

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 2ND SEPTEMBER 2025**

The meeting opened at 3.32pm.

1. OPENING

1.1 Karakia - All

2. ADMINISTRATION

2.1 Present – Cassey Prentice, James Hawkes, Fiona Callen, Derek Morrow, Sandy Cook

2.2 Apologies – Liz de Kort

2.3 Confirmation of Previous Minutes

Resolved:

The minutes of the previous meeting (29th July 2025) are taken as read and confirmed as a true and accurate record.

Carried.

3. MATTERS ARISING

- The grant application for the branded marquee has been accepted, and a new application for the kapa haka uniforms has been submitted.
- Source quotes for CCTV system upgrade and concrete painting, consult with Ryan regarding CCTV. Organise possible fundraising.

4. ACTION ITEMS

Task	Responsibility
Speak to Tymen about Streetworx quoting on the driveway replacement.	Cassey
International Students application has been submitted, and we are awaiting approval.	Cassey
2026 Teacher Aide Restructuring Process – Report back to board so they can determine the next steps.	Cassey
Advise board on fundraising raised in 2025 versus 2024.	Kalene

5. BUSINESS

5.1 Principal's Report

Resolved:

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

Carried.

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5.2 Finance

Resolved:

The Board notes the financial report.

Carried

5.3 Banking Staffing

Resolved:

The information from the Banking Staffing Report is received and approved

Carried

5.4 Health and Safety

Resolved:

The Board notes the Health and Safety information

Carried

5.5 Strategic Plan

Resolved:

The Strategic Plan updates are received and noted.

Carried

5.6 Additional Teacher Budget

Resolved:

The Board approves the reallocation of the remaining \$9,000 from the 'Additional Teacher' budget line to cover teacher aide wages in Term 4.

Carried

5.7 Teacher Aide Budget

Resolved:

The Board approves and additional \$5,000 to be allocated to ensure teacher aide wages are fully covered for the remainder of 2025.

Carried

5.8 2026 Teacher Aide Restructuring Process

Resolved:

The Board delegates authority to the Principal (Cassey Prentice) to oversee the process.

Carried

5.9 Logo Update

Resolved:

The updated Logo information is received and information noted.

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Carried

5.10 EOTC for Term 4

- Sanders Reserve Trip
- Interschool Athletics Trip
- Senior School Fun Day

Resolved:

The Board review and approve the above EOTC.

Carried

5.11 Creditors

Resolved:

The Board approves the creditors for July 2025, for the amount of \$81,517.10.

Carried

6. GENERAL

6.1 In-Committee

Resolved:

The Board move into committee at 4.15

Carried

Resolved:

The Board move out of committee at 4.30.

Carried

7. CLOSING

7.1 Karakia - All

Upcoming Meeting:

Tuesday 21st October 2025 at 3.30 pm

Meeting Closed:

4.37 pm

Signed: _____

Date: _____

21/10/25

James Hawkes

Presiding Member – RidgeView School Board

