payments totalling \$897,958.44, (including transfer of funds \$604,765.88) be accepted as paid. (Dustin Botha/Anna Jennings). Carried.

3.1.5 The Finance Committee will meet again at 5pm on Monday 25 May 2026.

3.1.6 The Board would like to acknowledge the dedication, long hours and hard work Nemia has put into producing all the financial reports, the Annual Financial Statements and the Budget. A very big *Thank you* Nemia.

3.2 *Annual Financial Statements*

3.2.1 The Board approves the Annual Financial Statements to be sent to the auditor.

3.3 *Draft Budget*

3.3.1 The Draft Budget shows a net surplus of \$113,374. This represents combined ROPS and RTLB funds as required by the MoE.

3.3.2 It was moved that the 2026 Budget be approved by the Board. (Dustin Botha/Georgie Shanks). Carried.

3.4 *Delegation of Authority to Manage Budget*

3.4.1 It was moved that the Board formally approve delegation of authority to the Principal to run the 2026 Budget. (Dustin Botha/Lynne Gibson). Carried

4. Curriculum Report

4.1 *Learner Progress and Achievement: Special Education Needs at ROPS and Curriculum Report: Special Education and Learner Support– Lynne Gibson*

4.1.1 Lynne reported to the Board on Special Needs at ROPS. Her report covered the role of the SENCo/Learning Support co-ordinator, number of special needs children, the range of special needs in the school, Support Programmes and Learning Support staffing numbers, work hours and funds received from the MoE.

4.1.2 The Board thanked Lynne for all the hard work she is doing co-ordinating Learning Support Staff to help children with special needs get some support.

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 417 compared with 421 this time last year.
- 5.1.3 We have received a proposal from Classcipe regarding an opportunity for the Principal to travel overseas to attend planned International Principal Delegations for 2026, linking in with International students, running project-based learning classes from our classrooms after school. They have offered \$1,500 sponsorship to support travel. Megan will talk with other Principals who may already be involved in this and report back to the Board.
- 5.1.4 A parent evening is planned for mid-term 2 (Tuesday 26 May) to cover changes in curriculum and reporting to parents.
- 5.1.5 The Professional Growth Cycle continues for all Kaiako. This is currently being revised to align with the revised registered teachers' criteria.
Megan will continue working with Jonathan Ramsay and the PLG on her PGC.
School Improvement Framework – Curriculum document is available to Board members via OneDrive. Megan will report on an aspect of it at each Board meeting, starting with Maths in Term 2.
- 5.1.6 Board members are asked to log in and check the policies below for review
- Alcohol, Drugs and Other Harmful Substances Policy
 - Sun Protection
 - Digital Technology and Online Safety
 - Cellphones and Other Personal Digital Devices
 - Safety and Welfare for Students on Work Experience
 - Firearms Not Allowed/Firearms Policy
- 5.1.7 The Board are also asked to review the Dogs on School Grounds Policy with a rule be adopted that no dogs are allowed on school grounds
- 5.1.8 Rimu Room is currently full and we are working on filling Kowhai Room. Once Kowhai Room is full, Megan has arranged to employ a part time staff member to replace a current part timer who would become fulltime in Rimu Room.
- 5.1.9 As Megan was unsuccessful with her sabbatical application for 2026, she is considering applying for a sabbatical in 2027. If successful this would result in her having Term 2, in its entirety away from school researching for her sabbatical. The focus at this stage would be how we best support our neurodiverse learners in an inclusive environment with limited funding.
If successful, Megan would get fully paid leave and there would be an up payment for those standing in as acting principal. This is all funded through the Ministry of Education and the collective agreement. Megan has full confidence in the ability of Vicky and Felicity to lead the school at this time. This could be done in a shared capacity.
- 5.1.10 We have had some concerns reported about the safety at the Chandler Ave gate. Megan will contact the Police to revisit. SLT would like Board approval to explore options for safety risks at pick-up and drop-off at the Chandler Ave gate.
- 5.1.11 Earthquake drill was completed on Thursday 26 February.
- 5.1.12 It was moved that the Board :
- accepts this report (Georgie Shanks/Kyle Rika). Carried
 - approves The Principal's application for sabbatical for Term 2 202. Lynne Gibson/Anna Jennings). Carried
 - approves the SLT exploring options to address the safety risks cause by pic-ups and drop-offs outside the Chandler Avenue gate. (Dustin Botha/Kyle Rika)). Carried.
 - Reviews the current Dogs on School Grounds Policy before the next meeting, and that the policy reflect that no dogs are allowed on school property. (Dustin Botha/Kyle Rika). Carried

6. Policy

- 6.1 It was moved that the Policies for Self-Review in SchoolDocs be accepted, subject to Board looking at the reviews. (Anna Jennings/Kyle Rika). Carried
- 6.2 Please look at the Dogs on School Grounds Policy before the next meeting. We have a consensus that the updated policy will reflect that no dogs are to be allowed on school grounds.

7. Administration

7.1 Confirmation of Minutes

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 23 February 2026 be accepted as a true and accurate record. (Georgie Shanks/Megan Clotworthy). Carried.

7.2 Correspondence

- 7.2.1 Correspondence was circulated to the Board of Trustees via OneDrive.
- 7.2.2 Jeremy responded to the OIA request from Regan Cunliffe (on behalf of the Board). Maybe the Board should look at charging for OIA requests of this nature as they are very time consuming.

7.3 Board Succession Plan

- 7.3.1 Board members need to start thinking of a succession plan. They need to look at the cultural mix of the Board and maybe potential future Board members amongst the Acorn parents.

7.4 Availability for Colour Run – Saturday 28 March

- 7.4.1 Please sign up to help with the Parent Group Colour Run on Saturday 28 March.

7.5 ROPS Board email accounts

- 7.5.1 Email accounts have been set up for Board members. Board Packs will be shared to these accounts. A Microsoft Teams channel will also be set up for quick communications.

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

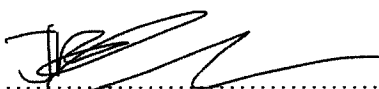
8.1 Board Workflow Schedule:

- 1. Budget: Monitor monthly report
- 2. Process and compliance: Annual Report minuted and sent to MOE by 31 May 2026
- 3. Policy: As per Schooldocs review
- 4. SIF; Teaching/Learning

- 9. There was no In-committee meeting. Board meeting closed at 8.20pm

**The next meeting of the Board of Trustees
will be held on
Monday 25 May 2026
at 6:00pm in the staffroom.**

Minutes confirmed:



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Jeremy Ferguson, Presiding Member, School Board

Dated: 25 / 05 / 2026