

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

Date: Thursday 21 May 2020
Location: 7:00pm in the staffroom
Present: Michael Berry (Chair), Owen Sinclair, Jude Walter, Talia McNaughton, Tim Maifeleni (via Zoom), Megan Clotworthy, Vicky Stewart.
In attendance: Pam Waugh (Minutes), Nemia Gariando, Felicity Boyd, Jill Shears.
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declarations of Interest

- 1.1 There were no declarations of interest.

2. Financial Report

2.1 *Financial Reports – Nemia Gariando*

- 2.1.2 The Income & Expenditure Summary for the period ended March 2020, Balance Sheet as of 31 March 2020, Payments for approval March 2020 and Creditors for payment March 2020, and Forecasted Statement of Financial Performance for the year ended 31 December 2020 were made available to the Board on OneDrive.
- 2.1.3 The audit is underway. Auditors are working remotely and will not be onsite this year.
- 2.1.4 Banked Staffing was successfully brought down to zero at the end of the banked staffing balancing period.
- 2.1.5 Parent donations are running at 51% of annual budget. At the same time last year they were running at 62% of budget.
- 2.1.6 Nemia is predicting a significant drop in our locally raised funds this year.
- 2.1.7 It was moved that the Board accepts the Financial Reports and Creditors totalling \$257,374.21 be approved for payment and payments including funds transfers totalling \$333,820.61 be accepted as paid. (Jude Walter/Owen Sinclair). Carried.
- 2.1.8 The Board thanked Nemia for all the hard work with the audit and told her not to worry about the loss of funding as there is nothing we can do about it due to the Covid-19 pandemic

3. Curriculum Report

3.1 *Learning Support Co-ordinator (Lynne Gibson)*

- 3.1.1 Lynne Gibson delivered her report on Learning Support via Zoom (7:10 to 7:35pm)
- 3.1.2 Lynne explained the role of the Learning Support Coordinator and what it involves.
- 3.1.3 We have received \$15,000 to utilise the skills of a teacher on staff with a background as a cognitive behavioural therapist.
- 3.1.4 Lynne's slideshow presentation is available to the Board on OneDrive.
- 3.1.5 The Board thanked Lynne for her informative report.

- 3.2 *SENCo Year 5/6 (Jill Shears)*
- 3.2.1 Jill gave a breakdown of the role of the SENCo.
- 3.2.2 The Board thanked Jill for her comprehensive report.

4. Principal's Report

- 4.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.
- 4.1.1 Roll stands at 556. It was 572 at the same time last year.
- 4.1.2 During Alert Level 4 and Alert Level 3, our curriculum was delivered via distance learning. We are looking at taking the positive aspects of the distance learning and embedding them in our curriculum delivery moving forward.
- 4.1.3 Megan expressed her gratitude and thanks to Felicity for the massive amount of support and work she has put into making the distance learning possible. Staff have gained a huge amount of professional growth from this.
- 4.1.4 The Teacher Only Day to be held on Friday 29 May will review the distance learning.
- 4.1.5 There will be no written mid year reports this year but there will be 3-way conferences early in Term 3. We might even look at Zoom meetings for some parents.
- 4.1.6 Megan has reviewed the NAG 5 Pandemic Procedure- available to the BOT on OneDrive.
- 4.1.7 Operational plans to support health and safety at Alert Level 3 and Alert Level 4 are included in the BOT pack on OneDrive. These guidelines are taken directly from the Ministry of Health and Ministry of Education recommendations.
- 4.1.8 Chelsea Aitkin has been employed as a new entrant teacher beginning Monday 25 May. She will teach in the Matai Room which opens on Tuesday 02 June.
Bhavna Tailor, Leonie Thode and Anne Roborgh (RTL B Practice Leader) have handed in their resignations.
Anne Marie Jammes has returned from a term off and will resume work supporting English Language Learners.
- 4.1.9 West Fynn, Senior Heritage Arborist with Auckland Council has examined the Puriri tree in Cutfield's Corner and has assured us that the tree is safe and should not be removed. His recommendations accompany the Principal's Report.
- 4.1.10 Flu vaccines have been provided for staff by a local pharmacy. The Ministry of Education now covers the cost of these.
- 4.1.11 The Board thanked Megan, Senior Leadership Team and all the staff for the way they are handling this very difficult Covid-19 situation (Chair). Carried by Acclamation.
- 4.1.12 It was moved that the Board accept
 - the Principal's Report.
 - Staffing as reported
 - amendments to NAG 5 Procedure 22 – Pandemic Planning
 - that the Board move in committee to discuss staffing (Jude Walter/Tim Maifeleni). Carried.

5. Focus

- 5.1 *Community Consultation*
- 5.1.1 Hopefully next term we will be able to hold some form of community consultation with our ethnic communities.

6. Governance Policy and Planning

- 6.1 *Review Governance Manual*
- 6.1.1 Michael Berry updated the 2016 BOT Governance Manual. Suggested changes were circulated to the BOT via OneDrive.
- 6.1.2 Michael Berry and Jude Walter will finalise the Governance Manual and present it at the next BOT meeting.

7. Projects

7.1 Playground Development

- 7.1.1 We need to have our proposals for the School Investment Package (SIP) funding of \$393,624 to the MoE by the end of May. We have 2 projects in mind. A canopy over the netball courts between the Hall and Kauri Room and shade cover over the Cutfield's Corner play area.
- 7.1.2 Quote received from ShadeSystems for canopy over netball turf (Option 1 - \$149,995.00+gst Option 2 - \$166,845.00 +gst) and shade cover over Cutfield's Corner playground area.
- 7.1.3 The Cutfield's Corner project will have to be revised as the Puriri tree is not being removed.
- 7.1.4 Megan will be meeting with Steve Waters, Project Manager, to discuss these projects. Michael, Owen and Jude will join that meeting. They will report a recommendation back to the board prior to the end of May to meet the SIP deadline.

8. Agenda items for next meeting

- 8.1 Next meeting date Thursday 25 June 2020
- 8.2 Curriculum Report – Achievement Data (Senior Leadership Team)
Focus – Kahui Ako (Megan Clotworthy)
Updated Governance Manual

9. Administration

9.1 Confirmation of Minutes

- 9.1.1 The Minutes of the Board of Trustees meeting held on Thursday 02 April 2020 were accepted. (Owen Sinclair/Megan Clotworthy). Carried.

9.2 Correspondence


- 9.2.1 Correspondence schedule was circulated to the Board of Trustees via OneDrive.
- 9.2.2 RTL documents filed with this month's BOT meeting papers. Letters of resignation originals kept in staff member's personal file and copy kept with BOT meeting papers.

10. In-Committee

- 10.1 The Board went into committee at 8:55pm

**The next meeting of the Board of Trustees
will be held on
Thursday 25 June 2020
at 7:00pm in the staffroom.**

Minutes confirmed:


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Chairperson, Board of Trustees

Dated: 25 / 06 / 2020