

Chandler Avenue
Royal Oak
Auckland 1023
Phone (09) 624 2800
Email: admin@rops.school.nz
www.royaloak.school.nz



Royal Oak Primary School
Board of Trustees
Minutes of Meeting

Date: Monday 24 May 2021

Location: 6:00pm in the staffroom

Present: Michael Berry (Chair), Georgie Shanks, Jenny Hoskin-Wyber, Megan Clotworthy, Vicky Stewart, Matthew Radich, Alec Tang, Vasana Vanpraseuth, Talia McNaughton (Minutes),

In attendance: Nemia Gariando, Felicity Boyd, Jill Shears, Amelia Giles,

Apologies: Pam Waugh

Copies: All Board members via One Drive, school file.

1. Karakia

1. Led by Alec

2. Present and Apologies

2.1 All Board members were present, no apologies.

2.2 Introduction to meeting

2.2.1 Michael introduced the changes and information for the meeting.

2.2.2 Michael commented on the change of format to the agenda and the acknowledgement of the new meeting time.

2.2.3 The aim is that documentation will be loaded in OneDrive each Friday before a Board meeting.

2.2.4 Michael acknowledged the work put into preparing documents for the meeting, if there is no discussion needed then documents will be taken as read.

2.2.5 Explanation of process of Finance Committee moving forward, aim to not cover material discussed in committee unnecessarily within a Board Meeting.

3. Declaration of Interests

3.1 There were no declarations of interest.

4. Financial Reports

4.1 Regular Financial Reports

4.1.1 Vasana discussed the aim of the Finance Committee moving forward, to provide a place for discussion outside of Board meetings.

4.1.2 Any questions, comments or recommendations from the Finance Committee will come to Board meetings for approval.

4.1.3 It was agreed that questions are to be forwarded to Vasana before the meeting day to discuss and then feedback to Board Meetings. This process is to be added to the governance manual by Michael.

4.1.4 Annual financial statements have been prepared, auditors have issued comments and management letter comments. There were two points arising linked to this, the Financial Committee will work through these points to bring to the next meeting.

4.1.5 It was moved:

‘THAT the Board accepts the Financial Reports and Creditors totalling \$46,880.50 be approved for payment and payments including funds transfers totalling \$1,027,077.30 be accepted as paid.’

(Vasana Vanpraseuth, Megan Clotworthy) Agreed.

4.2 *Annual Report*

4.2. It was moved:

‘THAT the Annual Report 2020 be adopted and forwarded to the Ministry of Education.’

(Matthew Radich/Vicky Stewart) Agreed.

5. Curriculum Report

5.1 *Arts (Amelia Giles)*

5.1.1 The Curriculum Report was circulated to the Board of Trustees via OneDrive.

5.1.2 Vicky and Felicity presented Rachel Huggins’ report on the Arts Programmes run at Royal Oak Primary.

5.1.3 Amelia presented to the Board a report on the Music Programmes run at Royal Oak Primary.

5.1.4 The Board thanked Amelia, Vicky and Felicity for the reports and congratulated them on the work done at Royal Oak Primary.

6. Principal’s Report

6.1 The Principal’s Report was circulated to the Board of Trustees via OneDrive.

6.1.2 Megan addressed two points in the report.

6.2.1 *Personnel*

6.2.2 Two staff on maternity leave and replacements appointed.

6.2.3 Currently advertising for maternity position in Kauri room, there are very few applicants.

6.2.4 Received Anne Marie Jammes resignation. In terms 3 and 4 the programme will run as internal programme by Jill Shears and Vicky Stewart.

6.2.5 Two children with high health needs, some challenges with ministry funded support, Royal Oak Primary staff continue to support these children.

6.2.6 Margaret Muir is on extended sick leave.

6.3.1 *Property*

6.3.2 The sun shade cover has been delayed again, new date of July.

6.3.3 Trees removed behind double storey block.

6.4.1 *Health and Safety*

6.4.2 Update on incident reported at last board meeting.

6.5.1 *Attendance*

6.5.2 Explanation of attendance statistics and codes.

6.6.1 Megan asked for any questions related to the report.

6.6.2 Vasana queried the permanent appointments, this will be covered in a later agenda item.

6.7.1 It was moved:

‘THAT:

- a. The Principal’s Report is accepted; and,
- b. Staffing, as reported, is approved, and
- c. the board moves into committee to discuss staffing’

(Matthew Radich/Georgie Shanks). Agreed.

6.8 *Policy NAG-3 Personnel*

6.8.1 The NAG-3 was circulated to the Board of Trustees via OneDrive.

6.8.2 Georgie asked about the public access to see the complaints policy and procedures, queried where parents can access this information. All Board policies to be loaded on the Royal Oak Primary website.

6.8.3 Jenny queried whether Policy could be Complaints and Compliments.

6.8.4 Vasana queried what the review process of policies entailed. Megan spoke to this.

6.8.5 Vasana queried the absence of Health and Wellbeing of teachers in the policy. Alec queried could the Health and Wellbeing policy be the Health, Safety and Wellbeing. These comments will be taken into account next meeting for the NAG-4 (Health and Safety) review.

6.8.6 It was moved:

‘THAT the NAG-3 (Personnel) policy, as revised, is agreed.’

(Megan Clotworthy/Matthew Radich). Agreed.

7. ERO School Evaluation

7.1 ERO Meeting

7.1.1 The Senior Leadership Team and Michael met with ERO Evaluation Partner, Carole Bradley-Beale on 10 May. The primary focus was to discuss the Charter and Strategic Plan as a part of the planning phase for the evaluation process. Megan provided a verbal report on this progress.

7.1.2 One aspect of the meeting is that there was disagreement with ERO about the wording of the goals.

7.1.3 Megan discussed the proposed focus for Royal Oak Primary to work on, this is still in the process of being developed but at this stage the focus is community consultation.

7.2 Self-Audit

7.2.1 The evaluation process includes a self-audit process in terms of board compliance. The Senior Management Team will review the 6 areas over coming weeks and forward the documents once initially reviewed.

8. Schools Evaluative Indicators

8.1 Domain 4 - Teacher Learning and Development

8.1.1 The evaluative indicators were introduced in 2003 and revised in 2010. The indicators are designed for use by schools when engaging in internal evaluation and by ERO evaluators when doing external evaluations. The 6 indicators are scheduled for review over a two-year period in the board workflow plan.

8.1.2 The next step is to have a general discussion in line with the Board Training about how best to use these.

9. Board training with NZSTA

9.1 Board Training

9.1.1 Michael discussed where the organisation of the Board Training is up to.

9.1.2 Proposed date is Monday June 14, 6pm.

9.1.3 Michael asked if there were any other queries to be added to this training.

9.1.4 Vasana queried points arising from Board training linked to Health and Safety and Insurance.

9.1.5 Michael discussed relevant documentation and review within the Governance Manual.

9.1.6 Alec queried the Self- Audit process. Megan explained the Self-Audit process as an ongoing process. This will be added to the upcoming training.

10. Administration

10.1 Confirmation of Minutes

10.1.1 Minutes of the Board of Trustees meeting held on 25 March 2021 were accepted.

10.1.2 Motion:

‘THAT the Minutes of the meeting held 25 March 2021 be accepted as a true and accurate record. (Alec Tang/Vicky Stewart). Agreed.

10.2 Correspondence

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

10.2.2 Board discussion of letter from Ministry regarding permanent appointments. Megan explained the context of this correspondence. Board discussion of the impact of property and developments in the area and the subsequent impact on the roll.

10.3 Governance Manual

10.3.1 The Governance Manual, has been updated following recent board decisions:

- Section 2.8 (Meeting Procedures). To reflect the new meeting time of the board.
- Section 3.1 (Committees). To reflect the establishment of a Finance Committee. The agreement about forwarding questions to the committee chair, prior to the committee meeting, will also be added.

10.3.2 Motion: 'THAT the Governance Manual, as updated, be adopted.'
(Matthew Radich/Georgie Shanks). Agreed.

11. Identify Agenda items for next meeting

11.1 Board Workflow Schedule

11.1.2 Board workflow Schedule

11.1.3 Curriculum: Achievement Data

11.1.4 Policy: NAG-5 (Health and Safety)

11.1.5 Finance: Mid-Year Review

12. BOT Meetings

10.1 Next board meeting will be 6.00pm, 5 July 2021. The finance committee will meet at 5.00pm on the same day.

11. In-Committee

11.1 Board moved into in-committee meeting at 7.41pm

13. Karakia (led by Alec) and meeting closed at 8:03pm

**The next meeting of the Board of Trustees
will be held on
Monday 5 July 2021
at 6:00pm in the staffroom.**

Minutes confirmed:



Chairperson, Board of Trustees

Dated: 05 / 07 / 2021