

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

**Date:** Monday 03 November 2025  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Lynne Gibson, Jeremy Ferguson, Anna Jennings, Kyle Rika, Dustin Botha.  
**In attendance:** Felicity Boyd, Vicky Stewart, Nemia Gariando, Lynne Gibson, Libby Jackson, Pam Waugh (Minutes),  
**Apologies:** None  
**Copies:** All Board members via One Drive, school file.

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**1. Declaration of Interest**

- 1.1 Jeremy's wife is a Kaiako at ROPS. Jeremy declared that if staffing conversations occurred which involved his wife he would not take part.

**2. Election of Presiding Member and Deputy Presiding Member**

- 2.1 Georgie Shanks, Presiding Member asked if anyone would like to stand for Presiding Member. There were no nominations so Georgie Shanks was re-instated as Presiding Member unopposed.  
2.2 Anna Jennings agreed to the position of Vice Presiding Member until February 2026

**3. Financial Reports**

- 3.1 *Draft Budget*  
3.1.1 Draft Budget 2026 Revenue and Expenses Summary and Draft Budget Balance Sheet Summary were made available to the Board via OneDrive.  
3.1.2 Nemia talked to the Draft Budget  
3.1.3 The Operational grant is based on a school roll of 438. An estimated \$100,000 for wash-up payment for support staff CA/PE increases and increase in roll growth has been added to the Operation Grant.  
3.1.4 Draft Budget currently shows a ROPS/RTLB net surplus of \$4,610. The Ministry requires the RTLB income and expenditure to be shown in the lead school's Statement of Income and Expenditure as the RTLB is considered an operation of a Lead School.  
3.1.5 In 2024 an inflation rate of 5.9% was used as advised by Steve Waters our Ministry 5YA Project Manager. Auditors commented that this was too high. For 2025/2026 Cyclical Maintenance provision a rate of 3% has been tentatively used based the annual inflation rate

for the 12 months ending 30 September 2025 as per Stats NZ. Steve Waters is currently reviewing our 2025/2026 CM plan.

3.1.6 The Board asked how much more is needed to meet the needs of the children. This depends on the number of children who need extra support.

3.1.7 The Board asked we look into Kindo sending out statements monthly. We currently send them out twice a term.

A notice from the Board will go in the newsletter, maybe a donation thermometer graph.

3.1.8 The Principal prepared a report that outlined how we *could* achieve a zero deficit budget next year. This report was included in the documents made available to the Board via OneDrive.

## 3.2 *Financial Reports*

3.2.1 Revenue and Expenditure Summary September 2025, Balance Sheet Summary 30 September 2025, Payments for Approval September 2025 and Creditors for Payment September 2025, Revenue and Expense Summary for the Year Ended 31 December 2025, Statement of Cash Flows for the period ended 30 September 2025 and RTL B Cluster Funds Held 30 September 2025, were made available to the Board via OneDrive.

3.2.2 Nemia asked that Financial Report documents be taken as read.

3.2.3 Banking staffing overuse stands at 10.74 FTTE as at pay period ending 28 October 2025. This costs \$39,655 based on MoE's repayment rate of \$96,000. A staffing roll change request was submitted to the MoE in September for a roll increase (that should result in an increase in our staffing entitlement) but we have yet to hear back from them. We are submitting another staffing roll change request this week for a subsequent roll number increase (from 454 to 463).

3.2.4 It was moved that the Members accept the Financial Reports, Creditors totalling \$40,733.23 be approved for payment and Payments totalling \$323,016.23, (including funds transfers totalling \$40,380.22 be accepted as paid. (Jeremy Ferguson/Kyle Rika). Carried.

## 4. **Curriculum Report**

4.1 *Languages, Te Reo – prepared by Nikki Hartnett-Clarke*

4.1.1 In Nikki's absence, Megan Clotworthy spoke to Nikki's Te Reo Māori Programme 2025 report.

4.1.2 The Board asked that their appreciation and thanks be conveyed to Nikki for her comprehensive report and hardwork in bringing the Te Reo programme back to life.

## 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 465 compared with 487 this time last year.

5.1.3 Included in the Tumuaki Report is a letter from a concerned Principal which very clearly highlights the difficulties being faced by our teachers at the moment.

5.1.4 The 2026 Annual Plan is currently being developed and will be shared at the next Board meeting.

5.1.5 Wendy Newson, Jill Shears and Sandra Powell (teaching staff) will end their fixed term tenures at the end of Term 4 2025.

Ruhiyyih Pourshafie (Learning Support) will end her fixed term tenure at the end of term 4 2025.

Cliff Tuckey (Learning Support) has ended his tenure here as of the end of Term 3 2025.

5.1.6 Megan asked the Board to approve continued leave for Peter Carlton as discretionary leave.

5.1.7 The draft 2026 staffing plan will be shared at this meeting, in-committee.

5.1.8 Megan sought Board approval for the purchase of \$60 gift cards as acknowledgement of the hard work of the staff/RTL B throughout 2025.

- 5.1.9 \$26,465 (extra to our Budget) has been made available for property maintenance to be used by the end of the January holiday break. This will be used to cover the cost of pre-planned school clean, carpet and furniture clean and possible tree trimming.
- 5.1.10 Landscape plan sent through from the neighbours in Ambury Ave regarding a new fence installation. (letter in correspondence)
- 5.1.11 Two Teacher Only Days have allocated by the government for mathematics PL. Tentative dates are 24 or 28 April and 14 August 2026 – dates to be confirmed.
- 5.1.12 Our STAR (Stepped Attendance Response) plan will be in place from the start of next year.
- 5.1.13 Important Dates for Board members – Please let Megan know who will be attending these functions.
- Thursday 20 November 11.30am to 1pm Year 2-6 Choral showcase
  - Friday 21 November 11.30am to 1pm Year 3-6 Instrumental showcase
  - Tuesday 02 December 10.45am to 11.30am Parent Helper morning tea
  - Monday 08 December 6pm **Board meeting**
  - Tuesday 09 December 9.15am **Year 5/6 Awards Assembly**
  - Tuesday 09 December 3.30pm **Board afternoon tea for RTLB**
  - Wednesday 10 December 3.30pm **Board afternoon tea for ROPS staff**
- 5.1.14 Kahui Ako will be disestablished at the end of this year. We will continue to work with schools in our Kahui Ako.
- 5.1.15 It was moved that the Board :
- accepts this report
  - approves the TODs for 2026 (dates to be confirmed)
  - moves into committee to discuss staffing
  - approves staffing as reported
  - approves the end of the year gifts for staff
  - approves continued leave for Peter Carlton as discretionary leave (Anna Jennings/Jeremy Ferguson). Carried

## **6. Principal Professional Growth Cycle**

- 6.1 The Confirmation of Professional Learning Network Participation 2025 letter was made available to the Board via OneDrive.
- 6.2 Megan briefly explained the Professional Growth Cycle to the Board.

## **7. Administration**

### *7.1 Confirmation of Minutes*

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 15 September 2025 be accepted as a true and accurate record. (Anna Jennings/Jeremy Ferguson). Carried.

### *7.2 Correspondence*

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

### *7.3 Board Self Review*

- 7.3.1 Georgie spoke briefly to the policies and learning events for Board members.

## **8. Upcoming finance training.**

- 8.1 This will be discussed further In-committee.
- 8.2 Date for training set for Tuesday 17 February at 6pm.



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

**9.1 Board Workflow Schedule:**

1. AoV/SoV Annual plan draft
2. Review Board work plan and set meeting dates for 2026
3. Curriculum: Achievement Data
4. Budget: Finalise and adopt draft budget/monthly report
5. RTLB Manager Report
6. Self-directed learning

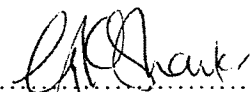
- 10.** The Board went into committee at 7:43pm to discuss starrng and Principal's concurrence. Board meeting closed at 8:25pm.

**11. Principal's concurrence**

- 11.1** As a result of the Board's In committee discussion re the application for concurrence for the Principal for the extra work involved in being Host school for Cluster 8 RTLB, it was moved that the School Board approve an application for concurrence for the Principal in recognition of the increased work resulting from her RTLB Host School role. The Board agreed to the payment being increased to \$16,000. The Board accepts responsibility for the payment of this addition remuneration (Anna Jennings/Georgie Shanks). Carried.  
The Principal had removed herself from this discussion.

**The next meeting of the Board of Trustees  
will be held on  
Monday 08 December 2025  
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 8 / 12 / 2025