

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

**Date:** Monday 27 March 2023  
**Location:** 6:10pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Greg Burne, Alec Tang (6:50pm)  
**.In attendance:** Felicity Boyd, Lynne Gibson, Roseanne Gibson (RTL Cluster 8 Manager) Pam Waugh (Minutes)  
**Apologies:** Jenny Hoskin-Wyber, Nemia Gariando.  
**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. Financial Reports**

**2.1 Financial Reports**

- 2.1.1 Updated Draft Budget 2023 Income and Expenditure Summary and Balance Sheet Summary, Statement of comprehensive Revenue and Expense for the year ended 31 December 2022, Updated Income and Expenditure Summary December 2022, Updated Balance Sheet Summary 31 December 2022, Income and Expenditure Summary February 2023 and Balance sheet Summary 28 February 2023, Payments for Approval January and February 2023 and Creditors for Payment February 2023, and RTL Cluster 8 Funds Held 28 February 2023, RTL Cluster 8 Funds Held 31 December 2022, and ROPS Statement of Cash Flows – Budget for the year ended 31 December 2022 were made available to the Board via OneDrive.

- 2.1.2 It was moved that the Members accept the Financial Reports and Creditors totalling \$111,824.78 be approved for payment and payments, including funds transfers, totalling \$562,144.96 be accepted as paid. (Vasana Vanpraseuth). Carried.

**3. Funding Application**

- 3.1 As a resolution needed to be passed as soon as possible, it was agreed by electronic conversation on 28 February 2023 that the Royal Oak School Board of Trustees will apply for an application to the North and South Trust Limited for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

- 3.2 The electronic conversation agreeing to this application is attached to the end of these minutes.
- 3.3 On Friday 24 March we were informed that we would receive \$7,000 from the North and South Trust Limited for Year 6 Camp at Camp Adair - \$3,000 for instructor hire and \$4,000 for accommodation.
- 3.4 Megan and the Board would like to acknowledge Felicity for all the extra work she puts into making sure the Year 6 camp runs smoothly.

#### **4. RTLB Manager's Report**

- 4.1 RTLB Cluster 8 Manager's Report, Ngā Manu Āwhina RTLB Cluster 8 Strategic Plan (2021-2024) and Annual Plan (2023), Ngā Manu Āwhina RTLB Cluster 8 Annual Report, RTLB Annual Report Declaration for 2022 were made available to the Board via OneDrive.
- 4.2 Roseanne spoke to her Report.
- 4.3 Term 1 Maryanne Manuyag Cecilia Tian and Jennie Burt were appointed to permanent positions, Cynthia Borne.6 and Ruth Milburn.6 will continue I fixed relieving positions. Vaughan Spurdle resigned effective 7 April 2023. Sarah Mariu has been appointed to a permanent position beginning Term 2.
- 4.4 Until the new funding and service agreement is out RTLB can only appoint fixed term positions until the end of the year.
- 4.5 Roseanne has been invited back on to the RTLB Lead Principals Executive.
- 4.6 The Board asked if it was likely RTLB would get petrol vouchers again this year. Roseanne says she is not anticipating another travel budget surplus this year but maybe they should plan on giving them again. It is very rare for RTLB not to have funds available at the end of the year that could cover this. RTLB use their own vehicles and only get 62cents per kilometre.
- 4.7 Roseanne asked that the RTLB Annual Report Declaration for 2022 be signed.

#### **5. Curriculum Report**

- 5.1 *Curriculum Report : Special Education and Learner Support*  
*Learner Progress and Achievement : Special Education Needs*
- 5.2 Lynne Gibson presented on both these items together. She talked about the specialist groups and services and roles of the Learning Support Staff.
- 5.3 Lynne acknowledged the help and support she got from RTLB to secure some ORS funding.
- 5.4 Megan commended Lynne on the extra work she does supporting and helping our families.

#### **6. Tumuaki Report**

- 6.1 *Regular Report*
- 6.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
- 6.1.2 School roll stands at 438 compared with 461 this time last year.
- 6.1.3 Interest in International Students is growing.
- 6.1.4 Staff Only Day on 6 April will focus on NZ Histories and Te Tiriti and then the Kahui Ako Teacher Only day on 24 April will focus on the curriculum refresh.
- 6.1.5 Our meeting with our ERO partner was once again very positive.
- 6.1.6 Megan has met with Noeline Skeet regarding her appraisal. Noeline is sending out a survey and will then meet with Megan to write the summary to be presented at the next Board meeting in May.
- 6.1.7 The Appraisal format has now changed to the Professional Growth Cycle. Megan would like to get Jonathan Ramsay, Principal at Edendale School on her Professional Growth Cycle.
- 6.1.8 We have employed Angela Wallis, an experienced teacher, to start up our next Year 0/1 class at the beginning of Term 2. The hours of one of our learning support staff have been extended to help support one of our students with high needs.



- 6.1.9 Lock Down drill was held on Wednesday 22 March. We need to have a system that includes the Lewis Eady caravan and RTLB rooms.
- 6.1.10 10YPP is under review. It has been suggested that the Kauri and Miro rooms be demolished.
- 6.1.11 The March Roll return was submitted and accepted.
- 6.1.12 Next year is the 100<sup>th</sup> anniversary of Royal Oak Primary School. The Board needs to discuss this and make a plan of who should be involved and how we go about this process. Megan will send out a notice to the community seeking help to organise the Centenary.
- 6.1.13 The Charter, Strategic Plan and Analysis of Variance have been submitted to the MoE.
- 6.1.14 It was moved that the Board :
- accepts the Report of the Tumuaki
  - approves staffing as reported
- (Vicky Stewart/Greg Burne) Carried.

## 6.2 *Memorandum of Agreement*

- 6.2.1 It was moved that the Te Iti Kahurangi Kāhui Ako Memorandum of Agreement be signed.(Megan Clotworthy/Georgie Shanks) Carried.

## 6.3 *Presentation of Data*

- 6.3.1 The Board briefly discussed other ways of presenting data.
- 6.3.2 Megan asked the Board to consider why they want to change the way data is presented, do they want more data, more easily explained data, what benefit would the Board get from it and what value and benefit the school community and Board would get from more data.
- 6.3.3 Georgie will survey the Board.

## 7. **Policy**

### 7.1 *NAG Review*

- 7.2 The policies for Self Review (NAG 2), Charter (NAG 7) and Analysis of Variance (NAG 8) were made available to the Board members via OneDrive.
- 7.3 It was moved that the policies for Self Review (NAG2), Charter (NAG 7) and Analysis of Variance (NAG 8) be accepted unchanged. (Vasana Vanpraseuth/Vicky Stewart ) Carried

## 8. **Administration**

### 8.1 *Confirmation of Minutes*

- 8.1.1 It was moved that the Minutes of the School Board meeting held on Monday 27 February 2023 be accepted as a true and accurate record. (Vasana Vanpraseuth/Greg Burne). Carried.

### 8.2 *Correspondence*

- 8.2.1 Correspondence was circulated to the Board of Trustees via OneDrive. There was no Correspondence

### 8.3 *Professional Development : Self Directed Learning*

- 8.3.1 Georgie will keep an eye out for and Self Directed Learning that may be relevant to the Board.
- 8.3.2 The Board members who attended the Treaty Workshop with Kahui Ako on 01 March, found the workshop very valuable and interesting.

### 8.4 *Board Succession Planning*

- 8.4.1 Vasana will be stepping down from the Board at the end of this year. Date of the next election is yet to be advised.

8.5 *Parent Group*

8.5.1 AGM is on Wednesday 03 May at 7pm. Most of the current executive are stepping down.

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


9.1 Board Workflow Schedule:

1. Budget: Monitor monthly report
2. Process and compliance: Annual Report minuted and sent to MoE by May 31 2023
3. Te Ara Haurau: Partnerships
4. Policy: Personnel (NAG 3)
5. Curriculum: Arts
6. Accounts to Auditor by 31 May

10. Meeting closed at 7:55pm. There was no In-committee meeting.

**The next meeting of the Board of Trustees  
will be held on  
Monday 22 May 2023  
at 6:00pm in the staffroom.**

Minutes confirmed:

  
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Presiding Member, School Board

Dated: 22 / 5 / 2023

**From:** Megan Clotworthy <meganc@rops.school.nz>  
**Sent:** Tuesday, 28 February 2023 8:09 pm  
**To:** georgieshanks@gmail.com <georgieshanks@gmail.com>; Alec Work <alec\_tang@hotmail.com>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Greg Burne <gregburne@hotmail.com>; jenny.wyber@gmail.com <jenny.wyber@gmail.com>; sheryll.jenny@gmail.com <sheryll.jenny@gmail.com>; Vicky Stewart <VickyS@rops.school.nz>; Megan Clotworthy <meganc@rops.school.nz>  
**Subject:** Urgent Application for a grant

Kia ora koutou,

We are applying to The North and South Trust Limited for a Grant of \$13,460.87 for our Year 6 camp in April. This resolution needs to be passed via electronic approval ASAP. If you agree to this resolution please could you reply to this email with the following?

**Motion:** That the Royal Oak Primary School Board applies to the North and South Trust Limited for a grant of \$13,460.87 for our Year 6 camp in April 2023.

I, \_\_\_\_\_ (name) agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

*Ngā mihi nui*  
Megan

*Megan Clotworthy*



**From:** [Greg Burne](#)  
**Sent:** Thursday, March 2, 2023 6:37 AM  
**To:** [Megan Clotworthy](#); [georgieshanks@gmail.com](#); [Alec Work](#); [vasana.vanpraseuth@gmail.com](#); [jenny.wyber@gmail.com](#); [sheryll.jenny@gmail.com](#); [Vicky Stewart](#)  
**Subject:** Re: Urgent Application for a grant

I, Greg Burne, agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

**From:** [Vasana Vanpraseuth](#)  
**Sent:** Wednesday, March 1, 2023 3:34 PM  
**To:** [Megan Clotworthy](#)  
**Cc:** [Alec Work](#); [Greg Burne](#); [Vicky Stewart](#); [georgieshanks@gmail.com](#); [jenny.wyber@gmail.com](#); [sheryll.jenny@gmail.com](#)  
**Subject:** Re: Urgent Application for a grant

Apologies for the delay

I, Vasana Vanpraseuth agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

**From:** [Jenny Wyber](#)

**Sent:** Wednesday, March 1, 2023 11:26 AM

**To:** [Megan Clotworthy](#)

**Cc:** [georgieshanks@gmail.com](#); [Alec Work](#); [vasana.vanpraseuth@gmail.com](#); [Greg Burne](#); [sheryll.jenny@gmail.com](#); [Vicky Stewart](#)

**Subject:** Re: Urgent Application for a grant

I, jenny wyber (name) agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

Sent from my iPhone

**From:** [Georgie Shanks](#)

**Sent:** Wednesday, March 1, 2023 11:15 AM

**To:** [Alec Tang](#)

**Cc:** [Vicky Stewart](#); [Megan Clotworthy](#); [vasana.vanpraseuth@gmail.com](#); [Greg Burne](#); [jenny.wyber@gmail.com](#); [sheryll.jenny@gmail.com](#)

**Subject:** Re: Urgent Application for a grant

Thanks Megan, no problem.

**Motion:** That the Royal Oak Primary School Board applies to the North and South Trust Limited for a grant of \$13,460.87 for our Year 6 camp in April 2023.

I, Georgie Shanks agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

**From:** [Alec Tang](#)

**Sent:** Wednesday, March 1, 2023 11:12 AM

**To:** [Vicky Stewart](#); [Megan](#)

[Clotworthy](#); [georgieshanks@gmail.com](#); [vasana.vanpraseuth@gmail.com](#); [Greg Burne](#); [jenny.wyber@gmail.com](#); [sheryll.jenny@gmail.com](#)

**Subject:** Re: Urgent Application for a grant

Thanks Megan, always very happy for us to be applying for more funding!

**Motion:** That the Royal Oak Primary School Board applies to the North and South Trust Limited for a grant of \$13,460.87 for our Year 6 camp in April 2023.

I, [Alec Tang](#) agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

Sent from [Outlook for iOS](#)



**From:** Vicky Stewart <VickyS@rops.school.nz>

**Sent:** Wednesday, March 1, 2023 10:46:43 AM

**To:** Megan Clotworthy <meganc@rops.school.nz>; georgieshanks@gmail.com <georgieshanks@gmail.com>; Alec Work <alec\_tang@hotmail.com>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Greg Burne <gregburne@hotmail.com>; jenny.wyber@gmail.com <jenny.wyber@gmail.com>; sheryll.jenny@gmail.com <sheryll.jenny@gmail.com>

**Subject:** Re: Urgent Application for a grant

**Motion:** That the Royal Oak Primary School Board applies to the North and South Trust Limited for a grant of \$13,460.87 for our Year 6 camp in April 2023.

I, *Vicky Stewart* agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

Ngā mihi  
*Vicky*

**From:** [Megan Clotworthy](#)

**Sent:** Wednesday, March 1, 2023 9:10 AM

**To:** [georgieshanks@gmail.com](#); [Alec Work](#); [vasana.vanpraseuth@gmail.com](#); [Greg Burne](#); [jenny.wyber@gmail.com](#); [sheryll.jenny@gmail.com](#); [Vicky Stewart](#); [Megan Clotworthy](#)

**Subject:** Urgent Application for a grant

**Importance:** High

I, *Megan Clotworthy*, agree to the Royal Oak School Board of Trustees applying to **The North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April 2023.

Ngā mihi nui  
*Megan*

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



North and South Trust Limited  
PO Box 56-228  
Dominion Road  
Auckland 1446

It was agreed by electronic conversation on 28 February 2023 that the Royal Oak School Board of Trustees will apply to the **North and South Trust Limited** for a Grant of \$13,460.87 for our Year 6 camp in April.

I certify that this is a true and correct record of a resolution passed.

Name: Pam Waugh

Signature: P. Waugh

Secretary, Royal Oak School Board of Trustees

Replies received from all BOT members

Georgie Shanks – Presiding Member  
Alec Tang – Deputy Presiding Member  
Vasana Vanpraseuth – Board Member  
Jenny Wyber – Board Member  
Greg Burne – Board Member  
Vicky Stewart – Staff Trustee  
Megan Clotworthy – School Principal



The North and South Trust grant

Felicity Boyd <FelicityB@rops.school.nz>

Mon 27/03/2023 6:21 PM

To: Pam Waugh <PamW@rops.school.nz>

Funding amounts excl GST for BOT minutes

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Project/Purchase Expenses		
<b>Project Cost Information</b>	<b>Approved Expense</b>	<b>Approved Amount</b>
Instructor hire	Camp Adair	\$3,000.00
Accommodation	Camp Adair	\$4,000.00
<b>Total</b>		<b>\$7,000.00</b>

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**Felicity Boyd** | Deputy Principal | Royal Oak Primary | mob: 021 464 017 | [www.royaloak.school.nz](http://www.royaloak.school.nz)