

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

**Date:** Monday 24 March 2025  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Greg Burne, Anna Jennings, Kyle Rika  
**In attendance:** Felicity Boyd, Nemia Gariando, Lynne Gibson, Roseanne Gibson (RTL B Cluster 8 Manager), Pam Waugh (Minutes),  
**Apologies:** Alec Tang  
**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 The Cluster 8 RTL B Manager's Report Term 1, 2025, the Cluster 8 RTL B Annual Report for 2024 and RTL B Annual Report Declaration for 2024 were circulated to the Board via OneDrive.
- 2.2 Roseanne asked that her Term 1 Report be taken as read.
- 2.3 Georgia Jensen-Procter will retire on 11 April 2025 after 57 years in education and 12 years as an RTL B at Cluster 8.
- 2.4 Roseanne asked that the RTL B Annual Report Declaration for 2024 be signed.
- 2.5 The Board thanked Roseanne for her reports

### **3. Financial Reports**

- 3.1 *Financial Reports*
- 3.1.1 Income and Expenditure Summary February 2025, Balance Sheet Summary 28 February 2025, Payments for Approval January and February 2025 and Creditors for Payment February 2025, RTL B Cluster Funds Held 28 February 2025, Royal Oak Primary School Statement of Cash Flows – Budget for year ended 31 December 2025, Royal Oak Primary School Draft Budget 2025 Income and Expenditure, and Balance Sheet summary, RTL B Cluster Funds Held by ROPS Budget 2025 were made available to the Board via OneDrive.
- 3.1.2 As at the end of February 2025 we had received \$34,606 of Parent Donations, 32% of annual budget. At the same time last year we had received \$31,480 – also 32% of the annual budget.

3.1.3 It was moved that the Members accept the Financial Reports, Creditors totalling \$61,294.33 be approved for payment and Payments totalling \$1,001,612.28 be accepted as paid. (Greg Burne/Kyle Rika). Carried.

3.2 *2025 Budget*

3.2.1 The Budget for 2025 shows a net Surplus of \$32,000.

3.2.2 There was one minor change to the Budget Balance Sheet Summary – Borrowings from \$15,00 to \$23,000.

3.2.3 It was moved that the Royal Oak School Statement of Cash Flows – Budget for the year ended 31 December 2025 and the 2025 Budget be approved. (Kyle Rika/Greg Burne). Carried

3.2.4 The Board are still concerned about the amount RTLB spend on catering, gift, flowers etc.

3.3 *Delegation*

3.3.1 It was moved that the Board formally approve delegation of authority to the Principal to run the 2025 Budget. (Anna Jennings/Georgie Shanks). Carried

3.4 *Banking Staffing*

3.4.1 Any Banking Staffing overuse during the year which cannot be managed within the banked staffing entitlement will be managed by charging our cheapest teacher salary to Bulk Grant (Board funded Teacher Salaries) for a sufficient period of time to clear or reduce the overuse by pay period 26, the end of the balancing period. Where there is no suitable salary we will use the beginning teachers.

3.4.2 We are already charging a Beginning Teacher to Bulk Grant to minimise overuse.

3.5 *Annual Financial Statements*

3.5.1 It was moved that the Board give its approval for the Royal Oak School Annual Financial Statements for the Year Ended 31 December 2024 to be submitted to the auditors. They are due 31 March 2025. (Anna Jennings/Vicky Stewart) Carried.

**4. Curriculum Report**

4.1 *Special Education and Learner Support – Lynne Gibson*

4.1.1 Lynne spoke to her tabled report.

4.1.2 Lynne spoke of all the different forms of learning and behavioural needs of students across all year levels of the school.

4.1.3 There is a severe lack of Government funding for support for these children.

4.1.4 The Board thanked Lynne for her comprehensive report and all the amazing work she is doing with the Learning Support Staff and Special Needs children.

4.1.5 A copy of the English for Speakers of Other Languages (ESOL) Verification Report was circulated to the Board via OneDrive.

**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 421 compared with 445 this time last year.

5.1.3 We have already collected \$64,526 from International Students this year and there are about 45 more is expected.

A schedule of International Students expected this year circulated via OneDrive.

5.1.4 School Docs is up and running and the Board have viewed the policies up for review. Megan is hesitant to open SchoolDocs up to the community until she has a better handle on how it works – maybe after the next Board meeting.

- 5.1.5 Rimu Room is filling fast so we might have to look at putting another teacher in this space next term.
- 5.1.6 Uma Soeny has been employed to support 2 neurodiverse students with high needs in Rimu Room. Uma has a background in early childhood education and working with Tamariki with special needs. This position is likely to need to be extended to 9am – 3pm 5 days a week.
- 5.1.7 Jill Shears will continue to work Monday and Tuesday in Manuka Room through Term 2 and might be able to do Wednesday as well. Rachel will work Thursday and Friday. If Jill can't do Wednesday then Felicity Boyd will work in the room on that day.
- 5.1.8 Megan gave the Board heads up that as her sabbatical application for 2025 was unsuccessful she is considering applying for a sabbatical in 2026. If successful she would be away for the whole of Term 3. She is confident that Felicity and Vicky are totally capable of leading the school in her absence.
- 5.1.9 Rimu Room roof is being replaced, work to commence 24 March 2025.
- 5.1.10 It was moved that the Royal Oak Primary School Board of Trustees accepts the following resolution to apply to Pub Charity Limited for funding of \$12,693.93 for iPads and cases to support a range of English Language learning and special education programmes at Royal Oak Primary School. (Georgie Shanks/Kyle Rika). Carried.
- 5.1.11 It was moved that the Royal Oak Primary School Board of Trustees accepts the following resolution to apply to The Trusts Community Foundation for funding of \$22,200 (salary for 30 weeks (3 terms) at a rate of \$29.60/hour) to support the salary of a learning support person at Royal Oak Primary School to provide full time support for 2 neurodivergent learners who need full time support at school and come to us with no government funding. This would support continuing to employ the person from Term 2 until the end of Term 4 2025. Greg Burn/Anna Jennings) Carried.
- 5.1.12 A Fire Evacuation Drill took place on Thursday 20 February and there is a planned Lock Down drill for Thursday 03 April and an Earthquake Drill planned for Thursday 10 April 2025.
- 5.1.13 Megan would like to do a community Health Consultation sometime this year. She would like Board input as to what questions should be asked. Greg Burne will bring some information to the next meeting.
- 5.1.14 The Strategic Plan/Annual Plan 2023-2025 was circulated to the Board via OneDrive. The Board accepted the Strategic Plan/Annual Plan with changes to include a calendar of inclusive events to celebrate diversity eg cultural week
- 5.1.15 It was moved that the Board :
  - accepts this report
  - passes/minutes the grant resolutions – to be signed by the Presiding Member
  - accepts and approves the 2025 Strategic/Annual Plan – with changes
  - approves staffing as reported
 (Anna Jennings/Kyle Rika). Carried

## 6. Learning Support

- 6.1 Funding is the biggest issue for providing sufficient Learning Support. The Ministry are not providing enough funding so it is being left to schools to try and fund it themselves.
- 6.2 Megan will be talking with the Learning Support on Wednesday morning about redeployment of some of them to classes with higher needs.
- 6.3 The Board suggested writing a letter to the local MP similar to the one Waterlea School sent him.
- 6.4 Georgie will make a list of issues and ideas ready for the next Board meeting.

**7. Administration**

**7.1 Confirmation of Minutes**

7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 24 February 2025 be accepted as a true and accurate record. (Vicky Stewart/Georgie Shanks). Carried.

**7.2 Correspondence**

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

**7.3 Board succession planning**

7.3.1 Board elections are coming up in September. The Board needs to appoint a Returning Officer.

**8. Identify Agenda items for next meeting**

8.1 Board Workflow Schedule:

1. Budget: Monitor monthly report
2. Process and compliance: Annual Report minuted and sent to MOE by 31 May 2025
3. Te Ara Haurau: Te Tiriti O Waitangi
4. Policy: See SchoolDocs review schedule
5. Curriculum: Key Competencies

9. Board meeting closed at 8:14pm

**The next meeting of the Board of Trustees  
will be held on  
Monday 26 May 2025  
at 6:00pm in the staffroom.**

Minutes confirmed:



Presiding Member, School Board

Dated: 31 / 3 / 2025

*Minutes ratified via email: Georgie Shanks, Megan Clotworthy, Vicky Stewart, Anna Jennings, Greg Burne, Kyle Rika: Carried.*

*Emails attached to these minutes.*

**NB:** signed copies of the

RTLB Annual Report Declaration for 2024

Royal Oak Primary School Statement of Cash Flows – Budget for year ended 31 December 2025,

Royal Oak Primary School Draft Budget 2025

- Income and Expenditure Summary – Draft Budget 2025
- Balance Sheet Summary – Draft Budget 2025

Will be attached to the signed minutes for this meeting.



Outlook

---

**Fwd: March Minutes**

---

**From:** Georgie Shanks <georgieshanks@gmail.com>

**Date:** Mon 3/31/2025 8:36 AM

**To:** Pam Waugh <PamW@rops.school.nz>

Greg's approval

Sent from my iPhone

Begin forwarded message:

**From:** Greg Burne <gregburne@hotmail.com>

**Date:** 28 March 2025 at 7:02:23 PM NZDT

**To:** Georgie Shanks <georgieshanks@gmail.com>, Anna Jennings <planneranna@gmail.com>, Alec Tang <alec\_tang@hotmail.com>, Kyle Rika <kylrika@gmail.com>, Vicky Stewart <VickyS@rops.school.nz>, Megan Clotworthy <meganc@rops.school.nz>

**Subject: Re: March Minutes**

Yes





Outlook

---

**Fwd: March Minutes**

From Georgie Shanks <georgieshanks@gmail.com>

Date Mon 3/31/2025 8:37 AM

To Pam Waugh <PamW@rops.school.nz>

All of the others approval 😊

Sent from my iPhone

Begin forwarded message:

**From:** Kyle Rika <kylrika@gmail.com>

**Date:** 28 March 2025 at 3:54:42 PM NZDT

**To:** Georgie Shanks <georgieshanks@gmail.com>

**Subject:** Re: March Minutes

Sorry

YES

Sent from my iPhone

On 28 Mar 2025, at 1:03 PM, Anna Jennings <planneranna@gmail.com> wrote:

Yes I approve.

Nga mihi

Anna

On Fri, 28 Mar 2025, 11:48 am Megan Clotworthy, <[meganc@rops.school.nz](mailto:meganc@rops.school.nz)> wrote:

Yes 😊

---

**From:** Vicky Stewart <[VickyS@rops.school.nz](mailto:VickyS@rops.school.nz)>  
**Sent:** Friday, March 28, 2025 11:31 AM  
**To:** [georgieshanks@gmail.com](mailto:georgieshanks@gmail.com) <[georgieshanks@gmail.com](mailto:georgieshanks@gmail.com)>; [planneranna@gmail.com](mailto:planneranna@gmail.com) <[planneranna@gmail.com](mailto:planneranna@gmail.com)>; Alec Tang <[alec\\_tang@hotmail.com](mailto:alec_tang@hotmail.com)>; Greg Burne <[gregburne@hotmail.com](mailto:gregburne@hotmail.com)>; [kylrika@gmail.com](mailto:kylrika@gmail.com) <[kylrika@gmail.com](mailto:kylrika@gmail.com)>; Megan Clotworthy <[meganc@rops.school.nz](mailto:meganc@rops.school.nz)>  
**Subject:** Re: March Minutes

YES I approve.

Ngā mihi

*Vicky*

---

**From:** Georgie Shanks <[georgieshanks@gmail.com](mailto:georgieshanks@gmail.com)>  
**Sent:** Friday, March 28, 2025 10:57 AM  
**To:** [planneranna@gmail.com](mailto:planneranna@gmail.com) <[planneranna@gmail.com](mailto:planneranna@gmail.com)>; Alec Tang <[alec\\_tang@hotmail.com](mailto:alec_tang@hotmail.com)>; Greg Burne <[gregburne@hotmail.com](mailto:gregburne@hotmail.com)>; [kylrika@gmail.com](mailto:kylrika@gmail.com) <[kylrika@gmail.com](mailto:kylrika@gmail.com)>; Vicky Stewart <[VickyS@rops.school.nz](mailto:VickyS@rops.school.nz)>; Megan Clotworthy <[meganc@rops.school.nz](mailto:meganc@rops.school.nz)>  
**Subject:** Fwd: March Minutes

Kia ora koutou

As discussed at the board meeting, Megan is applying for two grants. To proceed with our application, we need the minutes from Monday's meeting to be approved, as they include the two resolutions to apply for the grants. This is required as part of the application process.

Can you please have a quick scan through the minutes (attached) and reply YES if you approve them. It would be very helpful if you could get back to me prior to 250pm today. I will then sign them and we will be all set to proceed with the application. If this timing is not possible, we can wait until the end of the weekend.

Many thanks for your support to get this sorted quickly - it is much appreciated!

Thanks,  
Georgie

On Thu, Mar 27, 2025 at 12:16 PM Pam Waugh <[PamW@rops.school.nz](mailto:PamW@rops.school.nz)> wrote:

Hi Georgie

I've attached the March minutes. Can you please check them and circulate them to the Board members who were present for ratification. Once okayed by everyone can you please come in and sign them as Megan and Felicity will need signed copies for their Trust applications.  
Nemia has done the Financial bit.

This is rather urgent, sorry, but do you think you could get them circulated and back to me by the end of the weekend or even tomorrow would be great (but pushing it I know).

Thanks

Pam