

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 23 September 2024
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Greg Burne, Anna Jennings, Kyle Rika
In attendance: Roseanne Gibson (RTLB Manager), Felicity Boyd, Nemia Gariando, Pam Waugh (Minutes),
Apologies: Alec Tang, Vicky Stewart
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 There were no declarations of interest.

2. RTLB Manager's Report

- 2.1. Roseanne Gibson asked that her report be taken as read.

3. Financial Reports

3.1 *Financial Reports*

- 3.1.1 Income and Expenditure Summary August 2024, Balance Sheet Summary 31 August 2024, Payments for Approval July & August 2024 and Creditors for Payment August 2024, RTLB Cluster Funds Held 31 August 2024, Forecast Statement of Financial Performance of the Year ended 31 December 2024, Royal Oak Primary School Statement of Cash Flows for the period ended 31 August 2024 were made available to the Board via OneDrive.
- 3.1.2 We are looking at an end of year deficit of around \$95,000.
- 3.1.3 Parent Donations are down on last year. Statements will be sent out early next term.
- 3.1.4 RTLB have a large surplus which they could lose if they don't use it.
- 3.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$105,909.56 be approved for payment and Payments totalling \$983,729.92, this includes funds transfers of \$634,066.38, be accepted as paid. (Megan Clotworthy/Greg Burne). Carried.
- 3.1.6 The Board would like to acknowledge Megan, Felicity and Vicky for the all the effort and work they are putting into fundraising and working with the Parent Group.

3.2 *Annual Report 2022/2023*

- 3.2.1 We have finally received the Audited 2022 Annual Accounts, 2023 are still not available.

4. Curriculum Report

4.1 *Local Curriculum – prepared by Ingrid Gwilliam*

- 4.1.1 In Ingrid's absence the Curriculum report was taken as read.
- 4.1.2 The Board asked that their thanks for the amazing work that she does be passed on to Ingrid.

4.2 *Learner Progress and Achievement: Gifted (Felicity Boyd/Vicky Stewart)*

4.2.1 The Gifted at ROPS report was taken as read.

4.2.2 The Board thank Felicity and Vicky for their report.

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 481 compared with 492 this time last year.

4.1.3 Provisional Staffing for 2025 has been uploaded by MoE into data portal. This has been shared with the Board but the leadership team have not had time to make final decisions for 2025. Staffing 2025 is 25.36 – up from 24.64 and Mus 2025: 24 down from 25. Staffing will be discussed in-committee.

4.1.4 Megan was not successful in gaining a sabbatical for 2025, however she is on the waiting list.

4.1.5 Cecilia Tan (RTLb) has requested an extension to her maternity leave.

Resignations received from Anne Clements (Kowhai room) and Lucy Hannah (Kahikatea Room).

4.1.6 Teacher Only Day is taking place on Friday 15 November.

Police Vetting will now be monitored by Louise White using the same system as used for monitoring Teacher Registrations. All non-teaching staff are currently police vetted.

4.1.7 Some adjustments will be made to the RAM's, possibly using a traffic light system to element of risk and ways to ensure that these are highlighted to parents. This will be brought back to the Board by the end of the year. Kyle has offered to help with this.

4.1.8 It was moved that the Board :

- accepts this report
- approves the revised Curriculum Policy and Procedures
- approves Cecilia Tan's extension of maternity leave request
- moves into committee to discuss staffing

(Greg Burne/Anna Jennings). Carried

5. ERO Report

5.1 The draft ERO report has been received. Megan will make sure that the leadership team are with it, then it will go back to ERO for finalising and approval.

6. Policy

6.1 *NAG Review: NAG 1 Curriculum Delivery Policy*

6.1.1 The policy was made available to the Board members via OneDrive and the school website.

6.1.2 It was moved that the revised NAG 1 Curriculum Delivery Policy and Procedures be accepted. (Kyle Rika/Anna Jennings) Carried.

7. Administration

7.1 *Confirmation of Minutes*

7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 19 August 2024 be accepted as a true and accurate record. (Greg Burne/Kyle Rika). 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. Policy: Finance (NAG 4)
2. Review of the Strategic Plan. Approve next year's draft plan.
3. Te Ara Huarau Wellbeing and Safety


4. Curriculum: English
5. Next year's draft Budget Monthly Report
6. Concurrence letter
7. Professional Development: International evaluation tool (IET) survey

9. The Board went In-Committee at 7:28pm

10. Board meeting closed at 8:00pm

**The next meeting of the Board of Trustees
will be held on
Monday 18 November 2024
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 18 / 11 / 2024