



**Te Ara Maurea  
Roydvale School**

**TE ARA MAUREA ROYDVALE SCHOOL**  
**Minutes of the**  
**POARI MEETING**  
**Held at 6.30pm 18 March 2025**

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

**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 25 February 2025 having been circulated, be approved and adopted as a true and correct record of that meeting.

*Moved: J Pretty*

*Carried: R Williams*

**Action point - Jenny to ask John to get an updated heat pump quote from Coombes Aquatics and two additional quotes. Done**

**The Board to review the allergy policy on SchoolDocs after the consultation period and make a final decision on the Nut Allergy Policy. Done**

**Josh to respond to Kelly Haines email advising of this discussion. Done**

## **REPORTS**

### **8. PRINCIPAL'S REPORT**

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

- 8.1 SchoolDocs - policies up for review including the allergy policy - nut policy - Jenny informed the Board that after the consultation period the nut policy will be reviewed and a decision made if any update to be implemented. Jenny will provide the feedback following the review to the Board.
- 8.2 Property - Les Wilson, Property Manager from MOE, met with Jenny on Monday for annual property visit and discussed the school's 10 YPP and 5YA which allocates funding for areas in need of maintenance. This will be implemented in 2027/2028 following our recent rebuild. There is some funds available now and following a walk around of the school Les advised we can get quotes for old light replacements, old heat pump replacements, guttering repair on classroom and upgrade to hall toilet. Les also advised that as the swimming pool is a MOE asset then funds are available for the heat pump. Jenny and John getting quotes to send to Les.
- 8.3 Christchurch North College (Charter School) on Sir William Pickering Drive - Jenny recently visited the school and met with Justin the Principal. He asked if we would consider letting them use some of our facilities for their students - our field, an area with an oven and also asked if his students could work with some of our students. The Board discussed this. They currently have a roll of 15 students, looking at growing to 30. The Board to consider if they could utilise a part of our field when not being used by us. Jenny to go back to Justin and ask him to provide a risk management assessment. Jenny will share this with the Board before a decision is made.

**Action point - Jenny to ask Justin to provide a risk assessment around their school using our field.**

8.4 Jenny presented the following recommendations to the Board:

***Recommendation:*** *That the Board approve 26 May as the second government Teacher Only day.*

***Recommendation:*** *That the Board approve paying for the flu vaccination for staff.*

***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:** L van den Broek

***Carried***

## **9. FINANCE**

Rebecca's finance report was circulated and discussed.

9.1 The school has recorded a surplus of \$90.1K across the first two months of the year. Due to the timing of income and expenses there was a \$95.9K surplus in January and a \$6.2K deficit recorded in February. Taking the two months together, the surplus is much better than the \$9.5K deficit budgeted. This is accounted for by both higher income and lower expenditure.

9.2 Rebecca confirmed she has reviewed the transaction ledgers.

Motion that the Finance report be accepted.

**Moved:** R Williams

**Seconded:** H McLennan

***Carried***

INWARDS CORRESPONDENCE			
OUTWARDS CORRESPONDENCE			
26 February 2025	Email	Schooled	Appointment of Returning Officer for 2025 Triennial Elections
28 February 2025	Email	Kelly Haines (Parent)	Response following Board meeting discussion

Next meeting date: 21 May 2025

Meeting closed at 7.25pm



**APPROVED**

**(Presiding Member)**

**DATE**

**21 May 2025**