

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

**Date:** Monday 18 November 2024  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Alec Tang, Greg Burne, Anna Jennings, Kyle Rika  
**In attendance:** Felicity Boyd, Nemia Gariando, Maria Van Der Kaay, Kirstie Rogerson, Pam Waugh (Minutes),  
**Apologies:** None  
**Copies:** All Board members via One Drive, school file.

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**1. Declaration of Interest**

- 1.1 Greg Burne will excuse himself from any discussion around payment to Charly Endean for her work as Travel Broker helping with flights Auckland/Wellington for TOM.

**2. Financial Reports**

**2.1 Financial Reports**

- 2.1.1 Income and Expenditure Summary September 2024, Balance Sheet Summary 30 September 2024, Payments for Approval September 2024 and Creditors for Payment September 2024, RTLB Cluster Funds Held 30 September 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 30 September 2024 were made available to the Board via OneDrive.
- 2.1.2 The 3<sup>rd</sup> quarter instalment of Operational Funding amounting to \$169,164 was received on 01 July along with funding for non-teachers Pay Equity/CA of \$58,271.
- 2.1.3 Parent Donations are at 70% of the annual budget. In 2023 they were at 78% of budget.
- 2.1.4 The Board will look at ways of increasing income and reducing spending. They will talk to the Parent Group about their fundraising plans for next year, look at sponsorship and think about increasing the school donations for discussion at the next meeting.
- 2.1.5 Alec will collate any ideas, including taking out-of-zone and look at costings vs benefits/increase to income.
- 2.1.6 It was moved that the Members accept the Financial Reports, Creditors totalling \$40,051.24 be approved for payment and Payments totalling \$324,887.91 be accepted as paid. (Megan Clotworthy/Greg Burne). Carried.
- 2.1.7 The Board would like to acknowledge Nemia for her ongoing dedication and hard work.

## 2.2 *Draft Budget*

- 2.2.1 The draft Budget for 2025 is looking at a deficit of over \$122,195. The final Draft Budget 2025 will be presented at the December meeting and the final Budget 2025 will be presented at the February Board meeting for approval.

## 2.3 *Auditors*

- 2.3.1 The Auditor-General has appointed Forbes Audit and Accounting as the auditor of our financial statements for the years ending 31 December 2024, 2025 and 2026.
- 2.3.2 We have received an Audit Fee Proposal for the years ending 31 December 2024, 2025 and 2026 and a Proposal to conduct the Audit of Royal Oak School on behalf of the Auditor-General for the 2024, 2025, and 2026 Financial years.
- 2.3.3 The Board accepted the Audit Proposal from Forbes Audit and Accounting. (Alec Tang/Kyle Rika) Carried.

## 2.4 *Cyclical Maintenance*

- 2.4.1 The Annual Provision of Cyclical Maintenance Calculation (31 December 2025) was circulated to the Board via OneDrive.

## 3. **Curriculum Report**

- 3.1 *Curriculum: English – Vicky Stewart and Kirstie Rogerson (English) and Maria Van Der Kaay (ESOL)*
- 3.1.1 Vicky and Kirstie spoke about the new English curriculum that has just been released to school and that will be in use from the beginning of 2025.
- 3.1.2 Maria spoke to her Kohanga Ako Report for English Language Learners.
- 3.1.3 The Board thanked Vicky, Kirstie and maria for their reports.

## 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 492 compared with 496 this time last year.
- 4.1.3 We have been approved for more PL hours for Structured Literacy for 2025. We are still to have the ability to apply for Maths Implementation PL.
- 4.1.4 The Finance Policy has been revised, ready for ratification. The Principal recommends that the Board approves the revised Finance Policy. Policies will be in Schooldocs next year.
- 4.1.5 The 2025 Annual Plan is currently being developed and will be shared at the next meeting.
- 4.1.6 Katherine Pringle will end her fixed term tenure at the end of Week 6 to go on parental leave. Her position will be covered by 2 teachers – Rikki ? and Alison Cook.
- Annabel Bird is leaving at the end of the year to take up a position at Waterlea School
- Lucy Hannah is leaving at the end of the year to take up a position at Mt Roskill Intermediate.
- Anne Clements is finishing at the end of the year and taking a break from teaching for a while.
- Ingrid Gwilliam is leaving at the end of the year to take up a position as Team Leader at Parnell District School.
- Bernadette Jackson, who is currently on parental leave until the end of April 2025 has submitted her resignation, she has a part time position closer to her home.
- We have employed three new Kaiako to begin in 2025
- Ryan Milich (permanent) a beginning teacher, will teach in Year 3
  - Steve Matthews (permanent) an experienced teacher, will teach in Year 5/6.
  - Catherine Jang (fixed term position), will teach in Year 2.
- 4.1.7 The draft 2025 staffing plan will be shared with the Board at this meeting in-committee.
- 4.1.8 Megan sought Board approval for the purchase of \$60 gift cards for the staff, and Roseanne Gibson (RTL B Manager) has requested that the Board approve \$60 gift cards for the RTL B staff.



- 4.1.9 One Kahui Ako Teacher Ony day has been set for Friday 21 February 2025. This will be focused on the delivery of the revised mathematics curriculum. We have been allocated another ToD next year the date of which is yet to be set.
- 4.1.10 There are a number of important events coming up at which a Board representation would be appreciated. The Presiding Member asked if another Board member would like to speak on behalf of the Board at some of these events.
- 4.1.11 It was moved that the Board :
- accepts this report
  - approves the revised Finance Policy
  - accepts staffing as reported
  - moves into committee to discuss staffing
  - approves the teacher only day date for 2025
  - approves the end of year gifts for staff.
- (Georgie Shanks/Anna Jennings). Carried

## **5. Principal Professional Growth Cycle**

- 5.1 Megan gave a brief report on the Professional Growth and Development 2024. Megan reported that it was well worth doing and has gained a lot from it.

## **6. ERO Report**

- 6.1 The final ERO report has been received. It will be displayed on the website and mentioned in the school newsletter.

## **7. Concurrence Letter**

- 7.1 The Board will discuss In-Committee the application for concurrence for the Principal in recognition of the position as host principal for the Cluster 8 (Nga Manu Awhina) RTLb service.

## **8. Administration**

### *8.1 Confirmation of Minutes*

- 8.1.1 It was moved that the Minutes of the School Board meeting held on Monday 23 September 2024 be accepted as a true and accurate record. (Greg Burne/Anna Jennings). Carried.

### *8.2 Correspondence*

- 8.2.1 Correspondence was circulated to the Board of Trustees via OneDrive.
- 8.2.2 The Board discussed at length the emails from the neighbours requesting that the trees on the Oak Street boundary be removed.
- 8.2.3 The Board are not in favour of removing the trees and the Presiding Member will write to the neighbour regarding the Board's decision.

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

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

1. AoV/SoV Annual plan draft
2. Te Ara Huarau: Learner Progress and Achievement
3. Policy: Role of Chair/International Students/EOTC Approvals
4. Curriculum: Achievement Data
5. Budget: Finalise and adopt draft budget/monthly report
6. RTLb Manager Report
7. Self-directed learning

## **10. The Board went In-Committee from 7:28pm to 8:42pm**

### *10.1 Gift Cards*

10.1.1 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.(Georgie Shanks/Anna Jennigs). Carried.

10.2 *Concurrence Letter*

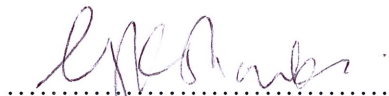
10.2.1 The Principal excused herself from the In-Committee discussion.

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

11. Board meeting closed at 8:42pm

**The next meeting of the Board of Trustees  
will be held on  
Monday 16 December 2024  
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 16/12/2024