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

Royal Oak Primary School
HONOUR LOYALTY SERVICE

Royal Oak Primary School
School Board
Minutes of Meeting

Date:	Monday 06 November 2023
Location:	6:00pm in Staffroom
Present:	Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Vasana Vanpraseuth, Alec Tang, Greg Burne, Jenny Hoskin-Wyber
.**In attendance**:	Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes),
Apologies:	None
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 September 2023 and Balance Sheet Summary 30 September 2023, Payments for Approval 06 November 2023 and Creditors for Payment September 2023, and RTLB Cluster 8 Funds Held 30 September 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.

2.1.3 We had a major water leak. We have applied to Watercare for Water Leak allowance and are hoping to get some money from the MoE to cover the costs

2.1.4 We have still not received the 2022 Annual Accounts back from the auditors.

2.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling $37,718.87 be approved for payment and Payments totalling $241,331.12, this includes funds transfers of $26,544.48, be accepted as paid. (Jenny Hoskin-Wyber/Vasana Vanpraseuth). Carried.

2.2 *Draft Budget*

2.2.1 The Draft Budget was circulated to the Board via OneDrive.

2.2.2 We are looking at having a deficit of $105,702.

2.2.3 The Board need to discuss what they are comfortable with as a deficit.

2.2.4 They also need to look at how to get in more donations and Parent Group and other fundraising options before the Budget is approved at the 1st meeting next year.

2.3 *RTLB*

2.3.1 The RTLB will have funds left over from this year of approximately $119,000.

2.3.2 Roseanne would like to use the funds to invoice speakers this year for PD in 2024.

2.3.3 The Board are not comfortable with this arrangement and have suggested that the MoE be contacted first to see if funds can be rolled over to 2024.

2.4 Cyclical Maintenance

2.4.1 The 2023 actual Annual Provision of Cyclical Maintenance Calculation and the 2024 Draft Annual Provision of Cyclical Maintenance Calculation were circulated to the Board via OneDrive.

2.4.2 The Board discussed the Cyclical Maintenance Calculation for 2024 and based on advice from watershed are happy with it.

3. Curriculum Report

3.1 *Curriculum Report : Te Reo – Megan Clotworthy*

3.1.1 Megan spoke to the tabled Te Reo Report 2023.

3.1.2 Chelsea Aitken ran the Te Reo programme for Terms 1-3. Unfortunately due to staffing issues she was unable to continue this in Term 4. It is hoped Chelsea will be able to run the Te Reo programme again next year.

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 496 compared with 490 this time last year.

4.1.3 We have 50 hours PL for Structured Literacy for 2024.

4.1.4 A full review of the Te Ara Hurarau School Improvement Framework Self-Assessment Matrix has been completed. This is included in the pack in OneDrive.

4.1.5 The Annual Plan has been reviewed by the Senior Leadership Team and Board. The 2024 Annual Plan is currently being developed and will be shared at the next meeting.

4.1.6 ROPS Staffing
Angela Wallis and Katherine Pringle will end their fixed term tenures at the end of this year. Jill Shears will also be leaving at the end of the year. Jill has been at Royal Oak Primary for 40 years.

4.1.7 The Principal sought Board approval for the purchase of $60 gift cards for all staff as acknowledgement of the hard work of the staff throughout 2023.

4.1.8 The draft 2024 staff planning will be shared with the Board in-committee.

4.1.9 RTLB Staff:
Jake Taplin has been employed fixed term fulltime for 2024.
Sandi Sebestian has tendered his resignation.
RTLB Manager has requested that the Board approve $50 gift cards pro rata for the RTLB staff and that the Board approve petrol vouchers for the RTLB again this year. This will be discussed in-committee.

4.1.10 As a result of the In-committee discussion it was moved that the School Board approve the purchase of $60 gift cards for all school staff and RTLB (no pro rata) and decline RTLB Manager's request for petrol vouchers.

4.1.11 Kahui Ako Teacher Only days have been set for 2024. These are: Friday 31 May- attached to King's Birthday weekend and Friday 25 October attached to Labour Weekend.

4.1.12 It was moved that the Board :

- accepts the report of the Tumuaki
- moves into committee to discuss staffing
- accepts staffing as discussed in-committee (Alec Tang/ Jenny Hoskin-Wyber)
- approves the teacher only days dates for 2024 (Greg Burne/Vasana Vanpraseuth)
- approves the end of year gifts for all staff subject to changes as discussed in-committee (Jenny Hoskin-Wyber/Alec Tang).

4.2 *Principal's Professional Growth Cycle*

4.2.1 Megan is continuing to work with her Mentor, Jonathan Ramsay, Principal Edendale Primary.

4.3 *Concurrence Letter*

4.3.1 The Board discussed In-Committee the application for concurrence for the Principal in recognition position as host principal for the Cluster 8 (Nga Manu Awhina) RTLB service. The Principal excused herself from this discussion.

4.3.2 As a result of the In-committee discussion it was moved that the School Board approve an application for concurrence for the Principal in recognition of the increased work resulting from her RTLB Host School role. The Board accepts responsibility for the payment of this addition remuneration (Greg Burne/Georgie Shanks). Carried

5. Policy

5.1 *NAG Review: NAG 4 Finance*

5.1.1 The policy for Finance (NAG 4) was made available to the Board members via OneDrive.

5.1.2 It was moved that the reviewed Policy for Finance (NAG 4) be accepted. (Megan Clotworthy/Greg Burne) Carried.

6. Internal Evaluation Tool

6.1 If any member has any comments or suggestions then please forward to Georgie by Friday 17 November.

7. Administration

7.1 *Confirmation of Minutes*

7.1.1 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 subject to the inclusion of the online 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. (Jenny Hoskin Wyber/Vasana Vanspraseuth). Carried.

7.2 *Correspondence*

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

8. Identify Agenda items for next meeting

8.1 Board Workflow Schedule:

1. AoV/SoV Annual plan draft
2. Te Ara Huarau: Learner Progress and Achievement
3. HR: Principal Appraisal (end, receive report, recommendations etc)
4. Policy: role of Chair/International Students/EOTC Approvals
5. Curriculum: Achievement Data
6. Budget Finalise and adopt draft budget/monthly report
7. RTLB Manager Report
8. Self-directed learning

9. Board Election Update

9.1 Voting closes on 15 November. Votes will be counted 6 days later on Tuesday 21 November 2023. Board members elected take office the day after the vote count which is Wednesday 22 November 2023

9.2 This will be Jenny's final Board meeting, and possibly Georgie's if she is not re-elected.

9.3 The Board thanked them both for their support and work over the last few years.

10. The Board went In-Committee meeting at 7:30pm.

11. Board meeting closed at 8:05pm

The next meeting of the Board of Trustees
will be held on
Monday 11 December 2023
at 6:00pm in the staffroom.

Minutes confirmed:

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Presiding Member, School Board

Dated: 14 / 12 /2023