

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

**Date:** Monday 18 September 2023  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Alec Tang, Greg Burne,  
**In attendance:** Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes), Roseanne Gibson (RTLB Manager), Robyn McConnell  
**Apologies:** Jenny Hoskin-Wyber  
**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.
- 1.2 The Board acknowledged the successes of the Tournament Of Minds team and the choir that performed at the Kids Sing competitions. We are very proud of them all.

**2. Financial Reports**

- 2.1 *Financial Reports*
  - 2.1.1 Revenue and Expense Summary August 2023 and Balance Sheet Summary 31 August 2023, Payments for Approval 18 September 2023 and Creditors for Payment August 2023, and RTLB Cluster 8 Funds Held 31 August 2023, Forecast Statement and ROPS Statement of Cash Flows were made available to the Board via OneDrive.
  - 2.1.2 Parent donations are much lower than 2022. A reminder notice will go out early next term.
  - 2.1.3 The Parent Group donation could be less than budgeted.
  - 2.1.4 Nemia has almost finished all the requested changes to the Audit.
  - 2.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$54,333.52 be approved for payment and Payments totalling \$957,262.65, this includes funds transfers of \$626,884.36, be accepted as paid. (Vasana Vanpraseuth/Alec Tang). Carried.

**3. RTLB Manager's Report**

- 3.1 Roseanne Gibson, Manager RTLB Cluster 8, spoke to her tabled report.
- 3.2 Catherine Alpe, a Practice Leader, retired on 16 August 2023, Irene Jack has been appointed to a RTLB position being 31 July 2023, Melanie Stuart has been appointed to a part time fixed RTLB Administrative Support position commencing Monday 7 August 2023.
- 3.3 Maree Stenberg is requesting leave for Term 1 2024.
- 3.4 In May 2023 the Ministry advised our cluster of a possible staffing reduction for 2024. The Lead School will be advised of the decision in mid-October 2023.
- 3.5 The Wellbeing event, "Standing Strong Together in Wellbeing" was held on 9<sup>th</sup> and 10<sup>th</sup> August. The event was very successful.

#### **4. Curriculum Report**

##### **4.1 Curriculum Report : Inquiry/STEM and Local Curriculum –Robyn McConnell and Ingrid Gwilliam**

4.1.1 Robyn gave a very comprehensive report on the amazing number of Inquiry and STEM projects she currently has running in the school.

4.1.2 In Ingrid's absence her report on Local Curriculum: Te Iti Kahurangi Kāhui Ako and Royal Oak Primary School was taken as read.

4.1.3 The Board thanked Robyn and Ingrid for their reports and all the work they put into them.

##### **4.2 Learner Progress and Achievement: Gifted at ROPS – Vicky Stewart and Felicity Boyd**

4.2.1 Vicky and Felicity reported on Gifted at ROPS, how tamariki are identified and programmes and support in place to help them recognise their strengths and talents.

4.2.2 The Board thanked Felicity and Vicky for their report and their ongoing work.

#### **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 492 compared with 487 this time last year.

5.1.3 Health Survey will go out beginning of Term 4 with results in before the end of the year.

5.1.4 Schooldocs should be fully implemented in Term 1 2024.

5.1.5 Staffing for 2024 will be shared on OneDrive as soon as possible. The leadership team will not have had time to discuss this prior to this Board meeting. How staffing for 2024 is managed will be discussed In-Committee.

5.1.6 Kristin Roscherr leaves at the end of Term 3. Jill Shears will replace Kristin in the Rata Room. Dawn Wallath, our counsellor, is leaving at the end of Term 3. We will seek to appoint a new counsellor.

Anna Jackson has applied to extend her parental leave until the end of the year

5.1.7 A neighbour wants us to remove 2 mature Rimu trees – they are willing to pay all costs. After some discussion the Board preferred to look at other options like trimming the trees rather than removing healthy trees that provide shade for our tamariki. Peter will liaise with the neighbour.

5.1.8 A staff member has requested leave for 3 weeks from 27 November. Board suggested Megan go back to staff member and suggest maybe she goes for 2 weeks instead of 3 as it is such a busy time of year. If the staff member still wants to take 3 weeks then a meeting will be set up between Megan, Georgie and the staff member to discuss it. (Alec Tang/Vasana Vanpraseuth)

5.1.9 The Teacher Only Day taking place on Monday 13 November has been advertised to the community.

5.1.10 Prior to this meeting approval was sort from the Board via email, for Megan to attend the Principal's Conference in Banff Canada April 2024, using funds from the Principal's Wellbeing Fund. Megan supplied a breakdown of costs. Emails from Board members are attached to the end of these minutes.

5.1.11 The Board need to approve a new contract with Kelly Group New Zealand Ltd for the continued use of the school hall. Emailed approval attached to end of these minutes.

5.1.12 It was moved that the Board :

- accepts the report of the Tumuaki
- approves revised Curriculum Policy/Procedures
- accepts and approves the leave as reported
- moves into committee to discuss staffing



## **6. Policy**

### **6.1 NAG Review: NAG 1 Curriculum**

- 6.1.1 The policy for Curriculum (NAG 1) was made available to the Board members via OneDrive.
- 6.1.2 It was moved that the reviewed Policy for Curriculum (NAG 1) be accepted. (Vasana Vanspraseuth/Greg Burne) Carried.

## **7. Best Practice**

- 7.1 *Reflection Document: Capturing qualitative data on our performance against the strategic plan.*
  - 7.1.1 Georgie went over what had been discussed previously and the outcomes.
  - 7.1.2 The Board discussed how best to interpret and report qualitative data on our performance against the strategic plan.
  - 7.1.3 Megan prefers to keep the reporting as is. The Board will have a separate Strategic Plan meeting on Monday 16 October 2023.

## **8. Administration**

### **8.1 Confirmation of Minutes**

- 8.1.1 It was moved that the Minutes of the School Board meeting held on Monday 14 August 2023 be accepted as a true and accurate record. (Alec Tang/Vicky Stewart). 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 : Finance (NAG 4)
- 2. Review of Strategic Plan. Approve next year's draft plan
- 3. Te Ara Huarau Inclusive Learning Climate
- 4. Curriculum: Languages / Te Reo
- 5. Next year's draft Budget Monthly report
- 6. Concurrence Letter
- 7. Professional Development : Internal evaluation tool (IET) survey

## **10. Election Timeline/Update**

- 10.1 Nominations close on Wednesday 11 October 2023 at 12pm.

- 11. In-Committee meeting. Meeting closed at 7:50pm meeting closed at 8pm

**The next meeting of the Board of Trustees  
will be held on  
Monday 06 November 2023  
at 6:00pm in the staffroom.**

Minutes confirmed:



.....  
Presiding Member, School Board

Dated: 6 / 11 / 2023

## Email support for Principal to attend Principal's Conference in Banff Canada April 2024

On 5/09/2023, at 9:47 PM, Board Chair <boardchair@rops.school.nz> wrote:

Kia ora

I hope you're well. I want to bring to your attention a valuable opportunity that has come up for Megan and involves the use of the Principal's Wellbeing Fund (which was negotiated by Megan's union). Megan has detailed this opportunity in the attached proposal.

This opportunity involves Megan participating in a conference in Banff, Canada. Megan tells me there is a large group of New Zealand Principals attending. It sounds like it will be a unique chance for her to connect with educators from New Zealand and around the world.

Megan sees this as a once-in-a-lifetime career opportunity that aligns with the wellbeing aspect of the fund.

Since writing the proposal, she has firmed up the numbers and has settled on the following arrangement in terms of \$:

	Budget	Quote (actual costs)	Shortfall to be covered by Megan
Flights	\$2500	\$5226 (includes a premium economy upgrade)*	\$2726
Conference	\$1500	\$1500	\$0
Accommodation	\$2000	\$2500	\$500
TOTAL	\$6000	\$9226	\$3226**

\*Megan wants to upgrade to Premium Economy to ensure she is feeling energetic for the first few days of the conference and is willing to cover the extra cost.

\*\*Megan plans to pay for her meals, incidentals, and travel insurance on top of the proposal's cost.

I would like to support this idea - I think it sounds like an excellent opportunity to use the funds. Please can you read the proposal, I am hoping it will have your support. If you have questions or need clarification, just let us know.

Assuming your agreement with the proposal, it would be great to get your approval to go ahead by **3pm Wednesday**, that way she can book her flights.

Hopefully, this opportunity will benefit Megan personally (certainly something we'd all love!) and the growth of ROPS with the information shared.

I'll look forward to your response,

Georgie

**From:** Alec Tang <alec\_tang@hotmail.com>  
**Sent:** Wednesday, September 6, 2023 6:53 AM  
**To:** Jenny Wyber <jenny.wyber@gmail.com>; Vicky Stewart <VickyS@rops.school.nz>  
**Cc:** Greg Burne <gregburne@hotmail.com>; Board Chair <boardchair@rops.school.nz>;  
vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Megan Clotworthy  
<meganc@rops.school.nz>  
**Subject:** Re: Proposal for approval by 3pm Wednesday please

Kia ora koutou, sounds like a great opportunity. Fully support Megan's attendance at the conference. My one question is whether there is any other funding we can contribute as BoT so that Megan isn't covering all the costs above that from the Principal's Wellbeing Fund (assuming my read of the above proposal is correct)?

Cheers

Alec

Sent on the move, please excuse brevity or typos

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**From:** Jenny Wyber <jenny.wyber@gmail.com>  
**Sent:** Tuesday, September 5, 2023 10:41:30 PM  
**To:** Vicky Stewart <VickyS@rops.school.nz>  
**Cc:** Greg Burne <gregburne@hotmail.com>; Board Chair <boardchair@rops.school.nz>;  
vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Alec Tang <alec\_tang@hotmail.com>;  
Megan Clotworthy <meganc@rops.school.nz>  
**Subject:** Re: Proposal for approval by 3pm Wednesday please

Great opportunity, I fully support Megan going  
Jenny

Sent from my iPhone

On 5/09/2023, at 10:17 PM, Vicky Stewart <VickyS@rops.school.nz> wrote:  
An amazing opportunity for Megan. I support this fully.

Ngā mihi  
Vicky

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**From:** Greg Burne <gregburne@hotmail.com>  
**Sent:** Tuesday, September 5, 2023 9:54:58 PM  
**To:** Board Chair <boardchair@rops.school.nz>  
**Cc:** vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Alec Tang  
<alec\_tang@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Vicky Stewart  
<VickyS@rops.school.nz>; Megan Clotworthy <meganc@rops.school.nz>  
**Subject:** Re: Proposal for approval by 3pm Wednesday please

Sounds like a fantastic opportunity. Full support from me.

Thanks

Greg  
Sent from my iPhone



**From:** Vasana Vanpraseuth <vasana.vanpraseuth@gmail.com>  
**Sent:** Wednesday, September 6, 2023 8:48 AM  
**To:** Board Chair <boardchair@rops.school.nz>  
**Cc:** Alec Tang <alec\_tang@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Greg Burne <gregburne@hotmail.com>; Vicky Stewart <VickyS@rops.school.nz>; Megan Clotworthy <meganc@rops.school.nz>  
**Subject:** Re: Proposal for approval by 3pm Wednesday please

Awesome opportunity! I am fully supportive.

Kind regards  
Vasana

**On 19 October 2023 Presiding Member emailed Board members seeking approval of following motion.**

“That the Board approves a new contract with Kelly Group New Zealand Ltd for the continued use of the school hall starting on 29 October 2023 and seek the Ministry of Education’s approval in principle.”

Re: Kelly Club occupancy - your approval required please

Alec Tang <alec\_tang@hotmail.com>

Thu 10/19/2023 7:26 PM

To: Greg Burne <gregburne@hotmail.com>; Megan Clotworthy <meganc@rops.school.nz>  
Cc: Board Chair <boardchair@rops.school.nz>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Vicky Stewart <VickyS@rops.school.nz>

Yes,  
Thanks Georgie

Sent on the move, please excuse brevity or typos

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**From:** Greg Burne <gregburne@hotmail.com>  
**Sent:** Thursday, October 19, 2023 6:57:08 PM  
**To:** Megan Clotworthy <meganc@rops.school.nz>  
**Cc:** Board Chair <boardchair@rops.school.nz>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Alec Tang <alec\_tang@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Vicky Stewart <VickyS@rops.school.nz>  
**Subject:** Re: Kelly Club occupancy - your approval required please

Yes

Sent from my iPhone

On 19/10/2023, at 2:55 PM, Megan Clotworthy <meganc@rops.school.nz> wrote:

Yes

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**From:** Board Chair <boardchair@rops.school.nz>

**Sent:** Thursday, October 19, 2023 2:32 PM

**To:** Megan Clotworthy <meganc@rops.school.nz>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Alec Tang <alec\_tang@hotmail.com>; Greg Burne <gregburne@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Vicky Stewart <VickyS@rops.school.nz>

**Subject:** Kelly Club occupancy - your approval required please

Kia ora

I hope this email finds you well.

A new contract for the Kelly Club needs to be finalised prior to our next meeting.

This means we will need to approve Kelly Club's continued use of the Hall and seek the MOE's approval in principle via email.

The completed application form for Approval in Principle is attached.

The term is 2 years and license fees will be 10% of their monthly revenue. Right of renewal is "one further term of two years".

Please can you forward your approval by emailing back stating "YES" you approve by tomorrow midday.

FYI the motion is as follows:

"That the board approves the new contract with the Kelly Club contract dated October 19"

Thank you

Georgie

Re: Kelly Club occupancy - your approval required please

Vasana Vanpraseuth <vasana.vanpraseuth@gmail.com>

Thu 10/19/2023 5:48 PM

To: Board Chair <boardchair@rops.school.nz>

Cc: Alec Tang <alec\_tang@hotmail.com>; Greg Burne <gregburne@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Megan Clotworthy <meganc@rops.school.nz>; Vicky Stewart <VickyS@rops.school.nz>

Yes

On Thu, 19 Oct 2023 at 2:32 PM, Board Chair <[boardchair@rops.school.nz](mailto:boardchair@rops.school.nz)> wrote:

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FYI the motion is as follows:

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Thank you

Georgie

Re: Kelly Club occupancy - your approval required please

Vicky Stewart <VickyS@rops.school.nz>

Thu 10/19/2023 3:03 PM

To: Megan Clotworthy <meganc@rops.school.nz>

Cc: Board Chair <boardchair@rops.school.nz>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Alec Tang <alec\_tang@hotmail.com>; Greg Burne <gregburne@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>

YES

Sent from my iPhone

On 19 Oct 2023, at 14:55, Megan Clotworthy <meganc@rops.school.nz> wrote:

Yes

**From:** Board Chair <boardchair@rops.school.nz>

**Sent:** Thursday, October 19, 2023 2:32 PM

**To:** Megan Clotworthy <meganc@rops.school.nz>; vasana.vanpraseuth@gmail.com <vasana.vanpraseuth@gmail.com>; Alec Tang <alec\_tang@hotmail.com>; Greg Burne <gregburne@hotmail.com>; Jenny Wyber <jenny.wyber@gmail.com>; Vicky Stewart <VickyS@rops.school.nz>

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Thu 10/19/2023 2:55 PM

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Thank you

Georgie

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



25 October 2023

**To Whom It May Concern**

I, Georgie Shanks, Presiding Member, certify that the Board of Trustees of Royal Oak Primary School agreed to the following via email:

**"That the Board approves a new contract with Kelly Group New Zealand Ltd for the continued use of the school hall starting on 29 October 2023 and seek the Ministry of Education's approval in principle."**

Signed:

Georgie Shanks, Presiding Member

Signed:

Megan Clotworthy, Principal