

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

**Date:** Thursday 26 September 2019  
**Location:** 7:00pm in the staffroom  
**Present:** Jude Walter, Talia McNaughton, Michael Berry, Tim Maifeleni, Megan Clotworthy.  
**In attendance:** Nemia Gariando, Felicity Boyd, Robyn McConnell, Lynne Gibson, Roseanne Gibson, Angela Thompson, Pam Waugh  
**Apologies:** Owen Sinclair, Vicky Stewart  
**Copies:** All Board members via One Drive, school file.

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1. **Declaration of Interests**
  - 1.1 Jude Walter declared that her daughter is a member of the Royal Oak Primary Tournament of Minds team fundraising for their trip to Tasmania in October to attend the international finals of the Tournament of Minds. Michael Berry will take over the Chair when this is discussed in the Financial Report.
2. **Financial Report**
  - 2.1 *Financial Reports*
    - 2.1.1 The Income & Expenditure Summary for the period ended August 2019, Balance Sheet as of 31 August 2019, Statement of Cash Flows for period 1 January to 31 August 2019, Payments for approval August 2019 and Creditors for payment September 2019, and Forecasted Financial Statements were made available to the Board on OneDrive.
    - 2.1.2 Banking staffing overuse stands at 6.17FTE as of pay period ending 27 August 2019. Five part time teachers are currently paid from Operational Grant.
    - 2.1.3 We are unlikely to meet the Fundraising budget this year.
    - 2.1.4 The Board of Trustees minutes confirming Kelly Club as the providers of afterschool care in our school hall have been forwarded to the MoE.
    - 2.1.4 The Board of Trustees approved an increase on the Principal's credit card limit from \$500 to \$3,000 and a credit card with a limit of \$500 for Vicky Stewart, Deputy Principal. (Michael Berry/Jude Walter) Carried.
    - 2.1.5 Felicity Boyd is one of the payment signatories.
    - 2.1.6 It was moved that the Board accepts the Financial Reports and Creditors totalling \$42,914.30 be approved for payment and payments including funds transfers totalling \$224,299.45 be accepted as paid. (Tim Maifeleni/Jude Walter)). Carried.
  - 2.2 *Funding for Overseas Travel – Tournament of Minds team.*
    - 2.2.1 Michael Berry took over the Chair for this part of the meeting.

- 2.2.2 Congratulations to our Tournament of Minds team who won the National Competition recently held in Wellington. They have been invited to represent New Zealand at an International Competition being held in Hobart from 24 – 28 October 2019.
- 2.2.3 To enable the team to attend this competition the Board is being asked to approve payment of up to \$8,684 (to be reimbursed to the Board by the families involved and planned fundraising activities) and to sign off the Ministry of Education Funding Overseas Travel to Support the Curriculum Using Crown Funding Checklist. Included in this amount is a \$5,130 team cost which needs to be paid by 27 September 2019 – this covers accommodation for 7 students and 2 teachers, transfers, activities and some meals. The balance of funds is to cover flights for 2 teachers, an extra nights accommodation as it is cheaper to fly home on the Monday, food expenses and accommodation for 2 parent helpers accompanying the team. Students and parents will cover their own flight costs.
- 2.2.4 The Board of Trustees approved this request and signed off the Funding Overseas Travel to Support the Curriculum Using Crown Funding Checklist. (Michael Berry/Tim Maifeleni)  
Carried
- 2.2.5 The Board congratulated the students and Felicity and Robyn on this marvellous achievement and thanked Felicity and Robyn for all the extra work they have put in over the years.
3. **Strategic Discussions**
- 3.1 *RTLB Manager's Report – Roseanne Gibson Cluster 8 RTLB Manager*
- 3.1.1 Roseanne Gibson spoke to her report circulated to the Board via OneDrive.
- 3.1.2 There are two new permanently appointed RTLB.
- 3.1.3 The Wellbeing: Now and in the Future event on 30 and 31 October at the Ellerslie Event Centre. Students from Royal Oak Primary will be performing at the conference.
- 3.1.4 The Board of Trustees thanked Roseanne for her report and wished her all the best for the upcoming conference.
- 3.2 *Curriculum Report – Active Inquiry/eLearning (Robyn McConnell and Felicity Boyd)*
- 3.2.1 Robyn gave an overview of Active Inquiry at ROPS.
- 3.2.2 The Board thanked Robyn for her presentation and congratulated her on being awarded a scholarship to attend the Blake Inspire Programme during the holidays.
- 3.2.3 Felicity gave a presentation on E-Learning and Digital Technologies and how it is integrated into Royal Oak Primary.
- 3.2.4 Next year Year 3 students will once again be able to bring their own device to school. It is planned to have a parent information meeting for parents of the current Year 2 students before the end of this year.
- 3.2.5 The Board thanked Felicity for her presentation.
- 3.3 *Principal's Report*
- 3.3.1 The Principal's Report was circulated to the Board of Trustees via OneDrive.
- 3.3.2 The school roll stands at 586. It was 628 at the same time last year.
- 3.3.3 We have been allocated 100 hours PLD to continue our Mathematics PD for the next 13 months. The Delivery Plan will be completed and sent to the MoE by Monday 14 October.
- 3.3.4 The Principal has undertaken a review of NAG 8 policy. It is recommended that the Policy is changed as follows : *We will report using the New Zealand Curriculum levels not National Standards*
- 3.3.5 The Indian Parent Evening was hugely successful.
- 3.3.6 Education (Pastoral Care of International Students) Code of Practice self-review attestation for 2019 will be sent through to the MoE by 01 October 2019.
- 3.3.7 The Board of Trustees approved the TeachNZ Study leave for RTLB: Titania McKenzie (Meghan McKenzie Heard)
- Proposed dates :  
Term 1 Monday 24 February – 12 April 2020



Term 2 Tuesday 28 April – 5 July 2020

Term 3 Monday 20 July – 27 September 2020

Term 4 Monday 12 October – 15 November 2020

32 weeks in total, during the school term, as per the TeachNZ conditions of the study award.  
(Jude Walter/Michael Berry) Carried.

3.3.8 Our Tournament of Minds team won the National Competition in Wellington and have been invited to represent New Zealand at the International Competition in Hobart late October.

3.3.9 The unfortunate medical event that happened on Grandparents Day was well handled by Megan

3.3.10 It was moved that the Board

- approve staffing as reported,
- accepts this report,
- approve changes to wording of NAG 8
- approves the proposed study dates for RTL B Titania McKenzie,
- approves the payment of up to \$8684 which includes \$5130 to be paid by Friday 27 September to enable our Tournament of Minds team to travel to Hobart to compete in the international competition. This will be reimbursed by the families/raised funds. (The balance of \$3554 is to cover airfares for the teachers and extra accommodation to be reimbursed in part by parents attending.
- Moves into committee to discuss staffing  
(Michael Berry/Talia McNaughton)) Carried.

3.4 *Kahui Ako Lead Principal's Report – Robyn Curry*

3.4.1 The Board of Trustees Report – End Term 3 2019 was circulated to the Board of Trustees via OneDrive.

3.5 *BOT Training*

3.5.1 The Board will get an external provider to run a BOT Training session early next term. Megan will organise this.

4. **Monitoring**

4.1 *NAG 8 – Analysis of Variance*

4.1.1 NAG 8 Policy covered in Principal's Report

5. **Agenda items for next meeting**

5.1 Next meeting date changed to Tuesday 29 October 2019

5.2 International Students Policies and Procedures Review

5.3 Curriculum Report Literacy, Te Reo, Health and PE

5.4 Focus – Financial Planning

6. **Administration**

6.1 *Confirmation of Minutes*

6.1.1 The Minutes of the Board of Trustees meeting held on Thursday 29 August 2019 were accepted. (Michael Berry/Tim Maifeleni) Carried.

6.2 *Correspondence*

6.2.1 Correspondence schedule was available to Board of Trustees on Onedrive.

7. In-Committee
- 7.1 The Board went into committee at 8:40pm
8. Board meeting closed at 8:40pm

The next meeting of the Board of Trustees  
will be held on  
Tuesday 29 October 2019  
at 7:00pm in the staffroom.

PLEASE NOTE CHANGE OF DATE

Minutes confirmed:

  
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Chairperson, Board of Trustees

Dated: 29 / 10 / 2019