



**Te Ara Maurea
Roydvale School**

TE ARA MAUREA ROYDVALE SCHOOL
Minutes of the
POARI MEETING
Held at 6.30pm Wednesday 21 May 2025

PRESENT: A Larmer, J Pretty, A Palmer, S Ogilvie, J Washington (*via Google hangout*), R Williams (*via Google hangout*), H McLennan, L van den Broek

APPROVAL & NOTATIONS

- 1. WELCOME**
- 2. APOLOGIES**
- 3. CONFLICTS OF INTEREST**
- 4. SCHOOL DOCS - POLICY REVIEWS**
- 5. NOTICE OF GENERAL BUSINESS**

PREVIOUS MINUTES

- 7. CONFIRMATION OF MINUTES**

Motion: That the minutes of the meeting of the Board held on 19 March 2025 having been circulated, be approved and adopted as a true and correct record of that meeting.

Moved: J Pretty

Carried: S Ogilvie

Action point - Jenny to ask Justin to provide a risk assessment around their school using our field. Ongoing - to be discussed tonight

REPORTS

8. FINANCE

Rebecca's finance report was circulated and discussed.

8.1 The school recorded a surplus of \$58.6K across March and April which is better than the \$9K deficit budgeted. The surplus recorded was due to higher income and lower expenditure over this period. Income higher than budgeted and included school donations which we have received 90% of budget and international student income of \$18K received YTD. Expenditure below budget with almost all areas currently at or below expectations for this time of year. The only exceptions are the Performing Arts budget, due to the upcoming Production and Property expenditure. Working Capital improved over the couple of months and significantly higher than MOE guidance. School remains in a strong financial position.

8.2 Rebecca confirmed she has reviewed the transaction ledgers.

Motion that the Finance report be accepted.

Moved: R Williams

Seconded: J Pretty

Carried

9. PRINCIPAL'S REPORT

The Principal's report had been circulated. Jenny went through her report and the following items were discussed:

9.1 Allergies Policy - Jenny provided the Board with the community and staff feedback following the policy review. Jenny and Josh reviewed this feedback and to ensure we are minimising the risk of exposure at school recommend the Policy states that *we highly recommend families do not bring nuts to school*. Specific classes with students who have allergies will continue to be nut free.

Also noted that this Policy to be reviewed regularly with ongoing communication to the school community. Communication will be sent out to the school community advising of this update to the Policy. The Board supported this recommendation.

9.2 Jenny presented the following recommendations to the Board:

Recommendation: *That the Board approve the Health, Safety and Welfare Policy.*

Recommendation: *That the Board approve the Health and Safety Management policy.*

Recommendation: *That the Board approve the Safety Management System Policy.*

Recommendation: *That the Board approve the Primary Duty of Care Policy.*

Recommendation: *That the Board approve the Due Diligence Policy.*

Recommendation: *That the Board approve the Worker Engagement, Participating and Representation Policy.*

Recommendation: *That the Board approve the Elected Health and Safety representative Policy.*

Recommendation: *That the Board approve the Risk Management Policy.*

Recommendation: *That the Board approve the Hazard Register and Audit Policy.*

Recommendation: *That the Board approve the Chain of Custody Policy.*

Recommendation: *That the Board approve the Health and Safety Induction Policy.*

Recommendation: *That the Board approve the Manuhiri Policy.*

Recommendation: *That the Board approve the Contractors Working at Kura Policy.*

Recommendation: *That the Board approve the Healthcare Policy.*

Recommendation: *That the Board approve the First Aid Training and Supplies Policy.*

Recommendation: *That the Board approve the Dealing with Blood and Body Substances Policy.*

Recommendation: *That the Board approve the Communicating about injuries and Illnesses Policy.*

Recommendation: *That the Board approve the Worksafe Notifiable Events Policy.*

Recommendation: *That the Board approve the Health Conditions Policy.*

Recommendation: *That the Board approve the Allergies Policy.*

Recommendation: *That the Board approve the Asthma Policy.*

Recommendation: *That the Board approve the Diabetes Policy.*

Recommendation: *That the Board approve the Head Lice Policy.*

Recommendation: *That the Board approve the Medicines Policy.*

Recommendation: *That the Board approve the Managing Injuries and illness Policy.*

Recommendation: *That the Board approve the Recording and Reporting Accidents, Injuries and Illness Policy.*

Recommendation: *That the Board approve the Infectious Diseases Policy.*

Recommendation: *That the Board approve the Immunisations Policy.*

Recommendation: *That the Board approve the COVID-19 Health measures Policy.*

Recommendation: *That the Board approve the Chronic Communicable conditions Policy.*

Recommendation: *That the Board accept the resignation email received by Cathy Wells, effective from the beginning of Term 2, 2025.*

Recommendation: *That the Board approve that Ange Larmer work her full time*

teaching position for Term 2, 2025.

Recommendation: That the Board accept Anna Grocott to a fixed term .2 position effective from the beginning of Term 2 for one term.

Recommendation: That the Board approve Anna Grocott to a fixed term .8 teaching position from Term 3 - Term 4, 2025.

Recommendation: That the Board approve the Casual Use Agreement with 'Eager Art School' at \$10 a week.

Recommendation: That the Board approve the leasing of 30 Chromebooks.

Recommendation: That the Board approve the opening of 10 'out of zone' places for 2026.

The board resolves to accept these recommendations as minuted in the Principal's report.

Motion that the Principal's report be accepted.

Moved: J Washington

Seconded: J Pretty

Carried

The board moved in committee at 7.03pm.

The board moved out of committee at 7.37pm

INWARDS CORRESPONDENCE			
21 March 2025	Email	Justin Fields, Principal, Christchurch North College	Relationship with Roydvale School
27 March 2025	Email	NZEI Te Riu Roa	Important changes to upcoming employment relations education leave
24 April 2025	Email	Justin Fields, Principal, Christchurch North College	Relationship with Roydvale School - response
6 May 2025	Letter	H Seymour (staff)	Medical leave request
8 May 2025	Email	Dane	Request to explore grounds after

			hours with a metal detector
20 May 2025	Letter via Email	MOE	Confidential - In-committee
OUTWARDS CORRESPONDENCE			
11 April 2025	Email	Justin - Christchurch North College	Relationship with our school

10. GENERAL BUSINESS

- 10.1 Christchurch North College - Community Engagement - following on from recent discussions, the Board wrote back to Justin requesting clarification and detail around some points of his request. An email response was received which did not provide as much detail as the Board felt they needed to be able to make a decision at this stage. The Board wants to ensure this engagement does not put any extra work on our staff or impact our students. Due to not receiving all of the requested information and as we have considerations we need to focus on currently it was decided to put this on hold and reconsider at a later date. Josh to communicate this back to Justin at CNC.

Action point - Josh to respond to Justin at CNC re community engagement with our school.

- 10.2 Correspondence received - Dane - request to explore the field with a metal detector after school hours - the Board approved this request. Jo will respond and let Dane know.

Next meeting date: 18 June 2025

Meeting closed at 7.55pm

APPROVED



(Presiding Member)

DATE

18 June 2025

