

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

**Date:** Thursday 29 October 2019  
**Location:** 7:00pm in the staffroom  
**Present:** Owen Sinclair, Jude Walter, Talia McNaughton, Michael Berry, Tim Maifeleni, Megan Clotworthy, Vicky Stewart.  
**In attendance:** Nemia Gariando, Lynne Gibson, Becky Boyes, Anne Marie Jammes, Jill Shears, Angela Thompson, Pam Waugh  
**Apologies:**  
**Copies:** All Board members via One Drive, school file.

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**1. Declaration of Interests**

- 1.1 There were no declarations of interest.

**2. Financial Report**

**2.1 Financial Reports**

- 2.1.1 The Income & Expenditure Summary for the period ended September 2019, Balance Sheet as of 30 September 2019, Statement of Cash Flows for period 1 January to 30 September 2019, Payments for approval September 2019 and Creditors for payment October 2019, and Forecasted Financial Statements were made available to the Board on OneDrive.
- 2.1.2 Income and Expenditure summary shows an Operating Surplus of \$352,585.
- 2.1.3 Forecast shows a deficit of \$17,382.
- 2.1.4 Donation reminder letters will go home this week
- 2.1.5 It was moved that the cost of the end of year gift cards for staff remain at \$60 per staff member. (Jude Walter/Talia McNaughton). Carried.
- 2.1.6 It was moved that the Board accepts the Financial Reports and Creditors totalling \$33,002.93 be approved for payment and payments including funds transfers totalling \$206,442.06 be accepted as paid. (Michael Berry/Jude Walter). Carried.

**2.2 Draft 2020 Budget**

- 2.2.1 Our staffing entitlement will drop by 2 teachers next year to 28.3 due to the roll decline. We need 37.2 teachers to continue all the current programmes.
- 2.2.2 If we move 6 teachers to bulk grant it will cost the Board approximately \$330,000.
- 2.2.3 The Parent Donation for 2020 will remain the same \$300 per student and \$30 per student for stationery.
- 2.2.4 The Parent Group will be asked at their next meeting if we can keep their fundraising at \$80,000.
- 2.2.5 It is hoped to get donations from Trust applications for Year 6 Camp, playground equipment and sports gear.

- 2.2.6 Income from International Students has been budgeted at \$100,000.
- 2.2.7 The Draft Budget 2020 is currently showing a deficit of \$55,000. Megan and Nemia are working to bring this down.

### **3. Strategic Discussions**

#### **3.1 Curriculum Report – Literacy/Te Reo (Lynne Gibson, Anne Marie Jammes, Kirsty Hardie Boys)**

- 3.1.1 Lynne and Anne Marie spoke to their tabled report about Literacy Overviews throughout the and the ESOL component of Literacy Term 4 2019. There will be a full Te Reo report at the Board meeting.
- 3.1.2 The Board thanked Lynne and Anne Marie for their report.

#### **3.2 Curriculum Report – Health/Physical Education (Becky Boyes)**

- 3.2.1 Becky spoke to her table report.
- 3.2.2 Becky is released a day a week to plan activities and help upskill teachers in sport and PE lessons.
- 3.2.2 Becky highlighted the need for more equipment and a new high jump mat and football goals.
- 3.2.3 The Board thanked Becky for her report.

#### **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 594. It was 641 at the same time last year.
- 3.3.3 The 100 hours for continuation of our Mathematics PL for Term 4 2019 – Term 4 2020 will be facilitated by Bina Kachawalla and a delivery plan has been submitted to the Ministry.
- 3.3.4 The review of policies for International Students will be presented at the December Board meeting.
- 3.3.5 A draft staffing plan for 2020 will be presented and discussed in committee.
- 3.3.6 Lynne Gibson has been appointed as our Learning Support Coordinator beginning in January 2020. This is a permanent position created by the Ministry and provided to our school over and above our staffing entitlement.
- 3.3.7 An additional Kahui Ako Across School Lead Teacher's position has been advertised. The Principal is currently advertising three Kahui Ako in school positions for 2020.
- 3.3.8 It was moved that the Board approve Primary Teachers' Sabbatical for RTLB: Rebecca Robinson, proposed dates Term 3 2020: Monday 20 July to Sunday 27 September 2020 (10 weeks). Accepted (Megan Clotworthy/Vicky Stewart) Carried.
- 3.3.9 Work on the Taiao Room, Totara Room, Kauri Room upgrade is due to begin 18 December.
- 3.3.10 A letter from neighbours at 1A Oak Street has been tabled for discussion. The neighbours would like us to do something about 2 large trees which are shading their property and debris from the trees is continually blocking the gutters. They ask that the school remove the trees completely. We have a plan in place for all trees on the school property but these trees are not scheduled to be trimmed or removed for a while. The Chairperson will write to the neighbour asking how much he would be prepared to pay towards the cost of trimming the trees.
- 3.3.11 With the ratification of the collective contract came an additional 8 TOD's to be taken until the end of the period of the contract in June 2022. The Principal suggests that we take 3 of these in 2020, 3 in 2021 and the last 2 in Term 1 and 2 of 2022.  
Proposed dates for 2020 are Friday 13 March, Friday 29 May and Friday 23 October.  
(Michael Berry/Tim Maifeleini) Carried
- 3.3.12 It was moved that the Board approve the following applications to Trust for financial support for Year 6 Camp 2020:
  - 1. Application to the North and South Trust Ltd for funding towards the accommodation costs and the fees for the qualified instructors at the Year 6 Camp 2020 up to the value of \$10,000.



2. Application to the Four Winds Foundation Ltd for funding towards the catering costs for the students, and gear charge and rental costs at the Year 6 Camp 2020 up to the value of \$4,500.
3. Application to The Trusts Community Foundation Ltd for funding towards the gear charge and rental costs at Year 6 Camp 2020 up to the value of \$3,000.
4. Application to the Akarana Community Trust Ltd for funding for the bus hire to transport the students to and from the Year 6 Camp 2020 up to the value of \$1,600.(Jude Walter/Michael Berry). Carried.

3.3.13 The draft Charter and Strategic Plan will be presented to the next Board meeting.

3.3.14 It was moved that the Board

- accepts this report.
- Responds to Aileen Ma re 1A Oak Street
- Approves the applications to Trusts for financial support for Year 6 Camp 2020.
- Approves and minutes the proposed Teacher Only days for 2020
- Minutes the approval of Rebecca Robinson's sabbatical for Term 3, 2020.
- Moves into committee to discuss staffing, matters around behaviour management and the recent media coverage related to charging families for curriculum related expenses.

(Vicky Stewart/Talia McNaughton). Carried

3.4 *BOT Training*

3.4.1 BOT Training deferred to early 2020.

#### **4. Monitoring**

4.1 International Student Policies to be presented at the next meeting.

#### **5. Agenda items for next meeting**

5.1 Next meeting date Thursday 05 December 2019

5.2 International Students Policies and Procedures Review

5.3 Draft Budget

5.4 Draft Strategic Plan

5.5 Full Te Reo report

5.6 Achievement Data

#### **6. Administration**

6.1 *Confirmation of Minutes*

6.1.1 The Minutes of the Board of Trustees meeting held on Thursday 26 September 2019 were accepted. (Vicky Stewart/Jude Walter) Carried.

6.2 *Correspondence*

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

6.3 *Dates for Board Members*

6.3.1 Monday 02 December, 3:30pm in staffroom - Board afternoon tea for staff

Tuesday 03 December 3:30pm in staffroom - .Board afternoon tea for RTL

Tuesday 03 December 4:00 – 6:00pm – Parent Group picnic on field

Wednesday 04 December, 10:30am in school hall - Parent Helpers morning

Thursday 05 December, 7pm staffroom – BOT meeting

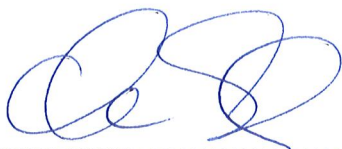
- 6.4 *Prizegiving Date*  
6.4.1 Tuesday 10 December 7 – 9pm in school hall – Awards Assembly
- 6.5 *Teacher-Only Days for 2020*  
6.5.1 Teacher Only Days planned for 2020:  
Friday 12 March, Friday 29 May, Friday 23 October.

**7. In-Committee**

- 7.1 The Board went into committee at 8:45pm

**The next meeting of the Board of Trustees  
will be held on  
Thursday 05 December 2019  
at 7:00pm in the staffroom.**

Minutes confirmed:



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Chairperson, Board of Trustees

Dated: 5 / 12 / 2019