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Royal Oak Primary School
HONOUR LOYALTY SERVICE

Royal Oak Primary School
School Board
Minutes of Meeting

Date:	Monday 11 August 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, Pam Waugh (Minutes),
Apologies:	Alec Tang
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 *Auditor's Management Letter*

2.1.1 The Auditor's Management Letter has been circulated to the Board members.

2.1.2 Observations mentioned in their letter:

Payroll – checking and approval of Masterfile changes

- The auditors stated that Masterfile changes should be checked to supporting documents by a second person. This is currently being done by Megan. Changes/timesheets/leave transactions per the Activity History report are being checked to supporting documents.
- Auditors recommended that the Board ask management for assurance that appropriate controls are in place at the school over payroll transactions, consistent with the Ministry of Education/EPL guidance. Megan and the Presiding Member check and approve the payroll report fortnightly.
  Presiding Member suggested that the review of the payroll report each fortnight is minuted at each Board meeting.

Cyclical Maintenance

- The school applied the inflation rate that was recommended by our Ministry 5YA Project Manager Steve Waters. He said the 5.9% inflation rate was from the Ministry. In our Forecast Income Statement for this year we applied an inflation rate of 2.7% for the calculation of our cyclical maintenance provision. This is the annual inflation rate in the 12 months to June 2025 per Stats NZ.

Maintenance Cycle

- Playground resurfacing is on a 14 year cycle and this is within the average expected life of the current playground surface. The playing field maintenance – levelling/aeration is done on a shorter cycle (5 years) as this has to be done more frequently.

Depreciation Rates

- In the Notes to the Financial Statements 3-10 years has been used for ICT equipment depreciation. This is from our old school asset policies. However, there was no ICT equipment depreciated for longer than 5 years in 2024. Policies are now in SchoolDocs and a rate of 4 years for all ICT equipment will apply from 2025.

Segregation of Duties

- The Audit Report and Management letter have the recurring comment about segregation of duties. They would like to someone who is able to take over from Nemia from time to time. If the need to cover Nemia's job ever arises then the Board would look at using a company that does school accounts if there is no one else on the staff capable of doing her job.
- The Auditors recommend that an exception report of changes to standing data for suppliers, particularly bank account numbers be obtained from the accounting system on a monthly basis and reviewed by the Principal or board member. Xero has this function.

Transport Layer Security (TLS) Certificate

- Felicity has contacted Kiwischools about this.

2.2 *Financial Reports*

2.2.1 Income and Expenditure Summary June 2025, Balance Sheet Summary 30 June 2025, Payments for Approval June 2025 and Creditors for Payment June 2025, Forecast Statement of Financial Performance for the Year Ended 31 December 2025, Statement of Cash Flows for the period ended 30 June 2025 and RTLB Cluster Funds Held 30 June 2025, were made available to the Board via OneDrive.

2.2.2 Only a few donation payments were received after the last reminder was sent out.

2.2.3 We have a YTD net surplus of $76,805 compared to a net deficit of $32,370 in the same period last year. The variance is largely due to a Parent Group donation payment in June of $50,000.00

2.2.4 Banking staffing overuse stands at 7.38 FTTE as at pay period ending 24 June 2025. This costs $27,249 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.

2.2.5 Megan and Nemia had a meeting to review the Budget and general finances.

2.2.6 It was moved that the Members accept the Financial Reports, Creditors totalling $39,694.41 be approved for payment and Payments totalling $461,536.99, (including funds transfers totalling $240,000.00) be accepted as paid. (Anna Jennings/Greg Burne). Carried.

2.2.7 Conversion of MUSAC accounting data to Xero has just been completed by Edtech.

3. Financial Deficit/Learning Support

3.1 *Letter to Parents re donations.*

3.1.1 The draft letter from the Board to parents was circulated. The letter will be sent out with the next donation reminder statements to parents.

3.2 *Grant Applications*

3.2.1 More Grant applications are being prepared. Motions for these are included in the Tumuaki's Report.

3.3 *Immediate actions to reduce spending (Learning Support)*

3.3.1 Immediate action to reduce spending cannot be implemented immediately. Some changes will be in place for next year.

3.4 *Optional areas to explore and assess for budget impact in 2026.*

3.4.1 The current Board is to decide on recommendations for the new Board with time frames included with these recommendations. This will be discussed further at the next Board meeting as that meeting will be the first for the new Board members.

4. Curriculum Report

4.1 *Health and Physical Education – Mel Atfield (Lead Teacher Health and Physical Education)*

4.1.1 In Mel's absence it as asked that the Health and Physical Education report prepared by Mel, be taken as read.

4.1.2 This report does not include the work that we are currently doing with Sport Auckland. Sport Auckland has been doing scoping of the staff and students to find out what their perceptions about play and physical education at our school. Jeremy from Sport Auckland will be coming in to meet with the Senior Management Team to share his findings with them.

4.1.3 The Board asked that their thanks for the report be passed on to Mel.

4.2 *Learning Progress and Achievement; Māori and Pasifika Focus – Felicity Boyd and Vicky Stewart*

4.2.1 Children that show as Well Below and Below are being monitored to make sure they get the support they need.

4.2.2 This report also included Māori and Pasifika representation in the Student Leadership and Co-Curricular Data and Rōpù Rangatahi and Kapa Pasifika programmes

4.2.3 The Board thanked Felicity and Vicky for their reports.

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 475 compared with 485 this time last year. Current roll includes International Students.

5.1.3 The focus of the Teacher Only Day will be the Maths Curriculum.

5.1.4 Results of the Health and Safety Survey will be shared at the September Board meeting.

5.1.5 Strategic Plan survey will be sent out soon with results back by the next Board meeting.

5.1.6 Chloe Ferguson has been employed .8 to cover a full new entrant class (Puriri Room), with Wendy Newson (Rimu Room) continuing to take the very new students. Chloe's Kowhai position has been taken over by Lua Downes (.5).
When Rimu room reaches capacity we will need to look at moving a learning support person into the room rather than employing another teacher. The number of children enrolling with needs is increasing at this level meaning we may need to have multiple learning support staff in the room. This is a challenging problem particularly with the lack of funding.

5.1.7 Kirstie Rogerson will be off from Week 5 until the start of Term 4 to have knee surgery.
Peter Carlton will be off from the middle of the term until possibly the start of Term 4 having surgery. Jai Gapes will cover Peter's minor tasks whilst he is off.

5.18 Two RTLB positions were recently advertised. Elliot Peacock has been employed to one position, coming from Remuera Intermediate. Amy Thurston, currently fixed term RTLB Cluster 8, has been employed fulltime to the other position.

5.1.9 It was moved that the Royal Oak Primary School Board of Trustees accepts the following resolution to apply to North and South Limited for a grant of $10,377.60 for student laptops for use in Year 4-6 classes. (Megan Clotworthy/Vicky Stewart). Carried.

5.1.10 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 $13,250 (salary for 20 weeks (2 Terms) at a rate of $26.50/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 comes to us with no government funding. This would support covering the cost of employment of the person from Term 3 until the end of Term 4 2025. (Megan Clotworthy/Vicky Stewart). Carried.

5.1.11 Learning Support salary mentioned above (item5.1.10) is Grade C Step 3 and will be paid $26.50 per hour. Monday to Friday 9am to 3pm (25).Terms 3 and 4 - 20 weeks $26.50 x 25 hours = $662.50 per week. $662.50 x 20 weeks = $13, 250

5.1.12 We had a successful fire evacuation drill on Monday 21 July. We have a Lock Down drill planned for Wednesday 27 August.

5.1.13 There is a paid union meeting (PUM) scheduled for Wednesday 20 August 1:30pm to 2:20pm. This means that NZEI members will be offsite for the afternoon – including learning support. The leadership team will remain behind with any non-union members (Kaiako and learning support). Megan will send a letter home to parents requesting their support to pick up their child at 12:45pm if possible.

5.1.14 Every Day Matters report was circulated with the Tumuaki's Report. This is a termly report from the Ministry of Education highlighting attendance patterns in the school. Our attendance for Term 2 sat at 67%. In April 2024, the Government announced a regular attendance target of 80 percent of students to be present for more than 90% of the term by 2030.

5.1.15 It was moved that the Board :

- accepts this report
- approves staffing as reported
- approves the motions to be included in the grant applications
- moves into committee to discuss staffing.

(Kyle Rika/Georgie Shanks). 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 23 June 2025 be accepted as a true and accurate record. (Anna Jennings/Vicky Stewart). Carried.

6.2 *Correspondence*

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

7. Board Matter

7.1 *Upcoming Board Elections*

7.1.1 Voting will close at 4pm on Wednesday 3 September 2025. The new Board take Office from this date.

7.1.2 This is the last meeting for Greg Burne and Alec Tang. Kyle Rika has put his name forward for re-election. Georgie thanked them for all the time and work they have put in

7.1.3 Georgie has asked the outgoing Board members to attend the next Board meeting if possible to help with the transition and update new members on decisions we are facing around our budget.

8. Identify Agenda items for next meeting

8.1 Board Workflow Schedule:

1. Policy: As per SchoolDocs
2. Review Goal 3

3. Learner Progress and Achievement: Gifted and Talented
4. Curriculum: Inquiry/Local Curriculum
5. Review 5YA/10YPP
6. HR Self-Audit Review
7. Provisional Staffing Entitlement and Funding
8. RTLB Manager Report
9. Health Curriculum Consultation

9. The Board went into committee at 7:38pm. Board meeting closed at 8:20pm

10, The Board acknowledged the success of our choir in the Kids Sing competitions and all the hardwork that everyone put into this event.

The next meeting of the Board of Trustees
will be held on
Monday 15 September 2025
at 6:00pm in the staffroom.

Minutes confirmed:

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Presiding Member, School Board

Dated: 3 / 11 / 2025