

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

Date: Monday 26 May 2025
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Vicky Stewart, Greg Burne, Anna Jennings, Kyle Rika, Alec Tang
In attendance: Felicity Boyd, Nemia Gariando, Rosemary Cusack, Amelia Giles, 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. Curriculum Report - Arts

2.1 *Music -Amelia Giles*

- 2.1.1 Amelia presented her very comprehensive Music Programme Report to the Board and asked that it be taken as read.
2.1.2 The Music Programme helps keep sustainability going. Every child in the school attends a weekly classroom music lesson for between 30 minutes to an hour depending on Year level.
2.1.3 The Board thank Amelia very much for the fabulous work she is doing.

2.2 *Visual Arts – Rosemary Cusack*

- 2.2.1 Rosemary gave a PowerPoint presentation to the Board on the Visual Arts programme and the way students develop in their artistic abilities as they move through the school.
2.2.2 The Board thanked Rosemary for her report and all the work she does with Visual Arts in the school.

2.3 *Dance and Drama – April Purdon*

- 2.3.1 April was not able to attend the Board meeting in person. She submitted a written report for the Board.
2.3.2 The Board expressed their thanks to April for her work in Dance and Drama.

3. Financial Reports

3.1 *Financial Reports*

- 3.1.1 Income and Expenditure Summary April 2025, Balance Sheet Summary 30 April 2025, Payments for Approval March and April 2025 and Creditors for Payment February 2025, RTLB Cluster Funds Held 30 April 2025, Royal Oak Primary School Statement of Cash Flows for the period ended 30 April 2025, Forecast Statement of Financial Performance for the year ended 31 December 2025, were made available to the Board via OneDrive.

- 3.1.2 The Audited Financial Statements need to be sent to the Ministry of Education by 31 May 2025.
- 3.1.3 We need to get more parents to pay the school donations. Much less has been paid this year. More parents are paying the \$50 consumables donation though.
- 3.1.4 The Board suggested looking at what year levels are paying less and advertise in the newsletter what the school donations support and that part payments are accepted.
- 3.1.5 This information will also be attached to the Statements going out next week.
- 3.1.6 Nemia reminded the Board that achieving a \$25,000 surplus at the end of the year is dependent on \$95,000 coming from Trust Funds, bake sales and sausage sizzles. Otherwise we will end up with a big deficit again.
- 3.1.7 The Board once again identified learning support funding as a big concern.
- 3.1.8 Included in Payments for Approval and the RTLB Cluster Funds Held 30 April 2025 report is a payment of \$46,000(gst incl) made in March 2025 to CD Event Management, the organisers of Cluster 8's Neurodiversity event held in Juen 2025.
- 3.1.9 It was moved that the Members accept the Financial Reports, Creditors totalling \$26,528.74 be approved for payment and Payments totalling \$1,183,788.98, (including funds transfers totalling \$652,341.81) be accepted as paid. (Kyle Rika/Alec Tang). Carried.
- 3.1.10 The Board thanked Nemia for all the incredible amount of work she has done for the audit.

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 438 compared with 453 this time last year.
- 4.1.3 We are expecting 38 International Students to start in Term 3. We are still getting a lot of queries for July/August this year.
- 4.1.4 The Board discussed increasing the International Tuition and Administration fees for 2026. It was agreed that Tuition fees for 2026 be set at \$450 per week per student and the Administration fee be set at \$450 per student.
- 4.1.5 Megan received an email from Kimberley Crossman offering to create a video to showcase our school. This would cost about \$14,000. It was felt we could probably do our own.
- 4.1.6 We are currently focused on Structured Literacy and are looking at a Teacher Ony Day next term to continue unpacking the mathematics curriculum.
The proposed date for the Teacher Only Day is Friday 15 August 2025.
- 4.1.7 Annaleese Jochems has been employed to support another neurodiverse child in Rimu Room.
- 4.1.8 Megan is applying for a sabbatical in 2026. If successful this would result in her having the whole of Term 3 away from school researching for her sabbatical. At this stage her focus would be provision of learning support in schools and/or Trauma Informed Practice. Megan would continue to get fully paid in that time and there would be an up payment for those standing in as acting principal. This is done through the Ministry of Education and the collective agreement. Felicity and Vicky are both totally capable of leading the school at this time.
- 4.1.9 RTLB:
Kylah Drake has sent in her resignation.
Tracey Richardson has tendered her resignation as of Friday 30 May.
Sarah Mariu is applying for 32 week study award in 2026 for a Māori Fluency Diploma for Bilingual Teaching. Megan recommends that we support this application.
Wendy Florence is applying for medical leave for Term 3. Medical Certificate provided.
The Neurodiversity Event is taking place on 4/5 June. We have 14 staff attending and our Kāpā Rōpū is performing.
- 4.1.10 Roseanne Gibson RTLB Manager has requested bereavement leave and discretionary until the end of term. Megan will address this in-committee.
- 4.1.11 The neighbour is threatening to take the issue of the trees to the Disputes Tribunal.
- 4.1.12 Our Trust applications for ipads and computers, and teacher aide funding have been declined. We will continue to apply.
- 4.1.13 A long term International student has cut his tenure short. This will be explained in committee.

4.1.14 From July Teacher Registrations will be funded by the government.

4.1.15 It was moved that the Board :

- accepts this report
- supports Sarah Mariu's Study Award application
- approves Wendy Florence's leave application
- approves the proposed Teacher only Day on Friday 15 August 2025
- supports the Principal's sabbatical application for 2026
- approves staffing as reported
- approves International Student fees for 2026 being set at Tuition \$450 per week per student and Administration fee \$450 per student
- Roseanne Gibson's leave request
- Moves in committee to discuss the recent departure of an international student and Roseanne's leave request.

(Kyle Rika/Greg Burne). Carried

5. Learning Support Update

5.1 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.

5.2 A number of ideas were put forward by the Board

- letter to local MP
- look at different ways neurodiverse students are supported in the school.
- survey teachers as to how they feel and what could be done to help deal with neurodiverse students.
- classroom layout

5.3 There are 14 staff members going to the RTLB conference on Neurodiversity. The board requested that following this event, staff are given the opportunity to feed back ideas regarding the challenges we face with funding learning support. The board would like teacher insight into practical solutions that could be implemented here at ROPS.

6. Policy

6.1 Term 2 policies up for review can be reviewed in SchoolDocs.

7. Administration

7.1 *Confirmation of Minutes*

7.1.1 Minutes of the Board meeting held on 24 March 2025 were ratified via email.

7.2 *Correspondence*

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

7.2.2 Kylah Drake (RTLB) – resignation letter.

Sarah Mariu (RTLB) Seeking approval to apply for Teachers' Bilingual Education Study Award for next year.

Wendy Florence (RTLB) Medical Certificate

8. Self-directed Learning

8.1 Please continue self-directed learning by regularly checking the Auckland NZSBA events or watching an online webinar.

9. Board Matter

9.1 *Upcoming Board Elections*

9.1.1 Board election date was set for Wednesday 03 September 2025 at the February Board meeting.

9.1.2 The Board agreed to appoint Louise White as Returning Officer.

9.2 *Exit Interviews 2024 Update*

- 9.2.1 Presiding Member gave some feedback from the Exit Interviews.
9.2.2 It was decided to continue with the Exit Interviews again this year.


10. Identify Agenda items for next meeting

- 10.1 Board Workflow Schedule:
1. Strategic Review: Goal 2
 2. Policy: Term 2 Review for SchoolDocs
 3. Learner Progress and Achievement: Mid-Year reporting
 4. Curriculum: Achievement Data
 5. Budget: Mid-Year review and monthly report
 6. Roll Return by 01 July.

11. The Board went In-committee at 8:05pm. Board meeting closed at 8:15pm

**The next meeting of the Board of Trustees
will be held on
Monday 23 June 2025
at 6:00pm in the staffroom.**

Minutes confirmed:


.....
Presiding Member, School Board

Dated: 23 / 6. / 2025