

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

Date: Thursday 02 April 2020
Location: 7:00pm via Zoom due to Covid-19 lockdown
Present: Michael Berry, Owen Sinclair, Jude Walter, Talia McNaughton, Tim Maifeleni, Megan Clotworthy, Vicky Stewart.
In attendance: Pam Waugh
Apologies: Nemia Gariando (Financial Report)
Copies: All Board members via One Drive, school file.

1. Declarations of Interest

- 1.1 The Principal will remove herself from the meeting when the Board discuss concurrence for the Principal as Host Principal for the RTLB Cluster 8 (Nga Manu Awhina).

2. Financial Report

2.1 Financial Reports

- 2.1.1 Nemia Gariando gave her apologies and asked that the following be presented in her absence.
- 2.1.2 The Income & Expenditure Summary for the period ended February 2020, Balance Sheet as of 29 February 2020, Payments for approval January & February 2020 and Creditors for payment February 2020,
The Draft December 2019 Accounts (revised version), Statement of Cash Flows for the year ended 31 December 2019, Draft Budget 2020, including the Statement of Cash Flows (Budget 2020) were emailed to the Board on 17 March 2020 for review and approval. The revised December 2019 accounts show a deficit of \$37,534 as the cyclical maintenance provision for painting was recalculated based on quotes received.
The Annual Accounts, Budget and other Statements mentioned above were made available to the Board on OneDrive.
- 2.1.3 It was moved that the Annual Accounts Statement of Cash Flows for 2019 be approved. (Jude Walter/Tim Maifeleni). Carried
- 2.1.4 The Annual Accounts have been signed by the Board Chair and sent to the Auditors. In future the second Board meeting of the year should be held before 31 March.
- 2.1.5 It was moved that the Budget and Statement of Cash Flows for 2020 be approved and that authority be delegated to the Principal to manage the 2020 Budget. (Owen Sinclair/Vicky Stewart) Carried.
- 2.1.6 The Board was asked to bear in mind that Parent Group Donations and International Student income will be down due to Covid -19 and to be mindful of spending but also to be aware that there won't be the usual outgoings.

- 2.1.7 The Board briefly went In committee to discuss The Application of Concurrence which enables the additional payment to the Principal in relation to extra responsibilities as Host Principal of the RTLB. It was moved that the Board apply for concurrence for Megan Clotworthy as Host Principal for the RTLB Cluster 8 (Nga Manu Awhina). (Tim Maifeleni/Owen Sinclair) Carried. The Board moved out of committee.
- 2.1.8 An impairment test of fixed assets was completed over the school break. No asset values were found to be impaired. A number of assets with a total cost of \$48,552 were disposed of in 2019. All of these assets except for the library books (costing \$1,019) were fully depreciated at the time of disposal.
- 2.1.9 It was moved that the Board accepts the Financial Reports and Creditors totalling \$46,128.15 be approved for payment and payments including funds transfers totalling \$999,412.77 be accepted as paid. (Jude Walter/Talia McNaughton). Carried.

3. Strategic Discussions

3.1 Curriculum Report –Initial Assessment (Vicky Stewart)

- 3.1.1 The Assessment Schedule and Assessment Templates for Mathematic, Reading and Writing were made available to the Board on OneDrive.
- 3.1.2 Vicky spoke to the above documents and explained to the Board how data was gathered and analysed. The Specific Targets were taken direct from the 2020 Strategic Plan.
- 3.1.3 Covid-19 will probably affect future data.
- 3.1.4 The Board thanked Vicky for her presentation and work.

3.2 Principal's Report

- 3.2.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.
- 3.2.2 The school roll stands at 545. It was 568 at the same time last year.
- 3.2.3 The Year 4 Outdoor Education excursions were impacted by Covid-19. It is planned to run their excursions later in the year if possible.
- 3.2.4 A big thank you to Felicity Boyd for all the work she has been doing to prepare the ROPS Distance Learning website. As some teachers are not as confident as others with online teaching Felicity is also working with TTS to set up some PL for teachers to support them with distance learning.
- 3.2.5 An advertisement has been lodged in the Gazette for a New Entrant teacher beginning at the end of May/beginning of June.
- 3.2.6 Because of the Covid-19 situation there have been some changes in the leave situation for some RTLB. Pat Clemo who had resigned will stay as .6 until the end of the year. Those with leave will now be staying on.
Anne Roborgh (RTLB Practice Leader) has had Term 1 off on discretionary leave, the Principal moved that Anne's leave be accepted retrospectively.
Some staff who were instructed to take leave as their health may have been compromised if they remained at work. This may also occur once we return back to school.
- 3.2.7 To cover the situations above the Principal moved that she be given the authority to approve any and all discretionary leave in accordance with Ministry of Health's guidance during Covid-19 pandemic.
- 3.2.8 We no longer have access to the school grounds until further advised. Someone is still able to go and feed the chickens. Sure Control have been advised to send a guard if the alarms go off. The directive from the government is that if it is not a false alarm, the Police will attend a break in and the Fire Service will attend a fire.
- 3.2.9 The Charter and Strategic plan has been submitted to the MoE.
- 3.2.10 It was moved that the Board accept
 - the Principal's Report.
 - Staffing as reported
 - Anne Roborgh's discretionary leave be accepted retrospectively

- that the Principal be given authority to approve any and all discretionary leave in accordance with the Ministry of Health's guidance during Covid-19 pandemic
 - that the Board move in committee to discuss staffing (Talia McNaughton/Tim Maifeleni) Carried.
- 3.2.11 The Board thanked Megan for all she has done and continuing to run the school so well in such trying times.

4. Agenda items for next meeting

- 4.1 Next meeting date Thursday 21 May 2020
- 4.2 Providing more detail in the Schedule
- 4.3 BOT Governance Policy, manuals, induction kit for new BOT members (only if a physical meeting)
- 4.4 School dates 2021
- 4.5 Community consultation, curriculum focus Learning support

5. Administration


- 5.1 *Confirmation of Minutes*
 - 5.1.1 The Minutes of the Board of Trustees meeting held on Thursday 27 February 2020 were accepted. (Jude Walter/Vicky Stewart). Carried.
- 5.2 *Correspondence*
 - 5.2.1 Covid-19 information from Ministry of Education and Ministry of Health.

6. In-Committee

- 6.1 The Board went into committee at 8:20pm

**The next meeting of the Board of Trustees
will be held on
Thursday 21 May 2020
at 7:00pm in the staffroom (or Zoom – Covid-19 Alert Level dependent)**

Minutes confirmed:


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Chairperson, Board of Trustees

Dated: 21 / 05 / 2020