

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

Date: Monday 26 June 2023
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Alec Tang, Greg Burne (late 6:45pm), Jenny Hoskin-Wyber (via Zoom)
In attendance: Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes), Roseanne Gibson (RTLB Manager)
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 There were no declarations of interest.

2. Financial Reports

2.1 Financial Reports

- 2.1.1 Revenue and Expense Summary May 2023 and Balance Sheet Summary 31 May 2023, Payments for Approval 26 June 2023 and Creditors for Payment May 2023, and RTLB Cluster 8 Funds Held 31 May 2023, Forecast Statement and ROPS Statement of Cash Flows were made available to the Board via OneDrive.
- 2.1.2 We have still not received our Financial Statements from the auditors. Georgie will email the auditors asking for a written response to the delays. The email is attached to these minutes.
- 2.1.3 It may be time to meet with the auditors as their 3 year term is up.
- 2.1.4 School donations are down on last year. Next term we should look at sending out a letter explaining what donations go towards.
- 2.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$61,492.19 be approved for payment and Payments totalling \$290,430.75, this includes funds transfers of \$4,787.00, be accepted as paid. (Vasana Vanpraseuth/Megan Clotworthy). Carried.

3. RTLB Manager's Report

- 3.1 Roseanne Gibson, Manager RTLB Cluster 8, spoke to her tabled report.
- 3.2 Claire Murphy is retiring effective 30 June 2023 and Catherine Alpe is retiring effective 16 August 2023. Kylah Drake returned from parental leave at the start of Term 2 and Sarah Mariu has been appointed to start in Term 2.

- 3.3 RTLB position has been advertised and Irene Jack has been appointed. Irene previously worked for RTLB Cluster 8.
- 3.4 The Wellbeing Event 'Standing Strong Together in Wellbeing' is on 9th and 10th August at the Ellerslie Events Centre.
- 3.5 Tracey Richardson was successful in winning a role with the National RTLB Professional Learning Network as a member of the Trauma-Informed Practice team.
- 3.6 Roseanne is seeking Board approval for:
 - 2024 Study Award Application for Tracey Richardson to complete a masters in Specialist Teaching.
 - 2024 Sabbatical application for Barbara Hannant. Focus of sabbatical project; Using Te Tuāpāpa as a flexible, tailored model of support and He Pikorua as a framework for identifying student attendance positive levers.

4. Curriculum Report

- 4.1 *Curriculum Report : Achievement Data/Mid-Year Reporting – Vicky Stewart and Felicity Boyd*
 - 4.1.1 Vicky presented a report on English Language Learners (ELLs) at ROPS.
 - 4.1.2 As at 22/06/2023 our roll was 463. 28% of our roll is funded ELL students but there are many more who are not funded that still count as ELL. Many of our students are multilingual.
 - 4.1.3 Felicity presented the Overall Teacher Judgement Data (OTJ) – June 2023.
 - 4.1.4 May look at a parent meeting at the beginning of the year to explain OTJs.
 - 4.1.5 The Board thanked Vicky and Felicity for their reports.

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 463 compared with 479 this time last year.
 - 5.1.3 At the beginning of Term 3 we have 18 short stay international student starting. Their stays range from 2-6 weeks.
 - 5.1.4 Our application to continue our PL for Digital technologies/Local Curriculum development has been accepted, this gives us 50 hours PL from Sharp/Kinane. We are also submitting a Creatives in Schools application in collaboration with Anna Tang (parent and artist). This will enable us to get a significant art project up and running in 2024 to celebrate our centennial.
 - 5.1.5 Megan is investigating School Docs. This would provide up to date policy/procedures to cover any changes in Education/Health acts etc. Documents can be personalised by us to suit our kura. An annual subscription is currently \$1600 for a school our size.
 - 5.1.6 Megan moved that the school purchase School Docs @ \$1,600 pa. (Georgie Shanks/Vicky Stewart). Carried
 - 5.1.7 New Entrant Year 0 fixed term position was advertised. We have employed Narelle Heppler to begin in Matai Room beginning of Term 3.
Kristin Roscherr will begin in Rata Room beginning of Term 3 to replace Jeanelle Rundle. We only have Kristin for the term at the moment.
 - 5.1.8 We have 6 trainee teachers from Hong Kong with us for the last week of Term 2 and the first week of Term 3. The school receives \$500 per trainee which will total \$3,000.
 - 5.1.9 Claire Murphy – RTLB, has resigned.
 - 5.1.10 Barbara Hannant is applying for sabbatical in Term 4 2024 –the principal fully supports this application and recommend that the Board does too. Application included with Board papers and are filed under Correspondence Schedule.
 - 5.1.11 Tracey Richardson RTLB is applying for a part time study award for 2024. Principal fully supports this application and recommend that the Board does as well. Application included with Board papers.
 - 5.1.12 Megan, Nemia Gariando and Peter Carleton have met with Kevin Gong to go over the 10YPP draft Plan. The plan has been submitted with these papers for approval.

- 5.1.13 Megan has engaged with Harrison Tew to do an audit of our emergency and crisis event procedures.
- 5.1.14 The Manukau Road crossing is very dangerous and there have been a number of near misses. Lynne Gibson has applied to the council for lights to be installed. Alec will get names of councillors, local Board members and Auckland Transport for us to contact about the crossing.
- 5.1.15 Proposed dates for 2024
 Term 1: Wednesday 7 February 2024 to Friday 12 April 2024
 Term 2: Monday 29 April 2024 to Friday 05 July 2024
 Term 3: Monday 22 July 2024 to Friday 27 September 2024
 Term 4: Monday 14 October 2024 to Friday 20 December 2024
- 5.1.16 A Code of Conduct for all state and state integrated Board members has been issued by the Minister of Education and comes into effect on 21 June 2023. Copy included with these Board papers.
- 5.1.17 It was moved that the Board :
- accepts the Report of the Tumuaki (Georgie Shanks/Vicky Stewart) Carried
 - approves the term dates for 2024 (Georgie Shanks/Vicky Stewart)
 - approves the 10YPP and the Board agrees to make the Board contribution to Ministry-funded Project(s) of \$52,140.89 (Greg Burne/Vasana Vanpraseuth) Carried
 - endorses Barbara Hannant's sabbatical application and Tracey Richardson's study leave application. (Vicky Stewart/Georgie Shanks). Carried.
 - Approves staffing as reported. (Megan Clotworthy/Georgie Shanks) Carried.

6. Policy

6.1 NAG Review: NAG 3 Personnel

- 6.1.1 The policy for Personnel (NAG 3) was made available to the Board members via OneDrive.
- 6.1.2 It was moved that the reviewed Policy for Personnel (NAG 3) be accepted. (Vasana Vanpraseuth/Greg Burne) Carried.

6.2 NAG Review: NAG 5 Health, Safety and Wellbeing

- 6.2.1 The NAG 5 Health, Safety and Wellbeing policy was made available to the Board via OneDrive.
- 6.2.2 New changes are being added to the NAG 5 Procedures regarding Children Going home during School Day and Messages from Parents.
- 6.2.3 Megan assured the Board the RAM's are very comprehensive and thorough and strictly adhered to. Parents assisting on class trips are briefed on the RAMs before the trip commences.
- 6.2.4 It was moved that the NAG 5 Health, Safety and Wellbeing Policy be accepted. (Alec Tang/Georgie Shanks) Carried.

7. Best Practice

7.1 Reflection Document: measurement of student achievement in board reporting.

- 7.1.1 Georgie researched NZSTA and webinars on reporting.
- 7.1.2 Responses to the reflection on measurement of student achievement data were discussed.
- 7.1.3 Discussion was around the following points:

1. DPs will explain how we gather information for OTJs in meeting 4, so all Board members understand what they measure. This will occur annually to ensure Board members are fully informed.
2. New member onboarding will involve Tumuaki, Presiding Member, and new member discussing OTJs. This will clarify how our Leadership team understands student achievement.

3. Megan may consider a presentation about how we measure achievement for the community, she can assess demand - the Board will leave this up to her.
4. No extra community communication needed; instead we will share board info in the school newsletter, inviting the community to learn about student achievement and attend board meetings.

To be discussed further: capturing qualitative data on our performance against the strategic plan.

- 7.1.4 The Board is committed to proactively promoting board meeting attendance to our community in the school newsletter.
- 7.1.5 The Board has the opportunity to enhance our celebration of successes. We could look for ways to promote a more positive way of looking at student achievements, even when we don't always meet our targets.

7.2 *Other Professional Development*

- 7.2.1 Georgie asked Board members to take a look at the NZSTA website for webinars.

8. **Administration**

8.1 *Confirmation of Minutes*

- 8.1.1 It was moved that the Minutes of the School Board meeting held on Monday 22 May 2023 be accepted as a true and accurate record. (Vicky Stewart/Greg Burne). Carried.

8.2 *Correspondence*

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

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

9.1 Board Workflow Schedule:

1. Policy: Administration (NAG 6)
2. Te Ara Huarau : Stewardship
3. Learner Progress and Achievement: Maori/Pasifika focus
4. Curriculum: Health and Physical Education

10. There was no In-Committee meeting. Meeting closed at 8:25pm

**The next meeting of the Board of Trustees
will be held on
Monday 14 August 2023
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 14 / 8 / 2023

Email to Auditors

From: Board Chair

Sent: Wednesday, July 26, 2023 12:43 PM

To: brendon.foy@rsmnz.co.nz <brendon.foy@rsmnz.co.nz>

Cc: Nemia Gariando <NemiaG@rops.school.nz>

Subject: Royal Oak Primary - audited financial accounts 2022

Dear Brendon,

I hope this email finds you well. On behalf of the Royal Oak Primary school board, I am writing to express our concern regarding the delay in receiving the audited financial accounts for the year 2022. As you are aware, it is our obligation to submit these accounts to the Ministry of Education by May 31. Unfortunately, we are now 8 weeks past the due date, and we have not yet received the financial statements.

We understand the complexity of the auditing process and appreciate the dedication and effort your team puts into this work. However, the prolonged delay is causing challenges for our team, and it puts us in a difficult position with the ministry. We must have the audited financial accounts promptly to comply with regulatory requirements and for the school's financial management.

Considering the urgency of the matter, we kindly request an immediate update from your team on the current status of the audit. It would be great if you could provide us with an estimated timeline for the delivery of the statements.

Thank you for your ongoing efforts, we value the professional services your team provides to our school. We look forward to hearing from you soon. If you require any additional information or have any concerns, please do not hesitate to contact me on 0226470958.

Thank you for your attention to this matter.

Best regards,

Georgie Shanks

Presiding Member, Royal Oak Primary School