

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

Date: Thursday 25 March 2021
Location: 7:00pm in the staffroom
Present: Michael Berry (Chair), Georgie Shanks, Jenny Hoskin-Wyber, Megan Clotworthy, Vicky Stewart, Matthew Radich, Alec Tang, Vasana Vanpraseuth
In attendance: Nemia Gariando, Felicity Boyd, Jill Shears, Lynne Gibson, Pam Waugh (Minutes),
Apologies: Talia McNaughton
Copies: All Board members via One Drive, school file.

1. Declaration of Interests

1. There were no declarations of interest.

2. RTLB Manager's Report

- 2.1 Roseanne spoke to her tabled report.
- 2.2 The Cluster 8 Nga Manu Awhina Strategic Plan 2021-2025 has been designed to align with the Statement of National Education and Learning (NELP) and the Learning Support Delivery Model and Action Plan Priorities.
- 2.3 The Board of Trustees agrees with the objectives in the RTLB Cluster 8 Nga Manu Awhina Strategic Plan 2021-2025. (Alec Tang/Matthew Radich). Agreed.
- 2.4 The Board thanked Roseanne for her Report.

3. Financial Reports

3.1 Financial Reports

- 3.1.1 Revised Income and Expenditure Summary Draft 31 December 2020, revised Balance Sheet as of 31 December 2020, Income and Expenditure Summary February 2021, Balance Sheet Summary 28 February 2021, Payments for Approval January and February 2021 and Creditors for Payment February 2021, ROPS Statement of Comprehensive Revenue and Expense for year ended 31 December 2020 and RTLB Cluster 8 Income and Expenditure Summary 28 February 2021 were made available to the Board via OneDrive.
- 3.1.2 Updated December accounts show deficit of \$9,682
- 3.1.3 It was moved that the revised monthly accounts for 2020 and Statement of Comprehensive Revenue and Expense for year ended 31 December 2020 be accepted. (Megan Clotworthy/Vasana Vanpraseuth). Carried.
- 3.1.4 Parent Donations are down. Invoices will be sent out before the end of Term 1.
- 3.1.5 EOTC Donations of \$4,145 are extra donations received so all students can take part in EOTC activities.

- 3.1.6 The school managed to clear the end of year banked staffing overuse by underusing staffing entitlement during the balancing period.
- 3.1.7 RTLFB funding is received in quarterly payments
- 3.1.8 It was moved that the Board accepts the Financial Reports and Creditors totalling \$44,749.90 be approved for payment and payments including funds transfers totalling \$699,814.99 be accepted as paid. (Matthew Radich/Vasana Vanpraseuth). Carried.

3.2 *Potential for Finance Committee*

- 3.2.1 The Board discussed setting up a Finance Committee to address financial matters in more detail and to support Nemia. The committee would bring recommendations to the Board.
- 3.2.2 It was moved that a Finance Committee consisting of Megan Clotworthy, Michael Berry, Vasana Vanpraseuth and Nemia Gariando. (Michael Berry/Vasana Vanpraseuth) Carried.

4. Curriculum Report

4.1 *Curriculum Planning – Special Education and Learning Support (Lynne Gibson)*

- 4.1.1 Lynne presented to the Board a very comprehensive report on Learning Support and the Intervention Programmes run at Royal Oak Primary
- 4.1.2 The Board thanked Lynne for her report and congratulated her on the work that she does.

5. Principal's Report

- 5.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.
- 5.2 Roll stands at 515 compared with 545 at the same time last year.
- 5.3 The 2 parental leave positions have been filled.
- 5.4 The March Roll Return has been submitted and accepted.
- 5.5 It was moved that the Board accepts:
- The Principal's Report
 - Staffing as reported
- (Megan Clotworthy/Vicky Stewart). Carried.

6. Health and Safety Review

- 6.1 The Principal further reported on details relating to a Health and Safety incident involving a child who suffered burns at a parent's breakfast function. The report included an outlined of immediate actions taken to prevent such incidents into the future and review relevant policies.
- 6.2 The Principal has drafted a new procedure (NAG 5, Procedure 33) relating to Parent Group events and this was made available to the Board via OneDrive. There was brief discussion on Health and Safety policy around events held at school and appliances in classrooms. Final draft of the NAG policy and procedures will be presented at the July Board meeting. The NAG 5 Health and Safety policies and procedures will be reviewed annually.
- 6.3 The Board Chair will respond to the parents of the child involved in the recent incident and outline actions taken..

7. ERO

- 7.1 Our evaluation partner, Carol Bradley-Beale has met with the Senior Leadership team and the Board Chair. She discussed the partnership process and went for a tour of the school. Her next visit is on Monday 10 May.

8. Administration

8.1 *Confirmation of Minutes*

- 8.1.1 Minutes of the Board of Trustees meeting held on Thursday 25 February 2021 were accepted. (Georgie Shanks/Vicky Stewart). Carried.

8.2 *Correspondence*

- 8.2.1 Correspondence schedule was circulated to the Board of Trustees via OneDrive.

- 8.2.2 Louise White's leave application was urgently approved by the Board via email. The application was originally for unpaid leave from Monday 15 March until Friday 7 May. This has been changed to paid leave covered by family sick leave and discretionary leave as Louise will be doing some work remotely. She will also be returning to work on Monday 03 May.
- 8.2.3 Correspondence is filed with Board papers for this meeting.

9. Identify Agenda items for next meeting

9.1 Board Workflow Schedule

- 9.1.1 Curriculum: Special Education and Learning Support
Schools Evaluative Indicators : 4 – Teacher Learning and Development
Annual Report (due to MoE 31 May)
Policy: NAG 3 (Personnel)
Further discussion on Health and Safety Policy and procedures

10. BOT Matters

- 10.1 Board meetings will now be held at 6pm on a Monday. The next BOT meeting will be held at 6pm on Monday 24 May 2021 in the staffroom. Michael will redo the meeting schedule.
- 10.2 Some BOT members are attending the Governance Essentials Workshop on 31 March at 7:30pm.
- 10.3 NZSTA are happy to meet with the Board.

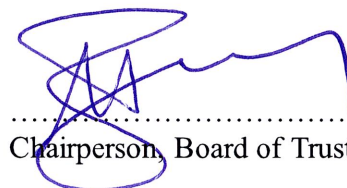
11. In-Committee

- 11.1 There was no In-committee meeting.

12. Meeting closed at 9:15pm

**The next meeting of the Board of Trustees
will be held on
Monday 24 May 2021
at 6:00pm in the staffroom.**

Minutes confirmed:


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Chairperson, Board of Trustees

Dated: 24 / 05 / 2021