

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

Date: Monday 17 August 2026
Location: 6:00pm in Staffroom
Present: Jeremy Ferguson (Presiding Member), Georgie Shanks, Lynne Gibson, Kyle Rika, Dustin Botha, Anna Jennings
In attendance: Vicky Stewart, Felicity Boyd, Pam Waugh (Minutes),
Apologies: Megan Clotworthy
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. Acting Principal's

- 2.1 In the absence of Megan Clotworthy, Principal, Felicity Boyd and Vicky Stewart are Acting Principals at this meeting and will have full speaking and voting rights.

3. Financial Reports

3.1 Regular Financial Reports

- 3.1.1 Revenue and Expenditure Summary 31 July 2026 (combined ROPS/RTLb), Balance Sheet Summary 31 July 2026, Revenue and Expense Summary (ROPS only) month ended 31 July 2026, Revenue and Expense Summary Forecast for Year ended 31 December 2026, RTLb Cluster Funds Held 31 July 2026, Statement of Cash Flows for the Period Ended 31 July 2026, Payments for Approval June and July 2026 and Creditors for Payment July 2026, Payable Invoice detail 01 July 2026 to 31 July 2026, Account Transactions Report period 01 June 2026 to 31 July 2026 were made available to the Board via OneDrive.
- 3.1.2 The Finance Committee met prior to the Board meeting. Please send any questions to Nemia prior to the Finance Committee meetings.
- 3.1.3 There were no major issues arising from the Finance Committee meeting.
- 3.1.4 One teacher is currently paid from Operations Grant and another full time teacher is expected to be moved to the Operations Grant sometime in Term 4 to minimise our banking staffing overuse at the end of the year. The school's bank staffing credit is currently being used by 2 teachers with a total usage of 1.0 FTTE.

- 3.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$90,770.14 be approved for payment and Payments totalling \$1,125,128.38, (including transfer of funds of \$736,377.83) be accepted as paid. (Dustin Botha/Lynne Gibson). Carried.
- 3.1.6 The Finance Committee will meet again at 5pm on Monday 21 September 2026.

3.2 *Auditor Report*

- 3.2.1 The revised Management Letter has been received from the auditors.
- 3.2.2 Matters identified during the current Year audit are either already in place or will be actioned.
- 3.2.3 A Conflict of Interest Register has already been set up.
Management will perform an annual assessment of estimated painting costs and consider the impact of current market conditions, including inflation and contractor price increases, when reviewing the cyclical maintenance provision. Estimated painting quotes are being sought. The assessment will be documented.
Management are aware of Operational Grant Salaries and are monitoring operational grant salary expenditure to ensure it remains with an appropriate proportion of the operations grant. Requirements of the Construction Contracts (Retention Money) Amendment Act 2023 applies to all construction contracts entered or renewed from 5 October 2023. The auditors recommend that the Board and Management open an account for Retention Money.
- 3.2.4 It was moved that the Board approves the opening of another bank account solely for Retention Money requirements. (Dustin Botha/Georgie Shanks). Carried.

4. **Curriculum Report**

- 4.1 *Maori and Pasifika Mid-Year Data 2026 – Felicity Boyd and Vicky Stewart*
- 4.1.1 Vicky and Felicity presented a New Zealand Maths Curriculum Overview.
- 4.2 *Mathematics Curriculum - Maths at ROPS 2026 – Felicity Boyd and Vicky Stewart*
- 4.2.1 Felicity and Vicky presented the Informed Teacher Judgments; Maori and Pasifika Akonga.
- 4.2.2 These are based on the refreshed curriculum and are not directly equivalent to the previous curriculum levels. As a result, this year's results cannot be directly compared with those from previous years.
- 4.2.3 The Board thanked Vicky and Felicity for their presentations

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 In the Principal's absence the report was delivered by Vicky Stewart and asked that it be taken as read.
- 5.1.3 School roll stands at 472 compared with 475 this time last year.
- 5.1.4 Rimu is now full so a new year 0 class will open in Puriri for the start of Term 4. Staffing for this has been sorted and will be discussed in-committee along with how we are going to support Tamariki coming in with needs.
- 5.1.5 Principal will be taking the Board granted leave from Wednesday 09 September until the last day of term, Friday 25 September. She has full confidence in Vicky Stewart and Felicity Boyd covering her at this time. Arrangements have been made to cover their teaching components.
- 5.1.6 Teacher Only Day is on Friday 21 August and the focus will be on mathematics.
- 5.1.7 Teacher registrations and Policy vetting are monitored by Louise.
- 5.1.8 It was moved that the Board :
 - accepts this report
 - approves staffing as reported and moves In-committee to discuss staffing (Georgie Shanks/Kyle/Rika). Carried.

6. **Policy**

- 6.1 Please log into schooldocs and review the policies open for review.

7. Administration

7.1 Confirmation of Minutes

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 29 June 2026 be accepted as a true and accurate record. (Lynne Gibson/Dustin Botha). Carried.

7.2 Correspondence

- 7.2.1 The revised Management letter has been received from the auditors.
- 7.2.2 Letter of resignation as a Parent Representative on the Board received from Georgie Shanks, effective immediately.
- 7.2.3 The Board thanked Georgie and acknowledged all the work she has done not only as a Board member but for the school community over the past 6 years. Georgie acknowledged the hard work the Board do for the school and said it has been a privilege to have the opportunity to contribute to the school as a Board member.
- 7.2.4 Correspondence was circulated to the Board Members via OneDrive.

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

8.1 Board Workflow Schedule:

1. Policy/Board Assurance
2. SIF – Te Ara Huarau: Partnership
3. Learner Progress and Achievement: Gifted and Talented
4. 2027 Provisional Staffing
5. Finance Monthly Report 5YA/10YPP
6. RTLB Report
7. Health Consultation

9. The Board moved In- committee at 6.34pm to discuss staffing.

10. As a result of In-committee discussion a motion was passed that the Board approved the hiring of an additional Learning Support person for a high needs child due to start either later this term or in Term 4. All Board members were in favour. Motion carried.

Board meeting closed at 6.50pm

**The next meeting of the Board of Trustees
will be held on
Monday 21 September 2026
at 6:00pm in the staffroom.**

Minutes confirmed:



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Jeremy Ferguson, Presiding Member, School Board

Dated: 21 / 09 / 2026