

## Royal Oak Primary School School Board Minutes

**Date:** Monday 15 September 2025  
**Location:** 6:00pm in Staffroom  
**Present:** Georgie Shanks (Presiding Member), Megan Clotworthy, Jeremy Ferguson, Dustin Botha, Anna Jennings, Kyle Rika, Lynne Gibson  
**In attendance:** Felicity Boyd, Robyn McConnell, Greg Burne, Alec Tang, Nemia Gariando, Vicky Stewart (Minutes)  
**Apologies:**  
**Copies:** All Board members via One Drive, school file.

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### 1. Declaration of Interest

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

### 2. Speaking Rights

2.1 Speaking rights have been granted to past Board members Alec Tang, Greg Burne and Vicky Stewart for the first meeting with the newly elected Board members.

### 3. RTLB Manager's Report

3.1 The Ngā Manu Āwhina RTLB Cluster –Term 2 and 3, 2025 Summary Report and the Cluster 8 Ngā Manu Āwhina Manager's Report (Term 2-3, 2025) were circulated to the Board via Onedrive

3.1.1 Roseanne spoke about staff changes that were happening in the cluster. Two staff members resigned at the end of Term 2. Cecilia Tian returned from parental leave on August 5. New permanent RTLB appointment beginning Term 4 - Elliot Peacock. Sarah Mariu has been successful in gaining a 2026 study award.

3.1.2 Roseanne expressed her heartfelt thanks to both the Board and the ROPS SLT team for their support during her husband's illness.

3.1.3 The Board thanked Roseanne for her comprehensive report.

### 4. Financial Reports

4.1 *Financial Reports*

4.1.1 Payments and Creditors September 2025, ROPS Balance Sheet 31 August 2025, ROPS Revenue and Expense Summary 31 August 2025, were made available to the Board via OneDrive.

- 4.1.2 It was moved that the Board accepts the Financial Reports and Creditors totalling \$1,143,297.83 be approved for payment and payments including funds transfers totalling \$46,785.61 be accepted as paid. (Anna Jennings / Kyle Rika). Carried.
- 4.1.3 *Deficit Challenge*
- 4.1.4 A video explaining why the school needs whānau to pay their donations has been sent out this week. The video needs to be accompanied by a message attached so that whānau understand why the school is sending out the video.
- 4.1.5 Week 2 Term 4, the Board letter to the school community about paying school donations will be sent out by Megan.
- 4.1.6 Week 8 Term 4, the video explaining why the school needs whānau to pay their donations will be sent out to the school community again.
- 4.17 All Board members need to look at the financial policies before the Board look at the draft budget next month.
- 4.1.8 The Board acknowledges that the decreasing payment of donations is of concern and that monetary resources available are eroding away.
- 4.1.9 The Board acknowledges that Learning Support (LS) is a difficult area to navigate. Megan regularly talks to the Board about the need for LS, as safety is a priority for tamariki at school. High needs children come with a limited amount of funding. The funding does not allow for a full time LS person.
- 4.1.10 The Board will be getting some finance training through the NZSBA – Georgie is organising this.
- 4.1.11 Georgie has asked Megan and Nemia to construct a zero-deficit budget. Through the process of creating the draft budget, Megan and Nemia will look at this. *Motion – move that that at the November meeting, the board would like Megan to present a report that will outline how we **could** achieve a zero deficit budget next year. The report will include an outline of:*
- *Current cash in accounts*
  - *Funds earmarked for projects/payments (e.g. 5YA)*
  - *Graph/easy to understand depiction of changes in cash reserves over time*
- (Anna Jennings / Georgie Shanks). Carried
- 4.1.12 Georgie summarised again the solutions that the Board has considered to date to help alleviate the school deficit:
- Consult with an MOE Financial Advisor
  - Seek grants
  - Hiring out ROPS facilities i.e. the turf
  - Increase income through international students
  - Take Out of Zone Enrolments
  - Charging for some programmes e.g. Violin / cello
  - Tapping into RTLB money – RTLB use our admin staff, cleaners etc – Georgie has consulted with NZSBA who reported that it was worth looking into – we could charge the RTLB for the cleaning service

## **5. Curriculum Report**

- 5.1 *Inquiry and STEM Curriculum Report – Robyn McConnell*
- 5.1.1 Robyn presented a PowerPoint to support her comprehensive report.
- 5.1.2 The Board acknowledged that Robyn's work was one of our point of differences for our school – with authentic learning through the science badge.
- 5.1.3 The Board thanked Robyn for all her work throughout the year.
- 5.2 *Learning Progress and Achievement; Gifted and Talented focus – Felicity Boyd and Vicky Stewart*

- 5.2.1 Throughout the school there are many leadership groups which support Giftedness, including, sport, music, whānau, culture, coaching and positive play leaders.
- 5.2.2 This report also included Māori and Pasifika representation in gifted programmes in the school, including Rōpū Rangatahi and Kapa Pasifika programmes
- 5.2.3 The Board thanked Felicity and Vicky for their reports.

## **6. Tumuaki Report**

### *6.1 Regular Report*

- 6.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
- 6.1.2 School roll stands at 455 compared with 481 this time last year. Current roll includes 1 International Student. Roll drop directly impacts our funding.
- 6.1.3 School Docs Term 3 review – Megan has asked that all Board members review the School Docs. Georgie asked for some instructions about how to review.
- 6.1.4 Review of Strategy goal 3 – Attendance needs more work. The MOE have a big initiative in 2026 where they will track school attendance. Megan and the SLT will create an attendance plan for 2026, in accordance with the MOE directive.
- 6.1.5 Megan would like an extra meeting to look at the Strategic Plan and set goals for moving ahead into the 2026-2028 plan. Megan / Georgie to send out a proposed date.
- 6.1.6 Results of the Health and Safety Survey have been shared with the Board via onedrive.
- 6.1.7 Review of 5YA and 10PP is outlined in property report – This is last months report as Peter is on leave due to his illness. At this stage we do not know when Peter will return to work. Jai has taken over some of the basic duties in Peter's absence. SLT and staff are reporting any property concerns to Megan who is then engaging the appropriate tradespeople.
- 6.1.8 Georgie queried Health and Safety at the school in the absence of Peter. Megan reiterated that staff are identifying hazards, Megan is doing safety checks and Jai is pointing out hazards. Georgie would like this revisited at the next meeting.
- 6.1.9 Lockdown drill completed – This needs some streamlining of procedures to take into consideration relievers that may be working, and RTLB that may be on site at the time of a lockdown.
- 6.1.10 It was moved that the Board:
  - accepts the report of the Tumuaki
  - approves staffing as reported; and
  - moves into Committee to discuss staffing (Anna Jennings/Kyle Rika). Carried

## **7. Administration**

### *7.1 Confirmation of Minutes*

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 11 August 2025 be accepted as a true and accurate record. (Anna Jennings/Georgie Shanks). Carried.

### *7.2 Correspondence*

- 7.2.1 No correspondence was circulated to the Board of Trustees via OneDrive.

## **8. Board Matters**

### *8.1 Establishment of a finance committee*

- 8.1.1 Nemia would like to have a finance committee which would meet prior to the Board meeting at 5.30pm. Please think about this before the next Board meeting.

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

### **9.1 Board Workflow Schedule:**

- 1. Policy: as per Schooldocs Review

2. Review of the Strategic Plan. Approve next year's draft plan.
3. Curriculum: Languages / Te Reo
4. Next year's draft Budget Monthly Report
5. Concurrence Letter

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10. Kahu Ako Training session run by NZSBA – 14<sup>th</sup> October 2025
  11. Georgie to organise a dinner to thank past members for their work – Alec Tang, Greg, Burne, Vicky Stewart
  12. The Board went into committee at 8.03pm. Board meeting closed at 8:20pm

**The next meeting of the Board of Trustees  
will be held on  
Monday 3 November 2025  
at 6:00pm in the staffroom.**

Minutes confirmed:

  
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Presiding Member, School Board

Dated: 3 / 11 / 2025