

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

Date: Thursday 05 December 2019
Location: 7:00pm in the staffroom
Present: Owen Sinclair, Jude Walter, Talia McNaughton, Michael Berry, Tim Maifeleni, Megan Clotworthy, Vicky Stewart.
In attendance: Nemia Gariando, Felicity Boyd, Roseanne Gibson, Jill Shears, Pam Waugh
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 October 2019, Balance Sheet as of 31 October 2019, Statement of Cash Flows for period 1 January to 31 October 2019 Payments for approval October 2019 and Creditors for payment November 2019, and Forecasted Financial Statements were made available to the Board on OneDrive.
- 2.1.2 It was moved that Owen Sinclair be given authority to sign 5YA and other documents on behalf of the Board of Trustees. (Michael Berry/Jude Walter) carried.
- 2.1.3 School donations received are down on last year
- 2.1.4 The Draft Budget 2020 is currently showing a deficit of \$32,000. Megan and Nemia are working to bring this down.
- 2.1.5 Nemia will carry out an impairment review of all fixed assets over the holiday period.
- 2.1.6 Cyclical Maintenance and 5YA projects to be reviewed with Steve Waters, Project Manager.
- 2.1.7 It was moved that the Board accepts the Financial Reports and Creditors totalling \$49,315.57 be approved for payment and payments including funds transfers totalling \$1,111,710.01 be accepted as paid. (Jude Walter /Michael Berry). Carried.

3. Strategic Discussions

3.1 RTL Cluster 8 Manager's Report – Roseanne Gibson

- 3.1.1 Roseanne spoke to her tabled report.
- 3.1.2 There are 3 people leaving at the end of this year and interviews will be carried out next week. The applicants received so far are of a very high calibre.
- 3.1.3 The Wellbeing conference was a great success and Roseanne thanked the school for allowing the students to perform.

- 3.1.4 One of the RTLB has been offered a contract working for an IT corporation for Term 1 and Term 2 2020. Roseanne recommends allowing them to accept this offer.
- 3.1.5 The Board looked favourably upon the request but asked for a written application for leave before official confirming this request.
- 3.1.6 Roseanne thanked Megan and the Board for their continued support.

3.2 *Curriculum Report –Te Reo (Kirsty Hardie Boys)*

- 3.2.1 In Kirsty's absence her Te Reo report was tabled and made available to the Board via OneDrive.

3.3 *Achievement Data: Vicky Stewart, Felicity Boyd*

- 3.3.1 Vicky Stewart and Felicity Boyd presented Achievement Data for Mid year 2019 and End of Year 2019.
- 3.3.2 This data shows some very impressive results and senior management are thrilled with the results. The data will be shared with the staff at the next staff meeting.
- 3.3.3 The Board thanked Vicky and Felicity for their presentation and asked that their congratulations and thanks for all the work be passed on to the staff.

3.4 *Principal's Report*

- 3.4.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.
- 3.4.2 The school roll stands at 603. It was 644 at the same time last year.
- 3.4.3 Felicity has applied for funding for Digital Technologies PLD. We are still waiting to hear if we have been successful.
- 3.4.4 We have also applied for funding for a Well Being initiative.
- 3.4.5 Megan would like to recommend that Noline Skeet is her appraiser for next year and facilitates a PLG for the Senior Leadership Team. Megan will appraise the Senior Leadership Team.
- 3.4.6 It was moved that Noline Skeet is Megan's appraiser for 2020 and the Megan is the appraiser for the Senior Leadership Team. (Owen Sinclair/Talia McNaughton) Carried.
- 3.4.7 Megan is planning on reviewing our reporting system for 2020.
- 3.4.8 Miranda Hutton (violin teacher a) and Margaret Cook (cello teacher) will return to work here next year. Children involved in the string programme will be charged \$10 next year.
- 3.4.9 A staff member has applied for leave for Term 1 2020. Megan fully supports this application and this will be discussed further in-committee.
- 3.4.10 There have been some complaints about the early finish in 2020. School opens on 28 January and closes on 08 December 2020. The Board discussed the start and finish dates and felt that due to planning already in place and International Students who have already paid and arranged travel, it was too late to change the start date for next year. The set dates for 2020 comply with MoE legislation.
- 3.4.11 Megan thanked the Board for all the support they have given her as a Beginning Principal.
- 3.4.12 It was moved that the Board accept the Principal's Report and moves into committee to approve staffing as reported. (Owen Sinclair/Jude Walter) Carried.

3.5 *Draft Strategic Plan*

- 3.5.1 The leadership team are still working on the Charter and Strategic Plan. A fully revised Strategic Plan will be submitted at the February 2020 Board meeting.

4. **Monitoring**

4.1 *International Student Policies*

- 4.1.1 Megan and Pam have reviewed the International Student Policies and Procedures
- 4.1.2 The Board of Trustees ratified the slight changes made to the International Student Policies. (Talia McNaughton/Tim Maifeleni). Carried

4.2 *Financial Planning*

- 4.2.1 Email received today from the MoE informing us the school is eligible to receive a one-off Capital contribution to spend upgrading the school property. It is intended to help accelerate upgrade projects already planned as part of the 10YPP.

5. Agenda items for next meeting

- 5.1 Next meeting date Thursday 27 February 2020
5.2 Principal's Appraisal
5.3 Budget
5.4 Strategic Plan

6. Administration

6.1 *Confirmation of Minutes*

- 6.1.1 The Minutes of the Board of Trustees meeting held on Tuesday 29 October 2019 were accepted. (Owen Sinclair/Jude Walter) Carried.

6.2 *Correspondence*

- 6.2.1 Correspondence schedule was available to Board of Trustees on Onedrive.
6.2.2 Additional Item of correspondence: Letter from the MoE notifying the school that it is eligible to receive a one-off capital contribution to spend upgrading the school property.

6.3 *Prizegiving Date*


- 6.3.1 Tuesday 10 December 7 – 9pm in school hall – Awards Assembly

7. In-Committee

- 7.1 The Board went into committee at 8:15pm

**The next meeting of the Board of Trustees
will be held on
Thursday 27 February 2020
at 7:00pm in the staffroom.**

Minutes confirmed:


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Chairperson, Board of Trustees

Dated: 27 / 02 / 2020