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**RidgeView School**

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## **MINUTES OF THE BOARD MEETING** **HELD ON 9<sup>th</sup> AUGUST 2022**

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

Meeting opened at 6.00 pm.

### **1. OPENING**

#### **1.1 Karakia - All**

### **2. ADMINISTRATION**

#### **2.1 Apologies – Nil**

#### **2.2 Presentation by a COL Principal**

Sue Smith, a Co-lead Principal of the Kahui Ako called Whānau ki te Ako, came to introduce and explain to the Board how the Across and Within School Leads work. She shared their different roles, and spoke about their key focus, aims, key actions and outcomes. Liz thanked her for coming in and talking to the Board.

#### **2.3 Confirmations of Previous Minutes**

**Resolved** - The minutes of 14<sup>th</sup> June 2022 are taken as read and confirmed as a true and accurate record.

**Liz / Anna**

**Carried**

### **3. MATTERS ARISING**

Task	Responsible	Due Date
Kirsten has updated the Cyclical Maintenance Plan. Rachael to update figures as we no longer require painting to the inside of the relocatable classrooms in 2023.	Rachael	Complete
Chase up outcome of grants applied for.	Rachael	Complete
Our insurance claim for new shelving in the boiler room, new uniforms, PMP equipment, sports equipment, and some curtains has been approved.	Derek	Complete



#### 4. ACTION ITEMS

Task	Responsible
Discuss how our Board will align itself alongside the Tiriti o Waitangi requirements	BoT - Awaiting MoE guidelines
Discuss how the Board wishes to delegate authority for physical restraint	BoT - Awaiting MoE guidelines
Consult physical restraint guidelines when they become available	BoT - Awaiting MoE guidelines
Send out invites for the Ka hui ako board members meeting on at 6.45 on the 20 <sup>th</sup> October at Greenhithe School	Kalene
Complete school brochure to show what Ridgeview has to offer and attract new enrolments	Rachael
Provide Rachael with the financial calculation (bank amount / number of children).	Liz

#### 5. BUSINESS

##### 5.1 Trustee Election Update

###### Parent Election Results

As the number of valid nominations is equal to the number of vacancies required to be filled, the following are duly elected:

- Elizabeth de Kort
- Derek Morrow
- Lisa McLachlan
- Anna Boardman

###### Staff Election Results

As the number of valid nominations is equal to the number of vacancies required to be filled, the following is duly elected:

- Katrina Hart

##### 5.2 Principal's Report

**Resolved –** The Principal's Report is received, and information noted

**Liz / Derek**

**Carried**

##### 5.3 Finance Report

**Resolved –** The Financial Report as at the 30<sup>th</sup> June 2022 is received, and information noted.

**Liz / Derek**

**Carried**



#### **5.4 Banking / Staffing**

**Resolved –** The Banking Staffing Report as at the 26<sup>th</sup> July 2022 is received, and the information noted.

**Liz / Derek**

**Carried**

#### **5.5 Progress and Achievement Report**

Rachael advised that the Year 4 cohort needs support (cohort includes two ORS students and children with recognized learning needs) but that she is happy with the progress and achievements achieved by the other year levels to date.

**Resolved –** The Progress and Achievement Report is received and the data noted.

**Liz / Derek**

**Carried**

#### **5.6 Staff**

Robert resigned to take care of his unwell wife. Heidi Miller has accepted the appointment as Cleaner, and Wayne Hart has accepted the appointment as Ground and Property Caretaker.

**Resolved –** The resignation of Robert Dobson is accepted and the appointments of Heidi Miller and Wayne Hart are ratified.

**Liz / Derek**

**Carried**

#### **5.7 Auditor's Report**

While there are no serious issues or concerns in the report, there are four findings that the Board need to direct the Principal, as a manager, to implement. These are as follows:

##### School Payrolls Controls:

Rachael assured the Board that Transaction Reports are consistently downloaded from Edpay, and signed off by the presiding member. Access to Edpay is controlled as only the principal and office administrator have access. The principal and presiding member check and sign off the Banking/Staffing and SUE Reports fortnightly. Neither the office administrator nor the principal are able make any changes their pay. **Everyone was in agreeance that these controls are acceptable.**

##### Documentation for hours worked by relievers:

Relievers now sign in and out via the Relievers' Register, and the principal or office administrator sign it off. **Everyone was in agreeance that these controls are acceptable.**

##### Budgeting for a Loss

Rachael has been advised to prepare a positive budget and then go over it if needs be. **Everyone was in agreeance that these controls are acceptable.**

##### Approval of 10YPP

Liz stated that we do our 10YPP every 5 years, and is happy that all our projects are completed. **Everyone was in agreeance that these controls are acceptable.**

**Resolved –** The Report to the Board from the auditors Moore Markham is received and their recommendations actioned.

**Liz / Derek**

**Carried**



## **5.8 Playground Equipment**

There is some old playground equipment that is in need of repair. Rachael got a quote to repair this, and install the necessary cushion fall to make it safe, which came to \$30,000. The Board felt this was too expensive for a repair to existing equipment, and that the other play equipment was sufficient for all the children.

**Resolved –** The Board agrees to the removal of the playground equipment that is not up to standard.

**Liz / Derek**

**Carried**

## **5.9 Purchase of Chromebooks and Headphones**

As we were unsuccessful in our grant application for new computers, Rachael got a quote from Noel Leeming for 25 chromebooks and 25 sets of headphones. The Board feel there is enough money in our bank account, and that computers are a necessity.

**Resolved –** The Board agrees that the sum of \$10,000 be used to buy devices for the students.

**Liz / Derek**

**Carried**

## **5.10 Teacher-only Day**

**Resolved –** The Board consents to our Teacher-only Day taking place on Friday, 9 September 2022.

**Liz / Derek**

**Carried**

## **5.11 Mask Wearing Policy**

As we have a 100% rate of compliance of teachers and Year 4-6 children wearing masks, the Board felt it was not necessary to draw up a policy.

**Resolved –** The Board discussed and agreed that a policy on mask wearing is not appropriate for Ridgeview School at this time.

**Liz / Derek**

**Carried**

## **5.12 Policies for Ratification**

**Resolved –** The Board approves the amended Child Protections Policy.

**Liz / Katrina**

**Carried**

## **5.13 Creditors for June and July**

**Resolved –** The Board approves the creditors for June 2022, for the amount of \$15,884.72 including GST.

**Liz / Katrina**

**Carried**

**Resolved –** The Board approves the creditors for July 2022, for the amount of \$25,577.97 including GST.

**Liz / Katrina**

**Carried**

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## 6.0 In-Committee Sessions

**Resolved** – that the Board move into Committee at 7.50 pm

Liz / Lisa

Carried

**Resolved** – that the Board move out of Committee at 7.55 pm

Liz / Lisa

Carried

## 7.0 CLOSING

### 7.1 Karakia - All

**Upcoming Meeting:**

Tuesday 18<sup>th</sup> October at 6 pm

**Meeting Closed:**

8.00 pm

Signed: 

Date: 18/10/22

**Liz de Kort**

**Presiding Member – RidgeView School Board**