

**Postal Address**  
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**RidgeView School**

## **MINUTES OF THE BOARD MEETING** **HELD ON 8<sup>th</sup> NOVEMBER 2022**

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

Meeting opened at 6.09 pm.

### **1. OPENING**

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

### **2. ADMINISTRATION**

#### **2.1 Apologies – Nil**

#### **2.2 Confirmations of Previous Minutes**

**Resolved -** The minutes of 18<sup>th</sup> October 2022 are taken as read and confirmed as a true and accurate record.

**Liz / Anna**

**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	Ongoing
Investigate how we can dig the trampoline into the ground, and how much it is going to cost.	Rachael	Ongoing

### **4. ACTION ITEMS**

Task	Responsible
Send out a letter advising parents that the Donation Scheme is being implemented.	Rachael

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Amend the Seclusion and Physical Restraint Policy to state that use of force by way of correction or punishment is prohibited.	Derek
Draw up a Policy/Procedure regarding court orders affecting the day-to-day care of, or contact with, a child	Derek
Enquire as to whether MATASSA will be washing the external school walls.	Rachael
ASB signatory identification and verification check	Liz
Westfield appreciation voucher of \$50 for each staff member	Rachael
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
Do we have a procedure regarding court orders affecting day to day care of, or contact with, a child at school	Derek
Enquire as to whether RidgeView must ask for a copy of students' vaccination records.	Rachael
Do we have a Sexual Harassment Policy?	Derek

## 5. BUSINESS

### 5.1 Principal's Report

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

### 5.2 Finance Report

**Resolved –** The Financial Report as at the 31<sup>st</sup> October 2022 is received, and information noted.  
**Liz / Lisa** **Carried**

### 5.3 Banking Staffing

**Resolved –** The Banking Staffing Report as at the 1<sup>st</sup> November 2022 is received, and information noted.  
**Liz / Lisa** **Carried**

### 5.4 Health and Safety Information

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

### 5.5 Stand Down Procedure

Rachael explained the procedure of a possible stand down or suspension, with the aid of a flowchart. This goes to the Board if a student is excluded i.e. has been stood down for more than 5 days in a term or 10 days in a year. The Board would form a sub-committee and contact NZSTA.

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## **5.6 Out of School Care Rate Increase**

**Resolved –** The Board approves the rate for Out of School Care increases to \$11 per hour in 2023.

**Liz / Lisa**

**Carried**

## **5.7 Consumption of Alcohol**

**Resolved –** The Board agrees to the consumption of alcohol at the final Board Meeting, the Prizegiving picnic and the staff Christmas lunch.

**Liz / Lisa**

**Carried**

## **5.8 Budget Surplus**

**Resolved –** That the Board approves the Budget surplus of \$73 for the 2023 year and the corresponding Balance Sheet and cash Flow Budgets.

**Liz / Lisa**

**Carried**

## **5.9 MATASSA Painting Quote**

**Resolved –** The Board approves the MATASSA quote of \$26 262, to complete the painting of the school.

**Liz / Lisa**

**Carried**

## **5.10 Appreciation Vouchers**

**Resolved –** that the Board buy appreciation Westfield vouchers for staff members of \$50 each.

**Liz / Lisa**

**Carried**

## **5.11 Financial Provision Calculation**

\$500 surplus per child	Fine
\$800 surplus per child	Comfy
\$1000 surplus per child	Spend
* Small schools to have a minimum of \$100 000	

## **5.11 Policies for Ratification**

**Resolved –** The Board approves the amended Seclusion and Physical Restraint Policy.

**Liz / Katrina**

**Carried**

**Resolved –** The Board approves the amended Appointments Policy.

**Liz / Katrina**

**Carried**

## **5.12 Creditors for October**

**Resolved –** The Board approves the creditors for October 2022, for the amount of \$19,753.11 including GST.

**Liz / Derek**

**Carried**

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### 5.13 Board Assurance Form

The Board finished working through the board assurance document as part of the ERO review.

### 6.0 CLOSING

#### 6.1 Karakia - All

**Upcoming Meeting:**

Tuesday 5<sup>th</sup> December at 4 pm

**Meeting Closed:**

8.00 pm

Signed:  \_\_\_\_\_

Date: 05/12/2022

**Liz de Kort**

**Presiding Member – RidgeView School Board**