

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

**Date:** Monday 27 February 2023  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Greg Burne, Jenny Hoskin-Wyber, Alec Tang (6.15pm)  
**.In attendance:** Nemia Gariando, Pam Waugh (Minutes) Mark Jackson (parent)  
**Apologies:** Felicity Boyd  
**Copies:** All Board members via One Drive, school file.

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**1. Declaration of Interest**

- 1.1 There were no declarations of interest.

**2. Election of Office**

- 2.1 The Principal took the Chair and called for nominations for the office of Presiding Member. Georgie Shanks was the only nomination and was elected unopposed. (Jenny Hoskin-Wyber/Vasana Vanpraseuth). Carried.
- 2.2 Nominations were called for the office of Vice Presiding Member. Alec Tang was the only nomination and was elected unopposed. (Megan Clotworthy/Jenny Hoskin-Wyber). Carried

**3. Financial Reports**

- 3.1 *Annual Accounts*
- 3.1.1 The 2021 Financial Statement letter and Annual Accounts have been received.
- 3.1.2 It was moved that the Board approves the 2021 Annual Report to be submitted to the Ministry of Education and acknowledges the points raised in the Management Letter from the auditors. Upon examining the management letter, we identified two key areas that require the board's attention. Firstly, we discussed the importance of segregation of duties and we concluded that the current system of cross-checking the accounts twice is effective in mitigating key person risk. However, we also acknowledged the need to upskill someone, to further reduce the challenges of segregation of duties. To address this, we have identified Louise as a potential candidate for upskilling (when Xero is implemented.)

Secondly, we deliberated on the matter of payroll and have provided feedback to the bullet points listed in the management letter. We are confident that this is a comprehensive response plan.

Audit Observation	Management response
<p>Segregation of Duties (and Key Person risk)</p> <p><u>Recommendation</u> A further control to train other staff to perform these tasks and this occurring occasionally such as when key person takes leave.</p>	<p><u>Response</u> No one on the staff has the required skills to do Nemia's job, and hiring someone new would be expensive. If Nemia is absent, the Board might consider hiring a company like EdTech Financial Services that specializes in school accounting. Louise White can handle the data entry for Novopay work if needed.</p> <p><u>Action</u> Nemia is currently working on transferring the accounts to Xero. This will make it possible for an online accounting service provider to access our accounting system if needed.</p> <p><u>Due Date: Oct/Nov/ongoing</u></p>
<p>To ensure the accuracy of payroll payments, the expectation has been that schools had the following key controls:</p> <ul style="list-style-type: none"> <li>- effective access controls to EdPay, limiting access to appropriate authorised users;</li> <li>- appropriate authorisation of changes to masterfile data such as bank account, new employees, or payments to non-salaried staff (such as relievers), previously captured in the online transaction reports that were also expected to be reviewed;</li> <li>- checking of the fortnightly draft SUE report and Novopay Online transactions report for accuracy which should be signed and dated as evidence of this check; and</li> <li>- review of the final fortnightly SUE report by someone independent of staff who have access to EdPay.</li> </ul>	<p><u>Response:</u></p> <ul style="list-style-type: none"> <li>- Only authorised users have access to EdPay</li> <li>- Changes to masterfile data are properly supported, e.g, bank account/home address changes are supported by an email from the employee requesting the change, new employees have written contracts and are asked to fill out "employee details form", etc and day relief teachers are required to sign in (names of relievers are also included in the attendance sheet that is signed by the Principal).</li> <li>- Fortnightly draft SUE reports are reviewed by Nemia online and checked by the Principal online.</li> <li>- The SUE reports are reviewed/signed by the BOT Presiding Member who does not have access to EdPay.</li> </ul>

<p>Schools also need to ensure that:</p> <ul style="list-style-type: none"> <li>- there is segregation of duties between the processing and approval of payroll transactions and access to EdPay is appropriately controlled;</li> <li>- payroll transactions are approved in line with delegations;</li> <li>- approvals are appropriately documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Payroll transactions such as leave bookings and timesheets for relievers are approved by the Principal (i.e. supported by a signed daily attendance sheet) before they are processed by Nemia. Changes to staff allowances and working hours/days, if not already included in the termly schedule for part-time teachers, are supported by emails from either the Principal or the RTLB Manager.</li> <li>- Our payroll transactions are approved in line with delegations</li> <li>- Our approvals are appropriately documented</li> </ul>
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### 3.2 *Financial Reports*

- 3.2.1 Draft Budget 2023 Income and Expenditure Summary and Balance Sheet Summary, Income and Expenditure Summary December 2022, Balance Sheet Summary 31 December 2022, Payments for Approval November and December 2022 and Creditors for Payment December 2022, and RTLB Cluster 8 Income and Expenditure Summary 31 December 2022, were made available to the Board via OneDrive.
- 3.2.2 Nemia asked Board members to let her know of any extra hours they have spent on Board business so she can complete the calculation for Board Members hours.
- 3.2.3 It was moved that the Members accept the Financial Reports and Creditors totalling \$22,395.82 be approved for payment and payments including funds transfers totalling \$1,091,892.10 be accepted as paid. (Vicky Stewart/Vasana Vanpraseuth). Carried.

### 3.3 *Banked Staffing*

- 3.3.1 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).

### 3.4 *Budget 2023*

- 3.4.1 The RTLB will be included in the school Budget this year.
- 3.4.2 In the future Nemia will highlight any significant items in the budget as a note.
- 3.4.3 It was moved that the Budget 2023 be approved subject to finalisation of RTLB numbers. (Greg Burne/Vasana Vanpraseuth). Carried

### 3.5 *Delegation*

- 3.5.1 It was moved that the Board formally approve delegation of authority to the Principal to run the 2023 Budget. (Vasana Vanpraseuth/Alec Tang). Carried



### 3.6 *Cyclical Maintenance*

- 3.6.1 The Annual Provision of Cyclical Maintenance Calculation (31 December 2022 and 31 December 2023) was made available to the Board via OneDrive. Every year a review of cyclical maintenance provisions is carried out by Nemia Gariando and Steve Waters to ensure that the provisions are up to date.

### 3.7 *Impairment of Fixed Assets*

- 3.7.1 An impairment of review of fixed assets was completed in December 2022. No indication of impairment was found.
- 3.7.2 Assets with a total cost of \$90,222 were disposed of in 2022. They included library books, furniture, old computers and other IT equipment. All of these assets except for the library books and written off TELA laptops were fully depreciated at the time of disposal.

## 4. **Curriculum Report**

### 4.1 *Curriculum Report : Curriculum Planning (Vicky Stewart/ apologies from Felicity Boyd)*

- 4.1.1 Vicky spoke to the ROPS Curriculum update 2023 – Refreshing the New Zealand Curriculum.
- 4.1.2 The Board Vicky for the presentation.

### 4.2 *Analysis of Variance*

- 4.2.1 Megan has set new targets for 2023. Covid has impacted on last years results.
- 4.2.2 It was moved that the Board accepts the Analysis of Variance and recommends it is submitted to the Ministry of education with the approved Strategic Plan. (Alex Tang/Vicky Stewart). Carried

## 5. **Tumuaki Report**

### 5.1 *Regular Report*

- 5.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
- 5.1.2 School roll stands at 428 compared with 449 this time last year.
- 5.1.3 Thank you to the Board for approving an unscheduled Staff Only Day for the day before the school holidays – Thursday 06 April.
- 5.1.4 Megan is still waiting for the Principal's appraisal from her appraiser. Megan would prefer a different appraiser for her next appraisal.
- 5.1.5 Maddie Darlington has applied for parental leave beginning Week 3 Term 2. This will be covered by Bernie Jackson (.6) and April Purdon (.4).
- 5.1.6 We are currently in the process of employing a fixed term teacher for Year 0/1 as the Kowhai Room is now full. This teacher will begin at the start of Term 2.
- 5.1.7 We are waiting for clearance to have the carpet laid in the Year 1-2 area.
- 5.1.8 It is proposed the School donations remain the same at \$320 and consumable donation at \$30.
- 5.1.9 The Principal will be paid a concurrence for mentoring a principal new to RTLB hosting. Details included in the Principal's Report
- 5.1.10 The 2023 calendar complies with Ministry of Education requirements for the number of days in attendance. The Board will be consulted before setting the dates for 2024.
- 5.1.11 Next year is the 100<sup>th</sup> anniversary of Royal Oak Primary School. Something for the Board to consider!
- 5.1.12 It was moved that the Board :
- accepts the Report of the Tumuaki
  - approves staffing as reported
  - sets the School Donation figure for 2023 at \$320 plus consumables donation at \$30
  - approves EOTC for 2023 in principle subject to all Health and Safety Policy and Procedures being followed

(Jenny Hoskin-Wyber/Vasana Vanpraseuth) Carried.

## **6. Policy**

### **6.1 *Member Code of Behaviour and Governance Manual***

- 6.1.1 There was some discussion on the Member of Code of Behaviour and changes made to the Governance Manual.
- 6.1.2 It was moved that the Member Code of Behaviour policy be accepted and the Governance Manual as a whole, as updated, be accepted. (Georgie Shanks/Megan Clotworthy). Carried.

### **6.2 *EOTC***

- 6.2.1 The following sentence was added to the EOTC Procedure No.5  
“All EOTC programmes will be approved by the Board at the beginning of each year.”

## **7. Self Directed learning**

- 7.1 BOT Treaty Workshop (with Kahui Ako)  
Wednesday 01 March @ 5:30pm Te Papapa School
- 7.2. For online and in person training opportunities go to  
<https://www.nzstaresourcecentre.org.nz/nzstarresourcehome>

## **8. Administration**

### **8.1 *Confirmation of Minutes***

- 8.1.1 It was moved that the Minutes of the School Board meeting held on Monday 05 December 2022 be accepted as a true and accurate record. (Georgie Shanks/Vasana Vanpraseuth). Carried.

### **8.2 *Correspondence***

- 8.2.1 Correspondence was circulated to the Board of Trustees via OneDrive.
- 8.2.2 Parental leave letter from Maddie Darlington (Teacher) and resignation from Vaughan Spurdle (RTLb).

### **8.3 *Parent Group Update***

- 8.3.1 Fun Run to be held 28<sup>th</sup> and 30<sup>th</sup> March.
- 8.3.2 Parent Group will be looking for a new Chair at the AGM in May.

## **9. Identify Agenda items for next meeting**

- 9.1 Board Workflow Schedule:
  - 1. Strategic Goal Review: Goal 1
  - 2. Policy: Self Review (NAG 2), Charter (NAG 7) and AoV/SoV (NAG 8)
  - 3. Learner Progress and Achievement : Special Education Needs
  - 4. Curriculum: Special Education and Learning Support
  - 5. RTLb Manager's Report
  - 6. Accounts to Auditor by 31 March
  - 7. Self-directed learning

- 10. Meeting closed at 8pm. There was no In-committee meeting.

## **Footnote:**

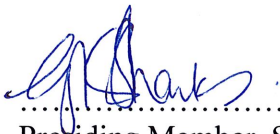
- The board met via zoom on Sunday 12 February regarding the closure of the school for the impending impact of Cyclone Gabrielle as outlined by the Civil Emergency and also supported by the Ministry of Education. It was moved that the school be closed on Monday 13 February with a view to reviewing the situation at 3pm on Monday for possible closure of

the school again on Tuesday 14<sup>th</sup> February. (Megan Clotworthy/Alec Tang). The Principal informed the community.

- The board met at 3pm on Monday 13 February to review the situation regarding the impending impact of Cyclone Gabrielle. It was moved that school remain closed for Tuesday 14 February. (Georgie Shanks/Vicky Stewart). The Principal informed the community.

**The next meeting of the Board of Trustees  
will be held on  
Monday 27 March 2023  
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 27 / 3 / 2023