

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 24 February 2025
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, Pam Waugh (Minutes), Jeremy Smith (Sport Auckland – Healthy, Active Learning)
Apologies: None
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 Greg Burne is a work colleague of Jeremy Smith.

2. Healthy Active Learning

- 2.1 Jeremy Smith presented an overview of Healthy Active Learning initiative plan for Royal Oak Primary.
- 2.2 This is a nationwide joint government initiative between Sport NZ, Ministry of Education, Ministry of Health, and Health NZ – Te Whatu Ora.
- 2.3 The aim of this initiative is to improve the wellbeing of Tamariki through physical activity and healthy eating.
- 2.4 Sport Auckland will fund a reliever for 3 teacher release days a year and help put funding together for equipment
- 2.5 The Board thanked Jeremy for his informative presentation.

3. Board Matters

- 3.1 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. (Alec Tang/Anna Jennings). Carried. Congratulations Georgie.
- 3.2 The Presiding Member called for nominations for the office of Vice Presiding Member. Alec Tang was the only nomination and was elected unopposed. Greg Burne/Megan Clotworthy). Carried. Congratulations Alec.
- 3.3 The triennial election date can be set between 3-19 September. The Board has decided to hold the election on 03 September 2025.
- 3.4 Board needs to start looking for prospective new Board members.

4. Financial Reports

- 4.1 *Financial Reports*

- 4.1.1 Income and Expenditure Summary December 2024, Balance Sheet Summary 31 December 2024, Payments for Approval November & December 2024 and Creditors for Payment December 2024, RTLB Cluster Funds Held 31 December 2024, Statement of Cash Flows for year ended 31 December 2024, Royal Oak Primary School Draft Budget Income and Expenditure, and Balance Sheet summary, RTLB Cluster Funds Held by ROPS Draft Budget 2025 were made available to the Board via OneDrive.
- 4.1.2 Actual Year end December 2024 shows a deficit of \$261,608.00.
- 4.1.3 RTLB Net Surplus of \$110,168 is attributable to RTLB asset purchases, lease payments and other expenses that are recognised as RTLB income but not RTLB expenses in the I & E report. However, these expenses are deducted from the “RTLB Funds Held” by ROPS (ROPS liability).
- 4.1.4 An asset impairment test was undertaken at the end of last year and we believe that no asset values have been impaired in 2024 except for the Administration Block upgrade. Impairment expense of \$35,990 (admin block upgrade) and loss on disposal of assets of \$5,334 have been recognised in December. Assets totalling \$171,516 were disposed in 2024.
- 4.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$32,450.01 be approved for payment and Payments totalling \$563,162.08 be accepted as paid. (Kyle Rika/Greg Burne). Carried.
- 4.2 *Draft Budget*
- 4.2.1 The draft Budget for 2025 shows a ROPS Deficit of \$86,403, a RTLB Surplus of \$118,403 and a ROPS & RTLB Surplus of \$32,000. RTLB income and expenses have been updated (as surplus from 2024 is higher than expected) resulting in budget surplus from \$7,617 to \$32,000.
- 4.2.2 The Draft Budget shows Fundraising Income from Community Trusts at \$95,000. The Board needs to get this fundraising underway. This will be discussed more at the next meeting.
- 4.2.3 The final Budget 2025 will be presented at the March Board meeting for approval.
- 4.3 *Banking Staffing*
- 4.3.1 At the end of the banking staffing year (pay period 22, pay day 21 January 2025), the banked staffing overuse stood at .45 FTTE, valued at \$660 using MoE’s recovery rate of \$94,500 (the banking staffing year runs from pay period 23 of one year to pay period 22 of the following year). The overuse was reduced to zero in pay period 23.

5. Curriculum Report

- 5.1 *Curriculum Planning, AoV/SoV – Vicky Stewart and Felicity Boyd*
- 5.1.1 Felicity and Vicky presented the ROPS Curriculum Report 2025
- 5.1.2 Vicky and Felicity asked that their report be taken as read.
- 5.1.3 There was a Kahui Ako teacher only day last Friday offering workshops relating to the English and Mathematics Curriculum. The school will do its own PD in future
- 5.1.4 The Board thanked Felicity and Vicky for their report.

6. Tumuaki Report

- 6.1 *Regular Report*
- 6.1.1 The Tumuaki’s Report and its attachments were circulated to the Members via OneDrive.
- 6.1.2 School roll stands at 424 compared with 440 this time last year.
- 6.1.3 School Docs is ready to go.
- 6.1.4 We are continuing our work with our ERO reviewer, Tracy Elton-Farr. She will meet with us later in the term to discuss our progress.
- 6.1.5 New staff have settled in well. The Kowhai Room is now full so we have employed a teacher on a fixed term contract until the end of the year to open Rimu Room. Her name is Wendy Newson.
- 6.1.6 Two other staffing matters will be discussed in-committee.

- 6.1.7 Building Report for Kauri room will be emailed out to Board Members by Presiding Member. It recommends Kauri and Miro rooms be demolished.
- 6.1.8 There is \$2,759.00 left in the Principal's Wellbeing Fund from last year. Megan proposes to use the balance of this to attend the APPA and the eSchool and Schools NZ conference. This conference (this conference is related to recruiting/processing and hosting international students).
- 6.1.9 The Proposal for Royal Oak School to host specialist learning support provision (satellite) for Central Auckland Specialist School and the minutes of the meeting with Lead Advisor for Learning Support and Regional Property Advisor to discuss the possibility of hosting a satellite CASS school on the Royal Oak Primary site were emailed to the Board prior to this Board meeting.
- 6.1.10 The Board made a unanimous decision to decline this proposal.
- 6.1.11 It was moved that the Board :
 - accepts this report
 - approves the balance of the Principal's wellbeing fund being spent on the above-mentioned conferences this year.
 - Goes in to committee to discuss two staffing issues
 - Approves staffing as reported
 - Approves the AoV ready for uploading to the MoE portal
 - Approves the decision to decline CASS (Central Auckland Specialist School) proposal (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 16 December 2024 be accepted as a true and accurate record. (Anna Jennings/Georgie Shanks). Carried.

7.2 Exit Interviews

- 7.2.1 Revisit process of Exit interviews.

7.3 Correspondence

- 7.3.1 Correspondence was circulated to the Board of Trustees via OneDrive.
- 7.3.2 Report from arborist was circulated to the Board via OneDrive. It recommends not removing the trees. Georgie will contact the neighbour.

7.4 Board letter to community – start of 2025

- 7.4.1 The Board notice and photo will go out in the school newsletter early 2025.

8. Identify Agenda items for next meeting


8.1 Board Workflow Schedule:

1. Strategic Goal Review: Goal 1
2. Policy: Self Review (NAG2) 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
8. Delegate authority to manage 2025 budget to Principal.
9. Approve 2025 Draft Budget.

- 9. Board went into committee at 7.56pm. Board meeting closed at 8:15pm

**The next meeting of the Board of Trustees
will be held on
Monday 24 March 2025
at 6:00pm in the staffroom.**

Minutes confirmed:


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Presiding Member, School Board

Dated: 24 / 3 / 2025