

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 16 December 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, Roseanne Gibson (RTL B Manager) Pam Waugh (Minutes),
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

1.1 There were no declarations of interest.

2. RTL B Manager's Report

- 2.1 Roseanne asked that her report be taken as read.
- 2.2 The Ministry of Education has advised the cluster there will be a staffing reduction for 2025 of one position. This will be managed by attrition.
- 2.3 On behalf of Cluster 8 RTL B Roseanne thanked the Board for their ongoing support and the afternoon tea. It is really appreciated.

3. Financial Reports

Financial Reports

- 3.1.1 Income and Expenditure Summary October 2024, Balance Sheet Summary 31 October 2024, Payments for Approval October 2024 and Creditors for Payment October 2024, RTL B Cluster Funds Held 31 October 2024, Forecast Statement of Financial Performance of the Year ended 31 December 2024, Royal Oak Primary School Income and Expenditure, Balance Sheet summary, RTL B Cluster Funds Held by ROPS Draft Budget 2025 were made available to the Board via OneDrive.
- 3.1.2 Parent Donations are at 71% of the annual budget. In 2023 they were at 80% of budget.
- 3.1.3 It was moved that the Members accept the Financial Reports, Creditors totalling \$49,194.82 be approved for payment and Payments totalling \$771,766.87 be accepted as paid. (Alec Tang/Greg Burne). Carried.
- 3.2 *Draft Budget*
 - 3.2.1 The draft Budget for 2025 is now showing a net Surplus of \$7,617. This is based on a proposed increase in parent donations from \$320 - \$350, classroom consumables from \$30 to \$50, hall hireage from \$40 to \$50 and increasing fundraising income.
 - 3.2.2 We need someone to do the Trust applications. Anna will talk to her mother-in-law
 - 3.2.3 The final Budget 2025 will be presented at the February Board meeting for approval.

School Donations

- 3.3.1 After some discussion the Board moved that school donations be increased from \$320 to \$350 per student per year and the classroom consumables donation be increased from \$30 to \$50 per student per year. (Anna Jennings/Alec Tang). Carried

3.4 *Cyclical Maintenance*

- 3.4.1 The Annual Provision of Cyclical Maintenance Calculation (31 December 2024 actual and Budget 2025) was circulated to the Board via OneDrive.
- 3.4.2 The Cyclical Maintenance plans were reviewed by Steve Waters, our school 5YA Project Manager. An inflation rate of 5.9% was used in the calculation of the estimated provisional cost.
- 3.4.3 The Board accepts the Cyclical Provisional Maintenance for 2024 Actual and 2025 Budget. (Vicky Stewart/Greg Burne). Carried.

4. Curriculum Report

4.1 *Curriculum: Achievement Data – Vicky Stewart and Felicity Boyd*

- 4.1.1 Felicity and Vicky presented the end of year data to the Board.
- 4.1.2 This data showed some excellent results.
- 4.1.3 The Board suggested we communicate these successes to the community in some way -maybe through the newsletter.
- 4.1.4 The Board thanked Felicity and Vicky for their report.

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 489 compared with 498 this time last year.
- 5.1.3 The completed Analysis of Variance and finalised Annual Plan will be presented at the February meeting.
- 5.1.4 Code of Practice for International Students review has been completed.
- 5.1.5 The school will be involved in Healthy, Active Learning during 2025 it is a cross initiative between MoE and Sport New Zealand. Greg Burnes spoke to the Board about this initiative.
- 5.1.6 It is recommended that the Board approves the Role of Presiding Member (from Governance Manual), and International Student policies.
- 5.1.7 Proposed EOTC includes: Year Camp, Year 5 Outdoor Education including the Vector Wero rafting, climbing and pools, trips to Maungakiekie, sports excursions, musical excursions, class trips, Trees for Survival, ToM, EPRO8 and any other excursions. All of these will be covered off with RAMs with all health and safety aspects taken into consideration.
- 5.1.8 We are fully staffed for 2025.
- 5.1.9 Exit Interviews will take place on Wednesday 18 December from 9am to 11am.
- 5.1.10 Special Board meeting to go over the Strategic Plan and Annual Plan on Monday 10 February 2025 at 6pm. Please email Megan with any input.
- 5.1.11 It was moved that the Board :
- accepts this report
 - approves the revised policies
 - approves EOTC in principle as outlined for 2025
- (Greg Burnes/Anna Jennings). Carried

6. Administration

6.1 *Confirmation of Minutes*

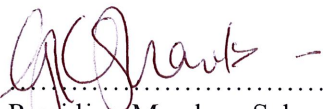
- 6.1.1 It was moved that the Minutes of the School Board meeting held on Monday 18 November 2024 be accepted as a true and accurate record. (Georgie Shanks/Kyle Rika). Carried.

6.2 *Exit Interviews*

- 6.2.1 This year individual Exit Interviews will be held with staff leaving to gain insight into the employee's perception of the school as a workplace and highlight any constructive suggestions for improvement.
- 6.2.2 The way the Exit Interviews were run, and the nature and tone of them will be revisited next year.
- 6.2.3 Georgie and Kyle will sit in on these Interviews.
- 6.3 *Correspondence*
 - 6.3.1 Correspondence was circulated to the Board of Trustees via OneDrive.
 - 6.3.2 There has been more correspondence from the neighbour on the Oak Street boundary regarding the trees. When we decline to remove any trees the neighbour threatened legal action.
 - 6.3.3 Peter Carleton (our Property Manager) has come up with a few options
 - reduce the canopy of some trees – get advice from an arborist as this could damage the trees.
 - remove some of the Totara's and replace them with a selection of native trees with less leaf drop
 - 6.3.4 All of this would be at the neighbour's expense
 - 6.3.5 Anna will talk to a lawyer about our rights/obligations, Alec will investigate replacement trees and get advice from the Ngati Whatua nursery, Georgie will contact the neighbour and advise we are looking into some options to resolve the problem
- 6.4 *Board letter to community – start of 2025*
 - 6.4.1 The Board notice and photo will go out in the school newsletter early 2025. The photo will be taken at the next meeting.
- 7. **Identify Agenda items for next meeting**
 - 7.1 Board Workflow Schedule:
 1. Confirm and approve charter to be submitted to MoE by 01 March
 2. Te Ara Huarau: Effective teaching
 3. Learner Progress and Achievement: AoV/SoV report evaluation
 4. HR: Principal Start Principal Appraisal (approve – agreement and process)
 5. Curriculum: Charter and Curriculum Planning
 6. Finance: Approve Budget/Monthly Report
 7. Role of the Chair/Delegations/Trustee code of behaviour policy
 8. Self-directed learning
- 8. Board meeting closed at 8:15pm

**The next meeting of the Board of Trustees
will be held on
Monday 24 February 2024
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 24 / 2 / 2024