

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

Date: Thursday 25 June 2020
Location: 7:00pm in the staffroom
Present: Michael Berry (Chair), Owen Sinclair, Jude Walter, Tim Maifeleni (8pm), Megan Clotworthy, Vicky Stewart.
In attendance: Pam Waugh (Minutes), Nemia Gariando, Felicity Boyd, Jill Shears, Roseanne Gibson, Angela Thompson, James McQueen, April Tooman
Apologies: Talia McNaughton
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

- 2.1.1 The Income & Expenditure Summary for the period ended May 2020, Balance Sheet as of 31 May 2020, Payments for approval April and May 2020 and Creditors for payment May 2020, Forecasted Statement of Financial Performance for the year ended 31 December 2020 and a Statement of Cashflows for the period ended 31 May 2020 were made available to the Board on OneDrive.
- 2.1.2 The audit is still in progress. Nemia is still getting requests for information. It has been a huge amount of work and very time consuming for Nemia.
- 2.1.3 Banking Staffing overuse as at 02 June 2020 (PP05) stands at 1.50 FTTE equating to \$4,298 using MoE's recovery rate of \$74,500.
- 2.1.4 Parent donations are running at 57% of annual budget. At the same time last year they were running at 70% of budget. Reminder letters were sent out today.
- 2.1.5 It was moved that the Board accepts the Financial Reports and Creditors totalling \$92,789.26 be approved for payment and payments including funds transfers totalling \$1,433,126.74 be accepted as paid. (Owen Sinclair/Vicky Stewart). Carried.

3. RTLB Cluster 8 Manager's Report – Roseanne Gibson

- 3.1 The RTLB Cluster 8 Managers Report was made available to Board members on OneDrive.
- 3.1.1 Roseanne asked that her report be taken as read.
- 3.1.2 Jake Taplin has resigned effective 19 July 2020
Anne Roborgh has resigned her Practice Leader position effective 19 July 2020 but will continue in a fixed term position as a Learning Support Delivery Model RTLB transition leader.

Delia Howard is on leave until 31 August 2020 but returned to support the team in specialist counsellor capacity during Covid-19 Alert levels.

Titania McKenzie is on study leave until 15 November 2020

Rebecca Robinson will be on sabbatical leave in Term 3.

3.1.3 The team stayed connected during lockdown via Zoom meetings.

3.1.4 The Board thanked Roseanne for her report.

4. Curriculum Report

4.1 *Achievement Data (Felicity Boyd and Vicky Stewart)*

4.1.1 Felicity and Vicky presented the BOT with Overall Teacher Judgement Data in Reading, Writing and Mathematics for June 2020. This data is also available on OneDrive.

4.1.2 The data is encouraging considering the hurdles presented by Covid-19 lockdown.

4.1.3 In Term 3 Sandra Powell will again take small groups of students for maths.

4.1.4 The Board thanked Felicity and Vicky for their report and work compiling the data.

5. Principal's Report

5.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.

5.1.1 Included in the Principal's Report is the Property Managers Report and school calendar for 2021.

5.1.1 Roll stands at 575. It was 577 at the same time last year.

5.1.2 A review of the Distance Learning that took place during lockdown was undertaken. Feedback was gathered from whanau, students and staff. The information gathered has been unpacked and documents shared in the Board folder on OneDrive. This information will be analysed by the senior leadership team in the Term 2 holiday break to help to inform where to next and our strategic direction for 2021 and beyond. It is interesting to note there were only 33 responses from whanau.

5.1.3 It is recommended that NAG 6 Policy remain the same as this was reviewed last year.

5.1.4 Noline Skeet has completed the final report for the Principals Appraisal. This was made available at tonight's meeting for Board perusal.

5.1.5 The Board congratulated Megan on a very positive appraisal which reflects excellent achievements in what has been a very difficult year.

5.1.6 Noline Skeet will do the Principal's appraisal again this year. The Appraisal period will be from June 2020 to June 2021.

5.1.7 Louise White has been recruited to the Office Administrator role. She is in the process of sorting her start date but it is expected to be Week 2 or Week 3 of Term 3. Louise has a strong background in school office administration.

Jake Taplin has resigned his RTLB position effective from 19 July 2020.

Chelsea Aitken has started the New Entrant class in the Matai Room.

5.1.8 Term dates for 2021 have been set

Term 1: Tuesday 02 February to Friday 16 April

Easter: Good Friday 02 April, Easter Monday 05 April and Easter Tuesday 06 April

Term 2: Monday 03 May to Friday 09 July

Term 3: Monday 26 July to Friday 01 October

Term 4: Monday 18 October to Tuesday 14 December (school closes 12pm)

5.1.9 It was moved that the Board accept

- the Principal's Report.

- staffing as reported

- approves the Term dates for 2021 as reported

- approves the Principal's appraisal as reported

- approves NAG 6 Policy remaining unchanged

(Jude Walter/Tim Maifeleni). Carried.

6. Focus

6.1 Kahui Ako

- 6.1.1 There is no report from the Lead Principal.
- 6.1.2 Megan Clotworthy gave a brief verbal report on the Kahui Ako.

7. Governance Policy and Planning

7.1 Review Governance Manual

- 7.1.1 The revised Governance Manual was made available to the Board via OneDrive.
- 7.1.2 It was moved that the Board of Trustees adopt the revised Governance Manual. (Tim Maifeleni/Megan Clotworthy). Carried.

8. Agenda items for next meeting

- 8.1 Next meeting date Thursday 27 August 2020
- 8.2 Curriculum Report – Mathematics (Sandra Powell)
Focus – Distance Learning Summary

9. Administration

9.1 Confirmation of Minutes

- 9.1.1 The Minutes of the Board of Trustees meeting held on Thursday 21 May 2020 were accepted. (Jude Walter/Vicky Stewart). Carried.

9.2 Correspondence

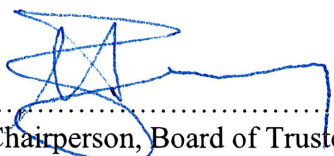
- 9.2.1 Correspondence schedule was circulated to the Board of Trustees via OneDrive.
- 9.2.2 Letter of resignation from Jake Taplin filed with Board papers for this meeting.
- 9.2.2 A Board of Trustees email is being set up.

10. In-Committee

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

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

Minutes confirmed:


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Chairperson, Board of Trustees

Dated: 31 / 08 / 2020