

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

Date: Monday 26 February 2024
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Greg Burne, Anna Jennings
In attendance: Nemia Gariando, Felicity Boyd, Pam Waugh (Minutes),
Apologies: Alec Tang,
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 Anna Tang, Alec Tang's wife, is currently working in the school as part of the Creatives in Schools programme.
- 1.2 It is noted that Anna Jennings is on the Board in a personal capacity and not as an employee of PWC.

2. Board Matters

- 2.1 The Principal took the Chair and called for nominations for the office of Presiding Member. Georgie Shanks was the only nomination and was elected unopposed. (Anna Jennings/Greg Burne). Carried.
- 2.2 Code of Conduct for Board Members – NZSTA update on new regulations on the Boards' duty to prohibit use and access of mobile phones. This information was circulated to the Board via OneDrive.

3. Financial Reports

- 3.1 *Financial Reports*
 - 3.1.1 Revenue and Expense Summary December 2023, Balance Sheet Summary 31 December 2023, Payments for Approval November and December 2023 and Creditors for Payment December 2023, ROPS Statement of Cash Flows year ended 31 December 2023, were made available to the Board via OneDrive.
 - 3.1.2 The 2023 Net deficit of \$124,140 was a combined RTLB and ROPS against a budgeted deficit of \$82,171.
 - 3.1.3 We have a Trust account with \$500 in it. This was donated by Robyn Taturangi when she retired with the intention that the interest was spent on things for the children. Interest rates have dropped so much that Robyn has agreed to let the school use the funds however they wish. Nemia will get this in writing from her.

3.1.4 It was moved that the Members accept the Financial Reports, Creditors totalling \$29,143.91 be approved for payment and Payments totalling \$741,125.50, this includes funds transfers of \$230,000.00, be accepted as paid. (Greg Burne/Vicky Stewart). Carried.

3.2 *Impairment of Fixed Assets*

3.2.1 An impairment of review of fixed assets was completed in December 2023. No indication of impairment was found.

3.2.2 Assets with a total cost of \$200,395 were disposed of in 2023. They included library books, furniture, old computers and other IT equipment. All of these assets except for the library books and written off TELA laptops were fully depreciated at the time of disposal.

3.3 *2024 Budget*

3.3.1 The Budget was circulated to the Board via OneDrive.

3.3.2 The 2024 Budget shows a net deficit of \$86,853.

3.3.3 It was moved that the Budget for 2024 be approved. (Anna Jennings/Megan Clotworthy) Carried

3.4 *Delegation*

3.4.1 It was moved that the Board formally approve delegation of authority to the Principal to run the 2024 Budget. (Anna Jennings/Greg Burne). Carried

3.5 *Annual Report 2022*

3.5.1 We have still not received the 2022 Annual Accounts. The Auditors are being contacted regularly for an update.

4. **Curriculum Report**

4.1 *Curriculum Report: Vicky Stewart and Felicity Boyd*

4.1.1 Vicky and Felicity presented a Curriculum Planning overview for 2024 and beyond.

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 440 compared with 428 this time last year.

5.1.3 Creative in Schools has all been approved and we have begun the work with our creative, Anna Tang. This work will continue through Term 1 and Term 2.

5.1.4 We are continuing our work with our ERO reviewer, Tracy Elton-Farr and will meet with her later in the year to discuss our progress.

5.1.5 Bernie Jackson, teacher in Kowhai Room, has applied for parental leave from Week 3 Term 2. This will be covered by Maddie Darlington. To be discussed in-committee
We are currently in process of looking at employing a fixed term teacher for Year 0/1 as Kowhai is nearly full. To be discussed in-committee.

RTLB leave application from Diane Ley for 7 weeks in Term 2. To be discussed in-committee.

5.1.6 The Strategic Plan and Analysis of Variance (approved in 4.2.2 above) are ready to be submitted to the MoE following this meeting.

5.1.7 Our number of days in attendance comply with MoE requirements. Consultation will take place with the Board before setting the school year dates for 2025.

5.1.8 ROPS 100 Year Anniversary celebrations will take place on Friday and Saturday 10/11 May. The Board can support this by attending events on the Friday and Saturday.

5.1.9 Paid Union meetings are taking place on Tuesday 21 March or Wednesday 03 April.

5.1.10 It was moved that the Board :

- accepts this report

- accepts staffing as reported
- moves into committee to discuss staffing (Georgie Shanks/Vicky Stewart). Carried

6. Policy

6.1 Policy: *Member Code of Behaviour*

6.1.1 It was moved that

- a) the Member Code of Behaviour policy be accepted with an amendment to include celebration of open debate and recognition of collective responsibility in decision making, and
- b) the Governance Manual as a whole, as updated, be accepted. (Anna Jennings/Megan Clotworthy). Carried.

7. Self Directed Learning

7.1 Online and in person training opportunities:

<https://www.nzstaresourcecentre.org.nz/nzstaresourcehome>

A reminder that we choose when we want to take on learning and development opportunities. Here are some useful ways to grow your skills and knowledge in the next couple of months:

- a. [Register to attend a live learning event](#)
- b. [Enrol in an online course](#)
- c. [Visit the Learning Library](#)

8. Administration

8.1 *Confirmation of Minutes*

8.1.1 Minutes of the last Board meeting were late being put into OneDrive not giving Board members enough time to read them. Minutes of Board meeting 11 December 2023 will be ratified at next Board meeting Monday 25 March 2024.

8.2 *Correspondence*

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

8.3 *Parent Group Update*

8.3.1 Minutes of the Parent Group meeting held on Tuesday 20 February were circulated to the Board via OneDrive.

8.3.2 Parent Group are happy to work with the Board to improve donation uptake and fundraising outcomes.

8.3.3 We need a Board member to attend Parent Group meetings.

8.4 *Meet the teachers evening*

8.4.1 Georgie congratulated Megan, Vicky and Felicity on the amazing job they did presenting to the parents at the Meet the Teacher Evening and emphasising how much we depend on the School Donations and what those donations help support in the school.

9 Identify Agenda items for next meeting

9.1 Board Workflow Schedule:

1. Strategic Goal Review: Goal 1
2. Policy: Self Review (NAG 2), Charter (NAG 7) and AoV/SoV (NAG 8)
3. Learner Progress and Achievement: Special Education Needs

4. Curriculum: Special Education and Learning Support
5. RTLB Manager Report
6. Accounts to Auditor by 31 March
7. Self-directed learning

10. The Board went In-Committee meeting at 8:05pm

11. Board meeting closed at 8:15pm

**The next meeting of the Board of Trustees
will be held on
Monday 25 March 2024
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 25 / 3 / 2024