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Royal Oak Primary School
HONOUR LOYALTY SERVICE

Royal Oak Primary School
School Board
Minutes of Meeting

Date:	Monday 21 September 2026
Location:	6:00pm in Staffroom
Present:	Jeremy Ferguson (Presiding Member), Lynne Gibson, Kyle Rika, Dustin Botha, Anna Jennings
.**In attendance**:	Vicky Stewart, Felicity Boyd
Apologies:	Megan Clotworthy
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. Acting Principals

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. RTLB Manager's Report

3.1 Apologies from Roseanne

3.1.1 Report taken as read

4. Financial Reports

4.1 *Regular Financial Reports*

4.1.1 Revenue and Expenditure Summary 31 August 2026 (combined ROPS/RTLB), Balance Sheet Summary 31 August 2026, Revenue and Expense Summary (ROPS only) month ended 31 August 2026, Revenue and Expense Summary Forecast for Year ended 31 December 2026, RTLB Cluster Funds Held 31 August 2026, Statement of Cash Flows for the Period Ended 31 August 2026, Payments for Approval August 2026 and Creditors for Payment August 2026, Payable Invoice detail 01 August 2026 to 31 August 2026, Account Transactions Report period 01 August 2026 to 31 August 2026 were made available to the Board via OneDrive.

4.1.2 The Finance Committee did not meet prior to this Board meeting. Please send any future questions to Nemia prior to the usual Finance Committee meetings.

4.1.3 Nemia investigated opening of another bank account solely for Retention Money requirements as suggested by Auditor report. Will use On Call Savings account instead.

4.1.4 It was moved that the Members accept the Financial Reports, Creditors totalling $83,595.88 be approved for payment and Payments totalling $306,314.33, (including transfer of funds of $138,741.21) be accepted as paid. (Dustin Botha/Lynne Gibson). Carried.

4.1.5 Budget Half Year Review – Extra Learning Support person required for Term 4 explains deficit forecast. There will be some extra Early Intervention funding for New Entrants and SLT to run 2 Hot Dog Sales in Term 4.

4.1.6 The Finance Committee will meet again at 5pm on Monday 09 November 2026.

5. Curriculum Report

5.1 Inquiry/Science/Social Studies– presented by Felicity Boyd and Vicky Stewart. The 3-year inquiry cycle that has been used 2024- 2026 has involved school-wide learning across multiple curriculum areas. Strategic next steps are to see if it is possible to develop a new 3-year cycle incorporating the refreshed curricula for science, social sciences. Challenges around this as the refreshed curricula are heavily knowledge based around specific year levels.

5.1.1 Gifted Learner Progress and Achievement - presented by Felicity Boyd and Vicky Stewart. ROPS continues to excel in choral singing, instrumental performances, Tournament of Minds and EPro8. Shared recent wins from Kids Sing and Tournament of Minds. These achievements are a significant point of difference for our school.

5.1.2 The Board thanked Vicky and Felicity for their presentations

6. Tumuaki Report

6.1 *Regular Report*

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

6.1.2 In the Principal's absence the report was delivered by Vicky Stewart and asked that it be taken as read.

6.1.3 School roll stands at 458 compared with 455 this time last year.

6.1.4 Addition to Property Report – Trees were trimmed on the field at the request of a neighbour on Beckenham Avenue. A tree feller connected to a school family did this work for free

6.1.5 Teacher registrations and Policy vetting are monitored by Louise.

6.1.6 It was moved that the Board :

- accepts this report
- approves staffing as reported and moves In-committee to discuss staffing (Lynne Gibson/Dustin Botha). Carried.

7. Policy

7.1 Please log into schooldocs and review the policies open for review.

8. Administration

8.1 *Confirmation of Minutes*

8.1.1 It was moved that the Minutes of the School Board meeting held on Monday 17th August 2026 be accepted as a true and accurate record. (Anna Jennings/Lynne Gibson). Carried.

8.2 *Correspondence*

8.2.1 Resignations from Jennie Burt RTLB and Sarah Pearse RTLB

8.2.2 Summary from Georgie Shanks of the work done on Finance and Governance Review and Training.

8.2.3 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: as per SchoolDocs review
2. Principal Appraisal letter signed by PLG
3. Review of the Strategic Plan. Approve draft plan.
4. SIF: Partnership (from Term 3/Stewardship and Governance)
5. Curriculum: English
6. Next year's draft Budget/Monthly Report
7. Concurrence letter

9. The Board moved In- committee at 6.47pm to discuss staffing.

10. As a result of In-committee discussion a motion was passed that the Board approved subsidising the employment of a Te Reo teacher by 0.31 FTTE. Motion passed by majority.

Board meeting closed at 7.42pm

The next meeting of the Board of Trustees
will be held on
Monday 09 November 2026
at 6:00pm in the staffroom.

Minutes confirmed:

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Jeremy Ferguson, Presiding Member, School Board

Dated: 9 / 11 / 2026