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**RidgeView School**

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## **MINUTES OF THE BOARD MEETING** **HELD ON 13<sup>th</sup> FEBRUARY 2024**

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

Meeting opened at 6.02 pm.

### **1. OPENING**

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

### **2. ADMINISTRATION**

#### **2.1 Apologies – Nil**

#### **2.2 Elect Presiding Member**

**Resolved -** Liz de Kort was nominated as Presiding Member and was appointed.

**Rachael / Katrina      Carried**

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

**Resolved -** The minutes of 28<sup>th</sup> November 2023 are taken as read and confirmed and are a true and accurate record.

**Liz / Rachael      Carried**

### **3. MATTERS ARISING**

| Task  | Responsible             | Due Date |
|---|-------------------------|----------|
| Maynard Marks have been appointed the 10YPP Project Manager, and a contract has been signed. A meeting will be organised to get things going. | Liz<br>Rachael<br>Derek |          |

### **4. ACTION ITEMS**

| Task  | Responsible      |
|---|------------------|
| Include in the Strategic Plan assurance that everyone is achieving at their own highest possible standard. Prepare stripped data for the Board. | Rachael          |
| Website needs to be brought up to date.   | Rachael / Claire |
| Add action plan dates/cut offs to the Annual Implementation Plan according to terms.  | Rachael          |



## 5. BUSINESS

### 5.1 Principal's Report

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

### 5.2 Finance Report

**Resolved –** The Financial Report as at the 31<sup>st</sup> December 2023 is received, and information noted.  
**Liz / Katrina** **Carried**

### 5.3 Banking Staffing

**Resolved –** The Banking Staffing Report as at the 6<sup>th</sup> February 2024 is received, and information noted.  
**Liz / Katrina** **Carried**

### 5.4 Health and Safety

**Resolved –** The Health and Safety information.  
**Liz / Katrina** **Carried**

### 5.5 Progress and Achievement Data

**Resolved –** The Progress and Achievement Date for 2023 is received and information noted.  
**Liz / Katrina** **Carried**

### 5.6 Strategic Plan 2024-2025 and Annual Implementation Plan 2024

**Resolved –** The Strategic Plan 2024-2025 is approved.  
**Liz / Katrina** **Carried**

**Resolved –** The Annual Implementation Plan 2024 is approved in principle, as the Principal is to add timelines.  
**Liz / Katrina** **Carried**

### 5.7 EOTC 2024

**Resolved –** The Board agrees that the school moves into the planning stage of EOTC 2024.  
**Liz / Katrina** **Carried**

### 5.8 Grant for EOTC 2024

**Resolved –** The Board gives Fiona Callen permission to apply to YouthTown for a grant, for the amount \$5466.19 excluding GST (\$6286.12 including GST), to cover costs of camp 2024.  
**Liz / Katrina** **Carried**

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## 5.8 Tip Top Factory Trip

**Resolved –** The Board approves a trip to the Tip Top Factory as part of our Inquiry into Marvellous Machines.

**Liz / Katrina**

**Carried**

## 5.9 Policies for Ratification

**Resolved –** The Board approves the Mobile Phone Policy.

**Liz / Derek**

**Carried**

## 5.10 Creditors

**Resolved –** The Board approves the creditors for December 2023, for the amount of \$38,640.71 including GST.

**Liz / Derek**

**Carried**

## 6.0 GENERAL BUSINESS

### 6.1 In-Committee Session

**Resolved –** That the Board moves into Committee at 6.33

**Liz / Katrina**

**Carried**

**Resolved –** That the Board moves out of Committee at 6.50

**Liz /**

**Carried**

### 6.2 Correspondence

## 7.0 CLOSING

### 7.1 Karakia - All

**Upcoming Meeting:**

Tuesday 19<sup>th</sup> March 2024 at 5.30 pm

**Meeting Closed:**

7.00 pm

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

Date: \_\_\_\_\_

29/02/2024

**Liz de Kort**

**Presiding Member – RidgeView School Board**