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Royal Oak Primary School
HONOUR LOYALTY SERVICE

# Royal Oak Primary School
# Board of Trustees
# Minutes of Meeting

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| **Date:** | Thursday 04 April 2019 |
| **Location:** | 7:00pm in the staffroom |
| **Present:** | Owen Sinclair, Talia McNaughton, Jude Walter, Michael Berry, Linley Myers, Vicky Stewart |
| **In attendance**: | Nemia Gariando, Megan Clotworthy, Felicity Boyd, Jill Shears, Roseanne Gibson, Pam Waugh, |
| **Apologies**: | Karyn Kurzeja |
| **Copies:** | All Board members via One Drive, school file. |

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## 1. Declaration of Interests

1.1 There were no declarations of interest.

## 2. Financial Report

2.1 *Financial Reports*

2.1.1 The Draft Income & Expenditure Summary for the period ended February 2019, Balance Sheet as of 28 February 2019, Payments for approval January and February 2019 and Creditors for Approval February 2019, were made available to the Board on OneDrive.

2.1.2 Provision for 2018 Cyclical Maintenance has been reviewed and updated in November 2018.

2.1.3 It was moved that the Board accept the Financial Reports and Creditors totalling $138,587.17 be approved for payment and payments including funds' transfers totalling $1,748,896.60 be accepted as paid. (Owen Sinclair/Michael Berry). Carried.

2.1.4 The draft 2018 Annual Report was submitted to RSM Hayes Audit on 29 March 2019. The auditors will be at school for their audit visit on 2 May 2019.

2.2 *Budget 2019*

2.2.1 The Budget 2019 has been approved by the Board.

2.2.2 It was moved that the Board formally approve delegation of authority to the Principal to run the 2019 Budget. (Owen Sinclair/Michael Berry). Carried.

2.3 *Grant Applications*

2.3.1 It was moved that Nemia Gariando and Pamela Waugh be given approval to submit funding applications to Community Trusts for sunshade sails. (Owen Sinclair/Michael Berry). Carried

2.3.2 It was moved that the following applications for funding for sunshade sails over the new decking outside the Nikau and Kohekohe rooms, and over the seating area by the Rimu and Matai rooms be approved by the Board of Trustees:

1. Application to the Infinity Foundation for funding towards sunshade sails over the new decking outside the Nikau and Kohekohe rooms, and over the seating area by the Rimu and Matai rooms to the value of $6,000,
2. Application to the Trillian Trust for funding towards sunshade sails over the new decking outside the Nikau and Kohekohe rooms, and over the seating area by the Rimu and Matai rooms to the value of $6,000,
3. Application to the Trusts Community Foundation for funding towards sunshade sails over the new decking outside the Nikau and Kohekohe rooms, and over the seating area by the Rimu and Matai rooms to the value of $6,000,

and any shortfall in funding for the shade sails will be met by the Board of Trustees. (Owen Sinclair/Michael Berry). Carried.

**3. Monitoring**

3.1 *Curriculum Report – Initial Assessments (Megan Clotworthy, Felicity Boyd)*

3.1.1 Megan and Felicity gave a presentation on Initial Assessments. It was decided to maintain the Targets at 75%.

3.1.2 The Board thanked Megan and Felicity for their presentation.

**4. Strategic Discussions**

4.1 *RTLB Manager's Report*

4.1.1 The RTLB Manager's Report, the new Practice Leaders' Job Description and Performance Expectations and the RTLB Cluster 8 Response to Intervention Data Collation were circulated to the Board via Onedrive.

4.1.2 Roseanne Gibson asked that the report be taken as read.

4.1.3 The new 3-year strategic plan uses the National RTLB Strategic Plan

4.1.4 A new Cluster 8 website is due to go live at the start of term 2.

4.1.5 Planning is underway for the Wellbeing in Action Event on 30 and 31 October 2019.

4.1.6 Cluster 8 Practice Leaders have developed a new Practice Leaders' job description that better reflects the work they do.

4.1.7 The Board thanked Roseanne for her report.

4.2 *Principal's Report*

4.2.1 The school roll stands at 568. It was 577 at the same time last year.

4.2.2 The Principal's Report was taken as read.

4.2.3 It is hoped that alterations to the Kahikatea Room will be finished by the end of the holidays. Karaka Room is next to be refurbished.

4.2.4 Management Units have been re-allocated.

4.2.5 The Charter and Strategic Plan have been submitted to the MoE.

4.2.6 Farewell to Megan Clotworthy who finishes 05 April.

4.2.7 It was moved that the Board approves staffing as reported, accepts the Principal's Report and moves in-committee to discuss staffing. (Talia McNaughton/Jude Walter) Carried.

4.3 *Complaints Procedure Update*

4.3.1 The updated Complaints Procedure was circulated to the Board for comment.

4.3.2 Once some final wordsmithing has been done the procedure will be added to the NAG 3 Policies and procedures.

4.4 *BOT Elections*

4.4.1 The Board election timeline will be put into the next school newsletter.

**5. Agenda items for next meeting**

5.1 Next meeting is Thursday 23 May 2019.

5.2 Curriculum Report on Special Interventions Gifted and Talented, Focus will be Community Consultation.
5.3 NAG 5 Review

**6. Administration**

6.1 *Confirmation of Minutes*

6.1.1 The Minutes of the Board of Trustees meeting held on Thursday 28 February 2019 were accepted. (Owen Sinclair/Jude Walter) Carried.

6.2 *Correspondence*

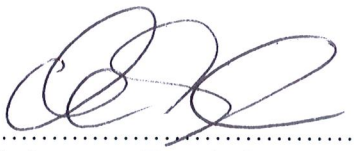
6.2.1 Correspondence schedule was available to Board of Trustees on Onedrive.

**7. In-Committee**

7.1 The Board went In-Committee at 8.00pm.

**The next meeting of the Board of Trustees**
**will be held on**
**Thursday 23 May 2019**
**at 7:00pm in the staffroom.**

Minutes confirmed:



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Chairperson, Board of Trustees

Dated: 9 / 5 / 2019