

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

**Date:** Monday 23 June 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, Pam Waugh (Minutes),  
**Apologies:** Nemia Gariando (Finance Report)  
**Copies:** All Board members via One Drive, school file.

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### **1. Declaration of Interest**

- 1.1 There were no declarations of interest.

### **2. Financial Reports**

#### **2.1 Financial Reports**

- 2.1.1 Income and Expenditure Summary May 2025, Balance Sheet Summary 31 May 2025, Payments for Approval May 2025 and Creditors for Payment May 2025, RTLB Cluster Funds Held 31 May 2025, were made available to the Board via OneDrive.
- 2.1.2 In Nemia's absence the reports were taken as read.
- 2.1.3 The Board are concerned about the amount RTLB are spending on gifts. Maybe check if we can put a limit on spending and also talk to other schools with RTLB to compare spending.
- 2.1.4 Banking staffing overuse stands at 4.69 FTTE as at pay period ending 27 May 2025. This costs \$17,317 based on MoE's repayment rate of \$96,000. Two teachers are currently paid from operations grant and another teacher (on lower pay) will be moved to operations grant funded salaries in Term 3 to minimise the staffing overuse.
- 2.1.5 The last School donation request was successful so another request will be sent out early Term 3. Megan suggested that along with the donations request a letter from the Board also be sent out mentioning the costs of running the school and what the donations cover.
- 2.1.6 The auditors mentioned that the inflation rate of 5.5% for the cyclical maintenance provision set by Steve Waters our MoE Property consultant was rather high.
- 2.1.7 The Audit Report will be discussed further at the next meeting when Nemia is present.
- 2.1.8 It was moved that the Members accept the Financial Reports, Creditors totalling \$56,632.41 be approved for payment and Payments totalling \$217,475.63, (including funds transfers totalling \$9,203.46) be accepted as paid. (Kyle Rika/Anna Jennings). Carried.

### **3. Curriculum Report – Achievement Data**

- 3.1 *Overall Teacher Judgements (OTJ) and Dibels Data and Reading Fluency*  
3.1.1 Vicky and Felicity explained to the Board how Achievement Data is being collected.

- 3.1.2 They are working with 2 reporting levels due to the new curriculums so data for some students will go down before they come back up.

#### **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 440 compared with 460 this time last year.
- 4.1.3 We currently have 6 international students and 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 Health and Safety Survey will be sent out this week. If the Board has anything that they would like included in the survey then please let Megan know.
- 4.1.5 Annaleese Jochems (Learning Support in Rimu Room) has resigned, and we are currently looking at how to replace her.
- Uma Soeny has also resigned from the teaching position in Rimu Room. She is keen to move back to being learning support.
- Roseanne Gibson (RTLB Manager) has requested paid discretionary leave from 26 May until the end term (27 June 2025) following the passing of her husband.
- 4.1.6 Board approved sought for the proposed dates for 2026 school year:
- Term 1: Monday 02 February to Thursday 02 April 2026 (86 half days)
- Term 2: Monday 20 April to Friday 03 July 2026 (106 half days)
- Term 3: Monday 20 July to Friday 25 September 2026 (100 half days)
- Term 4: Monday 12 October to Monday 14 December 2026 (90 half days)
- 4.1.7 It was moved that the Board :
- accepts this report
  - approves staffing as reported
  - approves Roseanne Gibson's leave request 26 May to 27 June 2025
  - approves the proposed dates for the 2026 school year
- (Kyle Rika/Greg Burne). Carried

#### **5. Learning Support and Funding Shortfall Update**

- 5.1 Some suggested solutions for improving learning support and funding shortfall at ROPS was circulated to the Board.
- 5.2 We desperately need more funding. We have budgeted \$95,000 from Community Grants for playground and IT equipment, and need this money in by September/October to meet budget. If we can't raise the \$95,000 we are looking at a potential deficit of over \$100,000.
- 5.3 We need to consider seriously limiting spending, look at ways of cutting costs and increasing income:
- apply for more Grants – Grants must be for specific projects eg IT equipment, Playground
  - contact past pupils who may be willing to make a financial donation
  - ask families to maybe pay another students school donations
  - a letter from the Board is sent out to the community outlining our outgoing costs and what the school donations and Ministry funding covers.
- 5.5 If all outstanding school donations were paid we'd make approximately \$150,000. A letter from the Board will be sent out with the next lot of statements.
- 5.6 Greg will look into hireage of the school courts – for groups like basketball and netball teams looking for training venues
- 5.7 The Board would like some specific data from Nemia and Megan as to what money is spent on, MoE funding, staffing, and Learning Support for the next meeting. Nemia will also look at places we can cut costs.

#### **6. Strategic Direction**

##### **6.1 Community Survey**

6.1.1 A draft of the Health Survey was distributed to the Board. If the Board are happy with it then it will go out to the school community next term.

**7. Policy**

7.1 The reviewed Term 2 policies were accepted.

7.2 The old policies will be removed from the school website and a replaced with a link to policies in Schooldocs.

**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 June 2025 be accepted as a true and accurate record. (Vicky Stewart/Anna Jennings). Carried.

8.2 *Correspondence*

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

**9. Board Matter**

9.1 *Upcoming Board Elections*

9.1.1 Louise White (Returning Officer) will be sending out notice of the upcoming Board elections and nomination forms.

9.1.2 Greg Burne and Alec Tang are stepping down and will not be putting their names forward for re-election.

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

10.1 Board Workflow Schedule:

1. Policy: As per SchoolDocs

2. Learner Progress and Achievement: Maori/Pasifika focus.

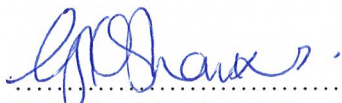
3. Curriculum: Health and PE

11. Board meeting closed at 8:10pm

**The next meeting of the Board of Trustees  
will be held on**

**Monday 11 August 2025  
at 6:00pm in the staffroom.**

Minutes confirmed:



Presiding Member, School Board

Dated: 11 / 8 / 2025