

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

Date: Monday 22 May 2023
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Greg Burne, Alec Tang, Jenny Hoskin-Wyber
In attendance: Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes), Rosemary Cusack, Amelia Giles, April Purdon, Mark Jackson (parent)
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 There were no declarations of interest.

2. Curriculum Report

- 2.1 *Curriculum Report : The Arts - Music – Amelia Giles*
2.1.1 Amelia gave a very in-depth report on the extensive School-wide Music Programme at Royal Oak Primary School.
2.1.2 The Board thanked Amelia for all the great work she is doing with the Music Programme
- 2.2. *Curriculum Report : The Arts - Dance and Drama – April Purdon*
2.2.1 April spoke of her vision for Drama and Dance at Royal Oak Primary.
2.2.2 This term April will go into classrooms to help teachers with drama and dance and how to use it as a tool to integrate it into other subject areas.
2.2.3 Next year April is planning a Dance Extravaganza.
2.2.4 The Board thanked April for her work and wished her all the best for the Dance Extravaganza.
- 2.3 *Curriculum Report : The Arts - Visual Arts – Rosemary Cusack*
2.3.1 Rosemary spoke to the Board about all the art projects underway around the school.
2.3.2 The Board thanked Rosemary for her work and for bringing such amazing artworks to show.

3. Financial Reports

- 3.1 *Financial Reports*
3.1.1 Revenue and Expense Summary April 2023 and Balance Sheet Summary 30 April 2023, Payments for Approval March and April 2023 and Creditors for Payment April 2023, and

RTLB Cluster 8 Funds Held 30 February 2023, Forecast Statement and ROPS Statement of Cash Flows were made available to the Board via OneDrive.

- 3.1.2 We managed to bring the banked staffing overuse of 2.46FTTE at the end of the banking staffing year to zero during the balancing period by moving 2 part time teachers to Bulk Grant.
- 3.1.3 The second quarter instalment of the Operational Grant dropped by approx.\$5,700 as a result of the recalculation of the school's entitlement based on the actual March roll return.
- 3.1.4 Nemia explained that as the RTLB are included in our accounts this year she can no longer do a comparison with the 2022 accounts.
- 3.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$93,567.83 be approved for payment and Payments totalling \$1,033,023.81, this includes funds transfers of \$624,523.76, be accepted as paid. (Vasana Vanpraseuth/Vicky Stewart). Carried.

4. Tumuaki Report

4.1 Regular Report

- 4.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
- 4.1.2 School roll stands at 460 compared with 468 this time last year.
- 4.1.3 There has been a lot of interest from short term International Students. Most will be here for 2 – 5 weeks from the beginning of Term 3.
- 4.1.4 Robyn McConnell has won a grant for approximately \$10,000 from the Community Education Trust Auckland (COMET). This includes a fully paid trip to the zoo for a group of tamariki and also a fully paid trip to Tiritiri Matangi.
- 4.1.5 We have applied to theme for a further PL support with the development of our local curriculum.
- 4.1.6 Funding from Megan's Principal's Wellbeing grant will go toward PL for Leadership Team some attending the APPA Conference and some the NZPF Conference.
- 4.1.7 The Principal's Professional Growth Cycle Summary Report was circulated to the Board. The Board congratulated Megan on a glowing report.
- 4.1.8 A Hui was held on 18 May in the staffroom. It was a successful evening with a good turn out.
- 4.1.9 Jeanelle Rundle has submitted her resignation – Kristin Roscherr will cover her position for Term 3 and hopefully Term 4. The position will be re-advertised.
Sue Dunn has resigned from her .1 position. Wendy Rothwell will return to full time to cover this for the remainder of the year.
Catherine Alpe has tendered her resignation as from Wednesday 16 August.
Sandi Sebestian has applied for 6 months leave without pay from the beginning of June with the intention of returning at the beginning of the 2024 school year. The RTLB manager fully supports this application and can have his role covered for 6 months.
- 4.1.10 Weather Tightness in Administration Block - This QS is based on the preliminary drawings and gives us more accurate information regarding the funding required however please note that the final cost of remediation might change once project is tendered (and the contribution value might also change).
The next step is to obtain from the school's financial advisor, confirmation of board contribution and then we will be able to proceed with the construction.
Needed from the school the is a full monthly financial report no older than two months and a board minute supporting this expenditure.
The 10YPP funding will allocate \$79,979 and the board \$42,042.00.
Total cost \$196,000.00
Moe contribution (78.55%) \$153,958.00, WT contribution \$76,979.00, 5ya contribution \$76,979.00
Board contribution (21.45%) \$42,042.00
The 10YPP funding will allocate \$79,979 and the board \$42,042.00.
- 4.1.11 There will be another TOD before the end of the year that the MoE has only informed us of this year. This will be another collaborative TOD with the Kahui Ako.

- 4.1.12 NZEI Teacher members' will possibly strike on Wednesday 31 May. Negotiations are underway and a decision will be made on Sunday 28 May as to whether the strike will go ahead. Principal's will be informed of the outcome and Megan will notify the community and staff.
- 4.1.13 There was a general discussion around Board Liability with regard to Health and Safety and Child Protection.
- 4.1.14 It was moved that the Board :
- accepts the Report of the Tumuaki
 - supports the expenditure of \$42,042.00 as its allocation for the weather tightness work in the administration block (of which the Board owns 21.45%)
 - approves staffing as reported including Sandi Sebastian's request for 6 months leave without pay.
 - The Board moves into committee to discuss the email sent through last week
- (Greg Burne/Jenny Hoskin-Wyber) Carried.

5. Policy

5.1 NAG Review

5.2 The policy for Personnel (NAG 3) was made available to the Board members via OneDrive.

5.3 Ratification of this policy was deferred until the next meeting so the Board have time to read the NAG 3 Procedures.

6. Update re Survey – how we measure student achievement

6.1 Discussion on the Survey results will be deferred to the next meeting as the Principal would like to discuss it with the leadership team.

7. Administration

7.1 Confirmation of Minutes

7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 27 March 2023 be accepted as a true and accurate record. (Vicky Stewart/Vasana Vanpraseuth). Carried.

7.2 Correspondence

7.2.1 Correspondence was circulated to the Board of Trustees via OneDrive.

8.1 Self Directed Learning and Board Matters

8.1 Kahui Ako Evening

8.1.1 Board members that attended the Kahui Ako Poutama Pounamu evening gave positive feedback.

8.2 Accounts Approval Task

8.2.1 Jenny Hoskin-Wyber can no longer come in often enough to sign off the accounts for approval. It was suggested that when the accounts are ready for checking Nemia sends out an email to Board members asking if anyone is able to come in and collect the accounts.

9. Identify Agenda items for next meeting

9.1 Board Workflow Schedule:

1. Strategic Review : Goal 2
2. Policy: Personnel (NAG 3), Health and Safety (NAG 5)
3. Learner Progress and Achievement: Mid-Year reporting
4. Curriculum: Achievement Data
5. Budget: Mid-year review and monthly report
6. RTLB Manager Report
7. Roll Return by 01 July
8. Kelly Club contract up for renewal

9. Board survey discussion

10. Board went In-Committee at 7:30pm. Meeting closed at 7:50pm

**The next meeting of the Board of Trustees
will be held on
Monday 26 June 2023
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 26 / 06 / 2023