

Postal Address
1 Cutts Crescent
Paremoremo
NORTH SHORE CITY
0632

Telephone 09 413 9808
Facsimile 09 413 9526
learn@ridgeview.school.nz
www.ridgeview.school.nz



RidgeView School

MINUTES OF THE BOARD MEETING **HELD ON 5th DECEMBER 2022**

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

chur
28/02/23

Meeting opened at 6.09 pm.

1. OPENING

1.1 Karakia - All

2. ADMINISTRATION

2.1 Apologies – Lisa McLachlan

2.2 Confirmations of Previous Minutes

Resolved - The minutes of 8th November 2022 are taken as read and confirmed as a true and accurate record.

Liz / Katrina

Carried

3. MATTERS ARISING

Task	Responsible	Due Date
Consult physical restraint guidelines when they become available	BoT	Await MoE guidelines
Complete school brochure to show what Ridgeview has to offer and attract new enrolments	Rachael	Update at next meeting
Terms and conditions of use for opening the pool to the community needs to be decided. We need to find information from other schools on how they do it (e.g. how much they charge for the key, rules for using the pool).	Lisa	Update at next meeting
Board to decide when and how the pool will be opened. Possibly invite community to swim once or twice a week during school hours, as long as an adult is prepared to supervise.	Board	Update at next meeting
Investigate how we can dig the trampoline into the ground, and how much it is going to cost.	Rachael	Complete
Draw up a Policy/Procedure regarding court orders affecting the day-to-day care of, or contact with, a child	Derek	Complete
Enquire as to whether MATASSA will be washing the external school walls.	Rachael	Complete
ASB signatory identification and verification check	Liz	Update at next meeting
Westfield appreciation voucher of \$50 for each staff member	Rachael	Complete

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Item 7, on the Health and Safety section of the Board Assurance Statement (section 98) - Do we have a policy covering prohibiting the use of force by way of correction or punishment?	Derek	Complete
Enquire as to whether RidgeView must ask for a copy of students' vaccination records.	Rachael	Update at next meeting
Do we have a Sexual Harassment Policy?	Derek	Update at next meeting

4. ACTION ITEMS

Task	Responsible
Request further quotes on replacing the faulty alarm system.	Anna
Enquire as to whether the salt chlorinator is still under warranty.	Derek/Rachael

5. BUSINESS

5.1 Principal's Report

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

5.2 Finance Report

Resolved – The Financial Report as at the 29th November 2022 is received, and information noted.
Liz / Anna **Carried**

5.3 Banking Staffing

Resolved – The Banking Staffing Report as at the 29th November 2022 is received, and information noted.
Liz / Anna **Carried**

5.4 Health and Safety Information

Resolved – The Health and Safety Information in this report is received and noted.
Liz / Anna **Carried**

5.5 Signage

Resolved – The Board approves the amount of \$1506.52 for making and installing signage.
Liz / Anna **Carried**

5.6 Creditors for November

Resolved – The Board approves the creditors for November 2022, for the amount of \$29,943.92 including GST.
Liz / Derek **Carried**

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6.0 CLOSING

6.1 Karakia - All

Upcoming Meeting:

Tuesday 28th December at 6 pm

Meeting Closed:

4.30 pm

Signed: _____

Date: _____

Liz de Kort

Presiding Member – RidgeView School Board