

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

**Date:** Thursday 25 February 2021  
**Location:** 7:00pm in the staffroom  
**Present:** Michael Berry (Chair), Talia McNaughton, Georgie Shanks, Jenny Hoskin-Wyber, Megan Clotworthy, Vicky Stewart, Matthew Radich, Alec Tang, Vasana Vanpraseuth  
**In attendance:** Nemia Gariando, Felicity Boyd, Jill Shears, Pam Waugh (Minutes),  
**Apologies:** None  
**Copies:** All Board members via One Drive, school file.

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**1. Board Matters**

- 1.1 It was moved that Matthew Radich be selected to the Board of Trustees to replace Tim Maifeleni for the remainder of Tim's 18 month term of office. (Talia McNaughton/Vicky Stewart). Carried.
- 1.2 It was moved that Vasana Vanpraseuth and Alec Tang be co-opted to the Board of Trustees until the next Board elections in 18 months time. (Mathew Radich/Talia McNaughton). Carried.
- 1.3 Megan Clotworthy took the Chair and called for nominations for Board Chair. Michael Berry was the only nomination and was elected unopposed. (Talia McNaughton/Georgie Shanks). Carried.
- 1.4 Michael Berry called for nominations for the position of Deputy Chair. Talia McNaughton was the only nomination and was elected unopposed. (Megan Clotworthy/Michael Berry). Carried.
- 1.5 *Best Practice – Annual Review*
- 1.5.1 It was moved that the Governance Manual, which includes policy on the Role of the Chair and the Trustee Code of Behaviour is reviewed and accepted. (Talia McNaughton/Megan Clotworthy). Carried.

**2. Declaration of Interests**

2. There were no declarations of interest.

**3. Financial Reports**

- 3.1 *Draft Budget*
- 3.1.1 Income and Expenditure Summary Draft Budget 2021, Balance Sheet Summary Draft Budget 2021 and Budget Draft Statement of Cash Flows for the year ended 31 December 2021 were made available to the Board via OneDrive.
- 3.1.2 The draft Budget shows a deficit of \$41,101 which is in part due to the lack of International Students and projected Parent Group fundraising income.
- 3.1.3 It was moved that the Board approve the 2021 Budget. (Megan Clotworthy/Georgie Shanks). Carried.
- 3.2 *Financial Reports*

- 3.2.1 The Income and Expenditure Summary Draft 31 December 2020, Balance Sheet as of 31 December 2020, Payments for Approval November and December 2020 and Creditors for Payment December 2020, and RTLB Cluster 8 Income and Expenditure Summary Draft 31 December 2020 were made available to the Board via OneDrive.
- 3.2.2 The ROPS deficit and RTLB surplus are largely due to Covid in 2020.
- 3.2.3 Any banking staffing overuse during the year which cannot be managed within the banked staffing entitlement will be managed by charging our cheapest teacher salary to Bulk Grant (Board funded Teacher Salaries) for a sufficient period of time to clear the overuse by pay period 22 or by the end of the balancing period (pay period 26).
- 3.2.4 It was moved that the Board accepts the Financial Reports and Creditors totalling \$36,472.50 be approved for payment and payments including funds transfers totalling \$665,186.80 be accepted as paid. (Vicky Stewart/Alec Tang). Carried.
- 3.2.5 An impairment review of fixed assets was completed over the school break. No indication of impairment was found. A large number of assets were disposed of, mainly old computers, furniture, and leased TELA laptops and photocopiers. All of these assets except for the library books were fully depreciated at the time of disposal.
- 3.2.6 Review of the 2020 and 2021 cyclical maintenance (CM) provisions was carried out by Nemia and Steve Waters to ensure that they are up to date. Steve supplied the cost assumptions used in calculating the CM provision for the next exterior and interior repaints. A review of 5YA projects was also undertaken by Steve with Megan, Nemia and Peter.

### 3.3 *Delegations*

- 3.3.1 It was moved that the Board formally approve delegation of authority to the Principal to run the 2021 Budget. (Michael Berry/Talia McNaughton). Carried.

## 4. **Curriculum Report**

- 4.1 *Curriculum Planning – Senior Leadership Team (Vicky Stewart, Felicity Boyd, Jill Shears)*
- 4.1.1 Vicky, Felicity and Jill presented to the Board an overview of curriculum planning across the school this year
- 4.1.2 The Board thanked Vicky, Felicity and Jill for a very comprehensive report.

### 4.2 *Charter and Strategic Plan*

- 4.2.1 The school is following the Strategic Plan.
- 4.2.2 Next year the Strategic Plan will be aligned with the National Education and Learning Priorities (NELP).
- 4.2.3 It was moved that the Charter and Strategic Plan be approved. (Talia McNaughton/Matthew Radich). Carried.
- 4.2.4 The Charter and Strategic Plan have been uploaded to the Ministry Portal.

### 4.3 *Analysis of Variance*

- 4.3.1 The Analysis of Variance was made available to the Board via OneDrive.
- 4.3.2 The school will try to connect with the families of children who are not meeting the targets.
- 4.3.3 It was moved that the Analysis of Variance be approved. (Talia McNaughton/Matthew Radich). Carried.
- 4.3.4 The Analysis of Variance will now be uploaded to the Ministry Portal.

## 5. **Principal's Report**

- 5.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.
- 5.2 Roll stands at 505 compared with 546 at the same time last year.
- 5.3 We have been contacted by the Education Review Office (ERO). Carol Bradley-Beale is our evaluation partner and she will be meeting with Michael and Megan on Monday 01 March.
- 5.4 Professional Growth Cycle Schedule for 2021 is included in this Principal's Report. The Principal Appraisal will be sent through after the end of Term 1. A new appraiser will need to be considered.
- 5.5 Shade cover over the Tiger Turf outside the Hall is now not due to start until early April.

- 5.6 The calendar for 2021 complies with Ministry of Education requirements for the number of days in attendance.
- 5.7 the March Roll return will be done on 1 March and submitted by 8 March.
- 5.8 It was moved that the Board accepts:
- The Principal's Report
  - Staffing as reported
- (Matthew Radich/Georgie Shanks). Carried.

**6. Administration**

6.1 *Confirmation of Minutes*

- 6.1.1 Minutes of the Board of Trustees meeting held on Wednesday 25 November 2020 were accepted. (Vicky Stewart/Megan Clotworthy). Carried.

7.2 *Correspondence*

- 7.2.1 Correspondence schedule was circulated to the Board of Trustees via OneDrive.
- 7.2.2 Correspondence is filed with Board papers for this meeting.

**8. Identify Agenda items for next meeting**

8.1 *Board Workflow Schedule*

- 8.1.1 Curriculum: Special Education and Learning Support
- 8.1.2 RTLB

**9. BOT Training**

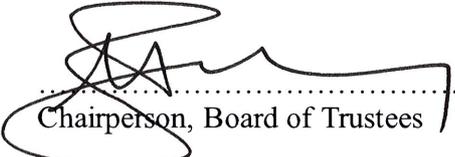
- 9.1 There is a BOT training module for new Board members on 31 March at 7:30pm.
- 9.2 Maybe later in the year the Board may get someone in to do some extra training.
- 9.3 A photo of Board members will be put in the newsletter and on the website.

**10. In-Committee**

- 10.1 The Board went into committee at 8:45 to discuss

**The next meeting of the Board of Trustees  
will be held on  
Thursday 25 March 2021  
at 7:00pm in the staffroom.**

Minutes confirmed:

  
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Chairperson, Board of Trustees

Dated: 25 / 03 / 2021