

Postal Address
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RidgeView School

MINUTES OF THE BOARD MEETING **HELD ON 10th MAY 2022**

Present: Rachael Kemball, Katrina Hart, Liz de Kort, Derek Morrow, Anna Boardman
Minutes: Kalene Meumann

Meeting opened at 6.00 pm.

1. OPENING

Karakia - All

2. ADMINISTRATION

2.1 Apologies – Lisa McLachan

2.2 Confirmations of Previous Minutes

Resolved - The minutes of 12th April 2022 are taken as read and confirmed as a true and accurate record.

Liz / Derek

Carried

3. MATTERS ARISING

Task	Responsible	Due Date
Discuss how our Board will align itself alongside the Tiriti o Waitangi requirements	BoT	Rachael to update over the holidays.
Discuss how the Board wishes to delegate authority for physical restraint	BoT	Await MoE guidelines
Consult physical restraint guidelines when they become available	BoT	Await MoE guidelines
Painters to be booked to complete the external painting of the remainder of the school.	Rachael	Update at meeting
Follow up with SAF as to whom will be replacing Brent Wagner	Rachael	Update at meeting
Cancel the September Board meeting due to the Triannual Election on 9 th September.	Kalene	Done
Add Board meeting into the workplanner for the 18 th October.	Kalene	Done
Board to wait until MoE finalise their provision for electronic voting, before deciding if our election should use electronic or paper-based voting.	Board	Awaiting MoE
Advise Argest that the smoke detectors were now working, and arrange for an IQP to reinspect and lift the WRN.	Derek	Update at meeting



4. BUSINESS

4.1 Principal's Report

Resolved – The Principal's Report is received, and information noted
Liz / Katrina **Carried**

4.2 Finance Report

Resolved – The Financial Report as at the 30th April 2022 is received, and information noted.
Liz / Katrina **Carried**

4.3 Banking / Staffing

Resolved – The Banking Staffing Report as at the 3rd May 2022 is received, and the information noted.
Liz / Katrina **Carried**

4.4 Cyclical Maintenance

Rachael advised that the Ops Grant contribution for 2022 is \$8127.83

4.5 Policies for Ratification

The Board discussed the EOTC and Health & Safety Policies and asked for the removal of "National Administrative Guideline 5 – Health and Safety" from both. The need for a Near-Miss Register was also discussed, and it was agreed that near misses would be recorded in a register which will be submitted to and monitored by the board.

Resolved – The Board approves the amended Health and Safety Policy.
Liz / Derek **Carried**

Resolved – The Board approves the amended EOTC Policy.
Liz / Derek **Carried**

4.6 Creditors for April

Resolved – The Board approves the creditors for March 2022, for the amount of \$50039.73 including GST.
Liz / Anna **Carried**

5.0 Triannual Elections

Liz asked that all board members think about whether they would be staying on after the September elections, and that everyone raise awareness of the upcoming elections and keep an eye out for new potential board members.

The election planner was discussed, and Kalene Meumann accepted the role as Returning Officer.

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Resolved – The Board accepted the Triannual Election Planner, with the election day being 9th September 2022.

Liz / Rachael

Carried

Resolved – The Board appointed Kalene Meumann as Returning Officer for the Triannual Election.

Liz / Anna

Carried

6.0 Correspondence

Wormald came in last week for the annual smoke and fire alarm testing, and found that none of the detectors were working. Argest then issued a WRN. The next day the system seemed to have reset, and the detectors were again working. Derek to advise Argest.

7.0 Closing

Upcoming Meeting: Tuesday 14th June at 6 pm
Meeting Closed: 7.07 pm

Signed: _____

Date: _____

Liz de Kort
Principal Member – RidgeView School Board