

## Royal Oak Primary School School Board Minutes of Meeting

**Date:** Monday 14 August 2023  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Vicky Stewart, Vasana Vanpraseuth, Alec Tang, Greg Burne, Jenny Hoskin-Wyber  
**In attendance:** Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes),  
**Apologies:** Megan Clotworthy (Principal)  
**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 Revenue and Expense Summary June 2023 and Balance Sheet Summary 30 June 2023, Payments for Approval June 2023 and Creditors for Payment June 2023, and RTLB Cluster 8 Funds Held 30 June 2023, Forecast Statement and ROPS Statement of Cash Flows were made available to the Board via OneDrive.
- 2.1.2 We are still waiting for MoE reimbursement for flood damage.
- 2.1.4 School donations are down on last year.
- 2.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$32,027.91 be approved for payment and Payments totalling \$299,612.86, this includes funds transfers of \$4,805.85, be accepted as paid. (Vasana Vanpraseuth/Vicky Stewart)). Carried.

#### 2.2 *Annual Report 2022*

- 2.2.1 We have still not received our Financial Statements from the auditors. Georgie has received a phone call from the Auditors in response to her email. She reiterated that we need the Report as soon as possible as the matter is becoming urgent. The auditor recognises the need for the Annual Report but they are very short staffed and will do their best to get the Report completed.

2.3 *Letter to parents re donations.*

2.3.1 Georgie will speak with Megan about sending out a letter explaining what the school donations go toward.

### **3. Curriculum Report**

3.1 *Curriculum Report : Health and Physical Education – prepared by Mel Topp presented by Vicky Stewart and Felicity Boyd*

3.1.1 There is more organised sport taking place in the Oaks than the Acorns. Acorns teachers do mostly within the classroom physical education

3.1.2 It was recognized that there is scope to further grow teacher skill levels in this area.

3.1.3 Children that don't go on Field Days remain at school for a set sports and health programme.

3.1.4 Greg outlined a number of sports programmes that are available or becoming available to school.

3.1.5 The Board thanked Vicky and Felicity for presenting Mel's report.

3.2 *Learner Progress and Achievement: Māori and Pasifika Focus – Felicity Boyd and Vicky Stewart*

3.2.1 Felicity and Vicky presented the Māori and Pasifika Achievement data for mid-year 2023 to the Board.

3.2.2 There are some areas of concern that are being monitored but overall the results are good.

3.2.3 The Board thanked Vicky and Felicity for the presentation.

### **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 Vicky presented the Tumuaki's Report in Megan's absence and asked that it be taken as read.

4.1.3 School roll stands at 497 compared with 485 this time last year.

4.1.4 We must hold a staff meeting focusing on Physical Constraint. This will take place in Week 8.

4.1.5 If Kristin Roscherr is unavailable for Term 4 we do have a backup plan.

4.1.6 Katherine Pringle will start with us in week 9 if this term and continue to the end of the year.

4.1.7 Megan would like to acknowledge Vicky Stewart for the work she has done setting up the Matai Room and continuing to teach in there until Week 9 of this term, and Felicity Boyd for taking on extra work to cover some of Vicky's CRT release. We are lucky to have such dedicated Deputy Principals.

4.1.8 We have employed another learning support person, Jody Kalapiu, to support a new neurodiverse student in Matai Room.

4.1.9 Megan would like to congratulate Roseanne Gibson, RTLB Manager, and her term for the outstanding Wellbeing Conference that took place on 9<sup>th</sup> and 10<sup>th</sup> August.

4.1.10 The RTLB Draft Funding Agreement for 2024 is included with the Tumuaki's Report. This is being discussed at a Hui in Wellington this week.

4.1.11 The Proposed Teacher Only Day for our Kahui Ako on Monday 13 November is a government directive and relates to the roll out of the curriculum refresh. This Teacher Only Day does however, need to be approved by the Board.

4.1.12 Strategic Plan survey will go out prior to the next meeting.

4.1.13 It was moved that the Board :

- accepts the Report of the Tumuaki
- approves the proposed Teacher Only Day on Monday 13 November 2023
- approves staffing as reported.
- moves In-Committee to discuss staffing

(Greg Burne/Jenny Hoskin-Wyber). Carried.

## **5. Policy**

### **5.1 NAG Review: NAG 6 Administration**

- 5.1.1 The policy for Administration (NAG 6) was made available to the Board members via OneDrive.
- 5.1.2 It was moved that the reviewed Policy for Administration (NAG 6) be accepted. (Vasana Vanpraseuth/Jenny Hoskin-Wyber) Carried.

## **6. Best Practice**

### **6.1 Reflection Document: measurement of student achievement in board reporting.**

- 6.1.2 There will be further discussion on the reporting on the measurement of student achievement to the Board at the next meeting.

## **7. Administration**

### **7.1 Confirmation of Minutes**

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 26 June 2023 be accepted as a true and accurate record. (Vicky Stewart/Alec Tang). Carried.

### **7.2 Correspondence**

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

### **7.3 Strategic Plan**

- 7.3.1 A special meeting of the Board to discuss the strategic plan will be held on Monday 16 October. Board members to confirm their attendance at this meeting.

## **8. Upcoming Board Elections :Wednesday 15 November 2023**

### **8.1 Select Returning Officer / Confirm Election Date**

- 8.1.1 Lousie White has put forward her tender for Returning Officer at the next Board elections.
- 8.1.2 It was moved that the Board appoint Louise White as Returning Officer for the upcoming Board elections. (Alec Tang/Jenny Hoskin-Wyber). Carried.
- 8.1.3 The Board decided to go with the proposed election date of Wednesday 15 November 2023.

### **8.2 Recruiting new Board members**

- 8.2.1 Jenny Hoskin-Wyber has indicated she will not be standing for re-election to the Board.
- 8.2.2 Board members have been encouraged to start thinking of people in the school community who may be interested in standing for the Board.

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

### **9.1 Board Workflow Schedule:**

- 1. Policy: Administration (NAG 6)
- 2. Review Goal 3
- 3. Learner Progress and Achievement: Gifted and Talented
- 4. Curriculum: Inquiry/Local Curriculum
- 5. Review 5YA/10YPP
- 6. HR Self-Audit Review
- 7. Provisional Staffing Entitlement and Funding
- 8. RTLB Manager's Report
- 9. Health Curriculum Consultation.

10. The Board went into Committee at 7:15pm. Meeting closed at 7:30pm

**The next meeting of the Board of Trustees  
will be held on  
Monday 18 September 2023  
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 18 / 9. / 2023