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**Royal Oak Primary School**

**Board of Trustees**

**Minutes of Meeting**

**Date:** Thursday 06 December 2018

**Location:** 7:00pm in the staffroom

**Present:** Owen Sinclair**,** Talia McNaughton, Karyn Kurzeja, Jude Walter, Michael Berry, Linley Myers, Vicky Stewart

**In attendance**: Megan Clotworthy, Nemia Gariando, Felicity Boyd, Jill Shears, Roseanne Gibson, Pam Waugh, Andrea Henderson, April Tooman, Ann Tjabering, Andrea O’Brien, Mike Bignall, Liddy Sanders, Matthew Ockleston, Kirsten Ockleston, Rebecca Berry.

**Apologies**: None

**Copies:** All Board members via One Drive, school file.

**1. Declaration of Interests**

1.1 There were no declarations of interest.

**2. Financial Report**

2.1 *Financial Reports*

2.1.1 The Income & Expenditure Summary for the period ended 31 October 2018, Balance Sheet as of 31 October 2018, Payments for approval October 2018 and Creditors for Approval November 2018, Forecasted Statement of Financial Position and Statement of Financial Performance for the year ended 31 December 2018 were circulated to the Board via OneDrive.

2.1.2 Parent Donations received to date stand at $122,744. This is 70% of the total expected.

2.1.3 Income and Expenditure Summary currently shows a projected Net Deficit of $10,599 for 2018.

2.1.4 It was moved that the Board accept the Financial Reports and Creditors totalling $55,081.09 be approved for payment and payments including funds transfers totalling $476,502.77 be accepted as paid. (Jude Walter/Michael Berry). Carried.

2.2 2019 *Draft Budget*

2.2.1 Nemia and Linley have been working on reducing the draft Budget deficit.

2.2.2 We are expecting an increase of roughly 1.60% in Operations Grant for 2019.

2.2.3 The Budget will be presented at the next Board of Trustees meeting.

**3. Strategic Discussions**

3.1 *RTLB Manager’s Report (Roseanne Gibson)*

3.1.1 Roseanne Gibson spoke to her tables report.

3.1.2 On behalf of the Cluster 8 RTLB Roseanne thanked the Board of Trustees for the afternoon tea.

3.1.3 One RTLB is retiring at the end of 2018 and another is requesting 2 terms unpaid leave in 2019. Her request will be discussed In Committee.

3.1.4 The Board thanked Roseanne for her report and for all her hard work and remaining positive in what has been a difficult year

3.2 *Curriculum Report – Achievement Data (Senior Leaders)*

3.2.1 Megan Clotworthy and Felicity Boyd presented the end of year data to the Board.

3.2.2 Senior Leaders are very pleased with the end of year Academic Achievement data.

3.2.3 There are still some areas to work on but overall the targets set in the 2018 Strategic Plan has been achieved.

3.2.4 Next year the Kahui Ako will look at how they assess Pacific Island students and how to engage them in learning in a way relevant to them.

3.2.5 The Board of Trustees thanked Megan and Felicity for their report and congratulated the school leaders and teachers on excellent results. Board Chair will write to all staff congratulating them on the results.

3.3 *Curriculum Report -* *Technology in the NZ Curriculum (Felicity Boyd)*

3.3.1 Felicity gave a presentation on Technology in the NZ Curriculum and the implementation of the Digital Technology Curriculum which is mandatory as of 2019.

3.3.2 Felicity spoke to the parents present about how technology is used in the classroom and the introduction of BYOD at Year 3 level in 2019.

3.3.3 Felicity explained that it was not compulsory for students to have their own laptop as there are laptops available in the classroom. She is also working with TTS to help get funding for more classroom laptops.

3.3.4 There will be further parent information evenings held early next year about how we are implementing the new Digital Technology Curriculum.

3.3.5 The Board thanked Felicity for her report and all the work she is doing with technology in the school.

3.4 *Principal’s Report*

3.4.1 Linley spoke to her tabled report.

3.4.2 The roll stands at 644. It was 659 as at the same time last year. We still have a number of out-of-zone students.

3.4.3 Two Year 5 boys have been stood down for gross misconduct.

3.4.4 We hope to make Maths more Inquiry based next year.

3.4.5 Our website is being updated and is due to go ‘live’ on 21 January. This is a good time for the Board to consider what content they would like on the Board of Trustees page of the website eg the Complaints Procedure, how to contact the Board.

3.4.6 The Principal’s Kahui Ako Report was made available to the Board via OneDrive.

3.4.7 The Principal has once again been invited to be on the Prime Minister’s Award panel.

3.4.8 The Board of Trustees approved an application for concurrence for the Principal in recognition of the increased work resulting from RTLB Host School Principal. The Board accepts responsibility for the payment of this additional remuneration. (Jude Walter/Karyn Kurzeja). Carried.

3.4.9 Linley thanked the Board for their governance and support throughout the year.

3.4.10 It was moved that the Board of Trustees accept the staffing as reported, accepts this report and moves into committee to discuss staffing, (Linley Myers/Owen Sinclair). Carried.

3.5 *Charter and Strategic Plan*

3.5.1 A draft copy of the Charter and Strategic Plan 2019 – 2021 was made available to the Board on OneDrive.

3.5.2 The Board and Senior Management will meet at ROPS on Sunday 03 February 2019 from 9am – 12pm to go over the Strategic Plan.

3.6 *Procedure for Enrolments*

3.6.1 NAG 6 Procedure 9 Class Placement has been updated.

3.6.2 The Board approved the chances to the procedure. (Linley Myers/Owen Sinclair) Carried.

3.7 *Complaints and Concerns to the Board*

3.7.1 Our Complaints Policy is in line with other schools. Jude Walter, Linley Myers and Owen Sinclair will meet to look at our Complaints Procedure.

**4**. **Monitoring**

4.1 *International Students*

4.1.1 International Student policies have been reviewed and some small changes made to meet current compliance.

4.1.2 It was moved that the Board accept the changes to the International Student policies. (Linley Myers/Owen Sinclair). Carried.

**5. Agenda items for next meeting**

5.1 Next meeting is Thursday 28 February 2019

5.2 Charter and Strategic Plan

5.3 Budget

5.4 Board of Trustees section of the new website.

5.5 Overview

**6. Administration**

6.1 *Confirmation of Minutes*

6.1.1 The Minutes of the Board of Trustees meeting held on Thursday 01 November 2018 were accepted. (Linley Myers/Vicky Stewart) Carried.

6.2 *Correspondence*

6.2.1 Correspondence schedule was available to Board of Trustees on OneDrive.

6.2.2 Letter from a RTLB to be discussed In-Committee.

**7. In-Committee**

7.1The Board went In-Committee at 9:35pm

**The next meeting of the Board of Trustees**

**will be held on**

**Thursday 28 February 2019**

**at 7:00pm in the staffroom.**

Minutes confirmed:

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Chairperson, Board of Trustees

Dated: / / 2019