

**Postal Address**  
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[www.ridgeview.school.nz](http://www.ridgeview.school.nz)



**RIDGEVIEW SCHOOL**

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## **MINUTES OF THE BOARD MEETING** **HELD ON 2<sup>ND</sup> DECEMBER 2024**

**Present:** Liz de Kort, Cassey Prentice, James Hawkes, Fiona Callen, Derek Morrow, Katrina Hart

**Minutes:** Kalene Meumann

Meeting opened at 5.39 pm

### **1. OPENING**

**1.1 Karakia** - All

### **2. ADMINISTRATION**

**2.1 Apologies** - Nil

### **2.2 Confirmation of Previous Minutes**

**Resolved** - The minutes of 28<sup>th</sup> October 2024 are taken as read and confirmed and are a true and accurate record

**Liz / Fiona**

**Carried**

### **3. MATTERS ARISING**

<b>Task</b>	<b>Responsibility</b>	<b>Due Date</b>
Website needs to be brought up to date.	Cassey / Claire	Ongoing
Add the OKE Charitable Trust into next year's Strategic Plan.	Cassey	Complete
Safety talk on possible dangers while walking home.	Cassey / Teachers	To be done
Look at the 2025 Board Workplan	Cassey / Kalene	To be done
Succession planning for new Presiding Member in 2025: James Hawkes will be stepping into this role, with Elizabeth de Kort remaining on the board until the elections in September.	All	Complete
Election planning for the 2025 Triennial Elections	Kalene	Complete

### **4. ACTION ITEMS**

<b>Task</b>	<b>Responsibility</b>
A full reconciliation of the 5YA Capital Works is needed to see whether there are funds left over to fix the driveway.	Kalene / Tymen
Compile a list of sponsors / business associates, with a follow up procedure including feedback, thanks etc.	Casey
Obtain quotes for a new shed	Fiona / James

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**5. BUSINESS**

**5.1 Principal's Report**

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

**Liz / Katrina**

**Carried**

**5.2 Finance**

**Resolved -** The Financial Report as at the 31<sup>st</sup> October 2024 is received, and information noted.

**Liz / Katrina**

**Carried**

**Resolved -** The final report of expenditure for the Principal Wellbeing Fund for 2025 is received, and information noted.

**Liz / Katrina**

**Carried**

**Resolved -** The Board approves the roll over of unspent Principal Wellbeing Fund of \$2902.03 into the 2025 Budget.

**Liz / Katrina**

**Carried**

**Resolved -** The Board approves the revised budget with a deficit of \$10,227 for the 2025 year and the corresponding Balance Sheet and Cash Flow Budgets and the deficit can be covered by cash reserves.

**Liz / Katrina**

**Carried**

**Resolved -** The Board approves the Creditors for October 2024, for the amount of \$102,211.43 including GST.

**Liz / Katrina**

**Carried**

**5.3 Banking Staffing**

**Resolved -** The Banking Staffing Report as at the 28<sup>th</sup> October 2024 is received, and information noted.

**Liz / Katrina**

**Carried**

**5.4 Health and Safety**

**Resolved -** The Health and Safety information is received, and information noted.

**Liz / Katrina**

**Carried**

**5.5 Annual Implementation Plan for 2025**

**Resolved -** The Board approves the Annual Implementation Plan for 2025.

**Liz / Katrina**

**Carried**

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**5.6 After School Care**

**Resolved -** The Board approves closing After School Care in 2025 and retaining the Before School Care Programme

**Liz / Katrina**

**Carried**

**5.7 Auditors**

**Resolved -** The Board approves the use of Moore Markhams as our Auditors for the next three years.

**Liz / Katrina**

**Carried**

**5.8 Policies**

**Resolved -** The Board approves the implementation of School Docs in 2025 at a cost of \$1332.50 per year.

**Liz / Katrina**

**Carried**

**Resolved -** The Board approves the Credit Card Usage Policy.

**Liz / Katrina**

**Carried**

**5.9 End of Year Staff Function**

**Resolved -** The Board gives permission for alcohol to be consumed onsite for the End of Year Staff Function.

**Liz / Katrina**

**Carried**

**5.10 Swimming Pool**

**Resolved -** The Board approves the closure of the pool over the summer holidays till we can meet the compliance requirements.

**Liz / Katrina**

**Carried**

**5.11 Grant for Shed**

**Resolved -** The Board gives permission to assemble a grant, and draw up the paperwork needed to apply for a new shed.

**Liz / Katrina**

**Carried**

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**CLOSING**

**7.1 Karakia - All**

**Upcoming Meeting:**

Tuesday 11<sup>th</sup> February 2025 at 5.30 pm

**Meeting Closed:**

6.35 pm

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

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

24/02/25

**James Hawkes**

**Presiding Member – RidgeView School Board**