

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 08 December 2025
Location: 6:00pm in Staffroom
Present: Georgie Shanks (Presiding Member), Megan Clotworthy, Lynne Gibson, Anna Jennings, Kyle Rika, Jeremy Ferguson, Dustin Botha
.In attendance: Felicity Boyd, Vicky Stewart, Nemia Gariando, Roseanne Gibson (RTL B Manager), Pam Waugh (Minutes),
Apologies: None
Copies: All Board members via One Drive, school file.

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 in those discussions.

2. RTL B Manager's Report

- 2.1 The RTL B Manager, Roseanne Gibson, asked that her report be taken as read.
- 2.2 The RTL B Cluster 8 Newsletter for Term 4 was attached to the RTL B Manager's report.
- 2.3 The Board thanked Roseanne for her detailed report.

3. Financial Reports

3.1 *Financial Reports*

- 3.1.1 Revenue and Expenditure Summary 31 October 2025, Balance Sheet Summary 31 October 2025, Payments for Approval October 2025 and Creditors for Payment 31 October 2025, Forecast Statement of Financial Performance for the Year Ended 31 December 2025, Forecast Statement of Financial Position, Cyclical Maintenance plans 2025/2026, Accounts Receivable Summary, October 2025 Invoices Approved for Payment (details), Xero History and Notes (Changes to Contacts/Suppliers Details), Statement of Cash Flows for the period ended 31 October 2025 and RTL B Cluster Funds Held 31 October 2025, and Banking Staffing Report were made available to the Board via OneDrive.
- 3.1.2 Parent Donations are at 73% of Budget. The total donations received YTD is approximately 48% of the total donations payable.
- 3.1.3 Banking staffing overuse stands at 10.74 FTTE as at pay period ending 28 October 2025. This equates to \$39,655 based on MoE's repayment rate of \$96,000. Four teachers at lower pay rate are currently being paid from operations grant to minimise staffing overuse. We expect

to achieve a nil balance during the banking staffing balancing period from late January to mid March 2026.

- 3.1.4 Depreciation YTD has been allocated as per 2025 Budget as we are still waiting for the Xero asset register from Edtech.
- 3.1.5 The school has a YTD working capital of \$836,105 (the amount of current assets that is available to cover the school's day-to-day expenses after deducting the current liabilities). The working capital YTD is higher than that of the previous month and the 2024 YTD by approx. \$188k and \$29k respectively. The increase can be largely attributed to grants received in October.
- 3.1.6 RTLB funds totalling \$141,022 remained unspent as at 31 October 2025. Details of RTLB grants/other revenue received and expenses incurred are shown in a separate report titled "RTLB Cluster Funds Held".
- 3.1.7 The cyclical maintenance provision for 2025 has been reviewed by Steve Waters. He has recommended the use of 3.1% inflation rate in calculating the provision based on the Reserve Bank of NZ's published annual inflation rate in December 2025.
The maintenance cycle of 5 years for the playing field maintenance and 14 years for playground resurfacing have been approved by Kevin Gong from Watershed as reasonable.
- 3.1.8 It was moved that the Members accept the Financial Reports, Creditors totalling \$33,588.94 be approved for payment and Payments totalling \$815,096.05, (including funds transfers totalling \$634,617.25) be accepted as paid. (Dustin Botha/Kyle Rika)). Carried.

3.2 *Draft Budget*

- 3.2.1 The Draft Budget 2026 Balance Sheet Summary and the RTLB Cluster Funds Held by ROPS 2026 Draft Budget were circulated to the Board via OneDrive.
- 3.2.2 The Draft Budget currently shows a surplus of \$8,114.
- 3.2.3 Budget surplus achieved by allowing for increase in enrolments and payment of parent donations, some non-teaching staff cutting back their hours, librarian leaving at end of Term 1 – existing staff will be used to cover library, some Learning Support leaving end of this year and not being replaced.
- 3.2.4 The Board discussed raising the school donations for 2026. It was decided to keep the donations at \$350 and Shared Classroom Consumables donation at \$50 for 2026.
- 3.2.5 The Board discussed reducing the forecast of parent donations. The Board asked for examples of how much more could be expected if the donations were increased by \$50.
- 3.2.6 The cyclical maintenance provision for 2026 (budget) has been reviewed by Steve Waters. He has recommended the use of 3.1% inflation rate in calculating the provision based on the Reserve Bank of NZ's published annual inflation rate in December 2025. However, we have asked Steve to explain why he has changed the "year next expected" for 2 projects – the playing field maintenance (aeration/levelling) and Block 1's interior repaint – from 2026 to 2027.

4. **Curriculum Report**

4.1 *Achievement Data – Felicity Boyd and Vicky Stewart*

- 4.1.1 The 2025 end-of-year data reflects achievement in a time of transition. We are awaiting assessment tools that align with the new curricula introduced by the Ministry of Education at the start of the year (and further updated October 2025). The Ministry notes that changes in progress or achievement compared to previous years may be the result of changes in the curriculum expectations for the year level. These new curricula include changes to teaching assessment methods, and content. These results reflect a period of adjustment as teachers and students adapt to the new framework.
- 4.1.2 We are making good progress in the Year 3 OTJ Reading – BELOW results.
- 4.1.3 One of our Learning Support is trained as a Tier 2 Intervention teacher. We're hoping to get another Learning Support person trained.

4.1.4 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 468 compared with 489 this time last year. Drop in roll is mainly due to a large number of families moving overseas

5.1.3 The Analysis of Variance will be presented at the next Board meeting.

5.1.4 We have been invited to join a small group travelling with Liz Kane (the leader of Little Learners Love Literacy – the Structure Literacy programme that we follow) to attend seminars and visits to Australian schools who are advanced in the use of structured Literacy.

Megan would like to take two leaders to join a personalised education tour in Melbourne. Liz Kane has personally invited us to attend.

Megan has included the full proposal with her Report via OneDrive. It is proposed to use the money from the principal's 2026 well-being payment and funds carried over from this year to cover costs. The principal will cover her own accommodation costs.

The total cost of the tour for 3 people is \$5,525. There is \$7,328 in the Wellbeing fund.

Planning would ensure that any international travel outlined fits within the guidelines suggested by the MoE.

Megan and the leaders would be away for 4 days of Week 2 Term 2 2026.

Lynne Gibson, (LSC) will lead the day-to-day operation of the school for the 4 days and she would be supported by the Learning Leaders.

The Board needs to approve the carry over of the remaining 2025 wellbeing funds.

5.1.5 The Board needs to discuss their stance on giving effect to Te Tiriti. Megan has begun to draft a letter which is included in the Board Correspondence folder in OneDrive.

5.1.6 The Code of Practice for International Students attestation and review will be completed by March 2026 as per the new directive.

5.1.7 The Draft Annual Plan is included in the documents for this meeting. The Finalised Annual Plan will be approved at the February meeting.

5.1.8 Megan recommends that the Board approves the Role of Presiding Member (from the Governance Manual) Policy, International Students policies and the proposed EOTC for 2026. Proposed EOTC includes: Year 6 Camp, year 5 Outdoor Ed including the Vector Wero rafting, climbing and pools, trips to Maungakiekie, sports excursions, musical excursion, class trips, Trees for Survival, TOM, EPRo8 and any other excursions. All of these will be covered off with RAMs with all health and safety aspects taken into consideration.

5.1.9 The Board needs to discuss the matter of dogs on school grounds particularly during the school hours (morning and afternoons in particular)

5.1.10 We are fully staffed for 2026 including .5 Te Reo.

5.1.11 Exit interviews for Jill Shears and Wendy Newson will take place date to be advised.

5.1.12 There is a staffing issue to be discussed in committee.

5.1.13 There were a number of leaks during the recent bad weather. RTLB Managers Office has been assessed and there is floor damage – this will be an insurance job. Also water ingress in Megan's office. The assessor has also looked at this and it is a roofing issue. The wall needs to be replaced and this may not happen until water tightening work takes place in the admin block. Megan has had to vacate her office in the meantime.

5.1.14 Megan may look at having a working bee early next year to help tidy up the school. Jai is doing a marvellous job but there is too much to do on his own.

5.1.15 We need to look at any hazards around the school – a staff member tripped and banged her head against a building resulting in concussion.

5.1.16 The Board needs to approve the Attendance Management Plan for uploading on to our website. This document accompanies the Tumaki's Report and is available to Board members via OneDrive.

5.1.17 It was moved that the Board :

- accepts this report
- approves staffing as reported
- approves the schooldocs policies and International Student Policies
- approves EOTC in principle as outlined for 2026
- approves the proposed PL trip for Structured Literacy with Liz Kane and approve the carrying over of the wellbeing fund to 2026
- approves the Attendance Management Plan for sharing with our community and uploading to our website.
- moves into committee to discuss staffing issue (Jeremy Ferguson/Anna Jennings). Carried

6. Policy

6.1 *Role of Chair Policy (part of the Governance Manual)*

6.1.1 It was moved that the Role of Chair Policy be accepted unchanged. (Jeremy Ferguson/Dustin Botha). Carried.

6.2 *International Students Policies*

6.2.1 It was moved that the International Students Policies be accepted unchanged. (Anna Jennings/Lynne Gibson). 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 23 June 2025 be accepted as a true and accurate record. (Megan Clotworthy/Anna Jennings). Carried.

7.2 *Correspondence*

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

8. Board Matter

8.1 *Finance Training*

8.1.1 Meeting with Alan Curtis, Finance Training Advisor for Boards of Trustees, scheduled for **6pm Tuesday 17 February 2026 in the staffroom.**

9. Identify Agenda items for next meeting

9.1 Board Workflow Schedule:

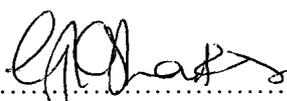
1. Confirm and approve Annual Plan to be submitted to MoE by 01 March 2026
2. Learner Progress and Achievement: AoV/SoV report evaluation
3. HR: Principal Start Principal PLG (approve – agreement and process)
4. Curriculum: Charter and Curriculum Planning
5. Finance: Approve Budget/Monthly Report
6. Role of the Chair/Delegations/Trustee code of behaviour policy (Governance Manual)
7. Self-directed learning

10. The Board went into committee at 7:55pm. Board meeting closed at 8:55pm

11.

**The next meeting of the Board of Trustees
will be held on
Monday 23 February 2026
at 6:00pm in the staffroom.**

Minutes confirmed:



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Presiding Member, School Board

Dated: 23 / 2 / 2026