

Postal Address
1 Cutts Crescent
Paremoremo
Auckland
0632

Telephone - 027 593 5963

office@ridgeview.school.nz
www.ridgeview.school.nz



MINUTES OF THE BOARD MEETING
HELD ON 31ST MARCH 2026

The meeting opened at 3.30pm.

1. OPENING

1.1 Karakia - All

2. ADMINISTRATION

2.1 Present - Cassey Prentice, James Hawkes, Fiona Callen, Ryan Stillwell

2.2 Minutes - Kalene

2.3 Apologies - Sandy Cook, Rob McCarthy

2.4 Confirmation of Previous Minutes

Resolved:

The minutes of the previous meeting (17th February 2026) are taken as read and confirmed as a true and accurate record.

Carried.

3. MATTERS ARISING

Task	Status	Responsibility	Status
Grant applications for Kapa Haka uniforms.	Two quotes are needed, as well as Board Resolutions, with the aim of submitting them in early April.	Fiona / Cassey	Ongoing
CCTV System upgrade	The Board accepts the quote from Aaron Jones to install and hardwire.	Cassey	Complete
Capex Fundraising	Staff to determine (Items from last year include painting on the concrete court,	Cassey	Ongoing
Paddling Pool Deck	Submit grant applications for a shade-sail cover to be erected. Area to be measured and quotes obtained	Fiona / Cassey	Ongoing
Marketing Plan	Discussed and shared	Board	Complete
Fuel Response Plan	Implement an action plan from Stage 1 – Stage 4	Cassey	Ongoing
Parent Volunteer Committee	Approach parents regarding forming a committee for events such as the Colour Run and Market Day.	Cassey	Ongoing
Board Member Name Badges		Cassey	Ongoing

Postal Address
1 Cutts Crescent
Paremoremo
Auckland
0632

Telephone - 027 593 5963

office@ridgeview.school.nz
www.ridgeview.school.nz



**Ridgeview
School**

4. BUSINESS

4.1 Principal's Report

Resolved:

The Principal's Report is received, and information noted.

Carried.

4.2 Finance

Resolved:

The Board notes the December and January financial report.

Carried

4.3 Banking Staffing

Resolved:

The information from the Banking Staffing Report is received and approved

Carried

4.4 Health and Safety

Resolved:

The Board receives and notes the Health and Safety information

Carried

4.5 Annual Implementation Plan

Resolved:

The Board receives and notes the Annual Implementation Plan updates.

Carried

4.6 EOTC For Term 2

Resolved:

The Board approves the EOTC proposals for the Colour Run, Cross Country and Ripa Rugby.

Carried

4.7 Principal Development Fund

Resolved:

The Board approves the use of the Principal Development Fund for the Primary Principal Collective Conference and the APPA Conference.

Carried

Postal Address
1 Cutts Crescent
Paremoremo
Auckland
0632

Telephone - 027 593 5963

office@ridgeview.school.nz
www.ridgeview.school.nz



**Ridgeview
School**

4.8 Annual Report 2025

Resolved:

The Board receives and notes the Annual Report.

Carried

4.9 Creditors

Resolved:

The Board approves the creditors for February for the amount of \$64,043.08 including GST.

Carried

5. CLOSING

5.1 Karakia - All

Upcoming Meeting:

Tuesday 5th May 2026 at 3.30 pm

Meeting Closed:

5.00 pm

Signed:

A handwritten signature in blue ink, appearing to read 'James Hawkes', is written over a horizontal line.

Date:

5/5/26

James Hawkes

Presiding Member – RidgeView School Board