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Royal Oak Primary School
HONOUR LOYALTY SERVICE

Royal Oak Primary School
School Board
Minutes of Meeting

Date:	Monday 25 May 2026
Location:	6:00pm in Staffroom
Present:	Jeremy Ferguson (Presiding Member), Georgie Shanks, Megan Clotworthy, Lynne Gibson, Kyle Rika, Dustin Botha
.In attendance:	Vicky Stewart, Felicity Boyd, Pam Waugh (Minutes),
Apologies:	Anna Jennings
Copies:	All Board members via One Drive, school file.

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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. Financial Reports

2.1 *Regular Financial Reports*

2.1.1 Revenue and Expenditure Summary 30 April 2026 2026 , Balance Sheet Summary 30 April 2026, Revenue and Expense Summary (ROPS only) month ended 30 April 2026, Revenue and Expense Summary – RTLB Cluster only for month ended 30 April 2026, RTLB Cluster Funds Held 30 April 2026, Payments for Approval April 2026 and Creditors for Payment March and April 2026

Annual Financial Statements for the Year Ended 31 December 2025, Banking Staffing Report as at period ending 03 March 2026, Payable Invoice detail 01 April 2026 to 30 April 2026, Account Transactions Report period 01 March 2026 to 30 April 2026 were made available to the Board via OneDrive.

2.1.2 The Finance Committee met prior to the Board meeting. Please send any questions to Nemia prior to the Finance Committee meetings.

2.1.3 Parent Donations are down. Ask Nemia if there are specific groups who do not pay the donations.

2.1.4 A Banking staffing report as at 03 March 2026 is attached to these Financial Reports. Banking Staff is in surplus. RTLB are overusing Banking Staffing. Talk about this with RTLB Manager at the next meeting.

2.1.5 Parent Group of given us $40,000.00

2.1.6 It was moved that the Members accept the Financial Reports, Creditors totalling $65,450.40 be approved for payment and Payments totalling $1,203,063.94, (including transfer of funds $785,854.50) be accepted as paid. (Lynne Gibson/Georgie Shanks). Carried.

2.1.7 The Finance Committee will meet again at 5pm on Monday 29 June 2026.

2.2 *Annual Financial Statements*

2.2.1 The Annual Report cannot be uploaded to the Ministry of Education's portal as we have not received the Financial Statements from the Auditors. When the Financial Statements are received from the Auditor's they will be circulated to the Board members via email for approval. They will then be uploaded to the Ministry's portal.

3. Tumuaki Report

3.1 *Regular Report*

3.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.

3.1.2 School roll stands at 430 compared with 438 this time last year.

3.1.3 A parent evening is planned for Tuesday 26 May outlining curriculum, assessment and reporting to parents. This will include a brief Mitey presentation.

3.1.4 Mathematics Teacher Only Day planned for Friday 29 May with an MoE approved facilitator.

3.1.5 Our next round of Strategic Planning needs to take place for 2027-2029. The Board need to discuss what they see as valuable and how to consult with the community eg survey, parent meetings, online, QR code.

3.1.6 School Improvement Framework: Teaching/learning document was uploaded to the Board folder on OneDrive.

3.1.7 Schooldocs Board Assurance Term 2 were included in the Principal's report.

3.1.8 Personnel to be discussed In-committee

3.1.9 We have employed a new Property Manager today.

3.1.10 Successful Ki-O-Rahi Grant: Overall the grant is $11,000. That is made up of $2,118 per school for Ki-o-rahi equipment plus $400 towards running another Ki-o-rahi festival later in the year. The $2,118 is for ki-o-rahi sets, balls, bibs, storage bags, cones and a trolley.

3.1.11 It was moved that the Board :

- accepts this report (Dustin Botha/Kyle Rika). Carried
- that the Board move In-committee to discuss staffing and Board succession planning. (Megan Clotworthy/Lynne Gibson). Carried.

4. Curriculum Report

4.1 *Senior Leadership Team to share presentation from their Melbourne School tour. – Megan Clotworthy, Felicity Boyd, Vicky Stewart*

4.1.1 A big thank you to the Board for allowing Megan, Felicity and Vicky the opportunity to accept the invitation from Liz Kane to be part of the Structure Literacy/Melbourne School Tour.

4.1.2 Thank you to Lynne Gibson for stepping in as Acting Principal.

4.1.3 Megan spoke to the tabled report. The SLT found the tour very interesting and some of the teaching techniques rather confronting.

5. Policy

5.1.1 It was moved that the Policies for Self-Review in SchoolDocs be accepted, subject to Board looking at the reviews. (Lynne Gibson/Kyle Rika). Carried

5.1.2 The Board discussed and reviewed the Finance Policy - Delegation of Duties. It was moved that the Board accepts the Supplementary Schedule of Responsibilities included in the Principal's Report documents on OneDrive. (Megan Clotworthy/Lynne Gibson). Carried.

5.1.3 It was moved that the Board reviews the Financial Register Delegations in July 2027. (Kyle Rika/Georgie Shanks). Carried

5.1.4 For Credit Cards and Purchase Orders it is suggested that a clause be added re advanced warning if Credit Cards or Budget areas could go over budget. Finance committee to decide on wording.

5.1.5 It was moved that the Dogs in School Policy be amended to reflect the fact that dogs are only allowed on school property at the discretion of the Board, excluding service dogs. (Dustin Botha/Lynne Gibson). Carried.

6. Administration

6.1 *Confirmation of Minutes*

6.1.1 It was moved that the Minutes of the School Board meeting held on Monday 23March 2026 be accepted as a true and accurate record. (Kyle Rika/Dustin Botha). Carried.

6.2 *Correspondence*

6.2.1 Megan to speak to Correspondence In Committee.

7. Self-Directing Learning.

7.1 Please continue your self-directed learning by regularly checking the Auckland NZBA events or watching an online webinar.

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

8.1 Board Workflow Schedule:

1. Strategic Review: Goal 2
2. Policy: Term 2 Review for SchoolDocs
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 01July

9. The Board moved In- committee at 8.10pm.
Board meeting closed at 8.30pm

The next meeting of the Board of Trustees
will be held on
Monday 29 June 2026
at 6:00pm in the staffroom.

Minutes confirmed:

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Jeremy Ferguson, Presiding Member, School Board

Dated: 12 / 8 /2026