

**Postal Address**  
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**RIDGEVIEW SCHOOL**

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## **MINUTES OF THE BOARD MEETING** **HELD ON 24<sup>TH</sup> FEBRUARY 2025**

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

**Minutes:** Kalene Meumann

Meeting opened at 5.34 pm

### **1. OPENING**

**1.1 Karakia** - All

### **2. ADMINISTRATION**

**2.1 Apologies** - Nil

**2.2 Elect Presiding Member**

**Resolved** - James Hawkes was nominated as Presiding Member and appointed.

**James / Fiona** **Carried**

**2.3 Delegations**

**Resolved** - The Board approves the Schedule of Delegations for 2025.

**James / Fiona** **Carried**

**2.4 Code of Conduct** - All members signed

**2.5 Confirmation of Previous Minutes**

**Resolved** - The minutes of 2<sup>nd</sup> December 2024 are taken as read and confirmed and are a true and accurate record

**James / Katrina** **Carried**

### **3. MATTERS ARISING**

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

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#### 4. ACTION ITEMS

Task	Responsibility
Use FORS Facebook page to advise of future events / meetings. Find out who manages this page.	Fiona
Ask Tymen to request a quote from Streetworx for the driveway	Cassey
Advise community of Katrina's resignation from the Board.	Cassey
Purchase gift card to thank Katrina for her years of service on the Board	Cassey / Kalene

#### 5.1 Principal's Report

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

**James / Katrina**

**Carried**

#### 5.2 Finance

**Resolved -** The Financial Report for December 2024 is received, and information noted.

**James / Katrina**

**Carried**

**Resolved -** The Board approves the revised budget with a deficit of \$11,526 for the 2025 year and the corresponding Balance Sheet and Cash Flow Budgets.

**James / Katrina**

**Carried**

**Resolved -** The Board approves the Creditors for November 2024, for the amount of \$274,919.74 including GST.

**James / Liz**

**Carried**

**Resolved -** The Board approves the Creditors for December 2024, for the amount of \$73,530.88 including GST.

**James / Liz**

**Carried**

**Resolved -** The Board approves the Creditors for January 2025, for the amount of \$46,470.03 including GST.

**James / Liz**

**Carried**

#### 5.3 Banking Staffing

**Resolved -** The Banking Staffing Report is received, and information noted.

**James / Katrina**

**Carried**

#### 5.4 Health and Safety

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

**James / Katrina**

**Carried**

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**5.5 Attendance**

**Resolved -** The Board acknowledges and receives the information about MOE attendance requirements.

**James / Katrina Carried**

**5.6 Strategic Plan**

**Resolved -** The Strategic Plan updates are received and noted.

**James / Katrina Carried**

**5.7 Statement of Variance and Annual Report**

**Resolved -** The Board receives the Statement of Variance and Annual Report for 2025, and is approved.

**James / Katrina Carried**

**5.8 Draft Annual Plan**

**Resolved -** The Board approves the draft annual plan to be published on the school website.

**James / Katrina Carried**

**5.9 Final Day of School**

**Resolved -** The Board approves the change of the final school day to Friday 12<sup>th</sup> of December 2025.

**James / Katrina Carried**

**6. GENERAL BUSINESS**

**6.1 Staff Board Member Resignation**

**Resolved -** The Board agrees to hold a bi-election for the casual position of staff board representative.

**James / Liz Carried**

**6.2 Returning Officer Appointment**

**Resolved -** The Board appoints Kalene Meumann as the Returning Officer.

**James / Derek Carried**

**6.2 Farewell / Thank You Gift**

**Resolved -** The Board approves the purchase of a gift card for Katrina, to the value of \$100.

**James / Derek Carried**

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**CLOSING**

7.1 **Karakia - All**

**Upcoming Meeting:**

Monday 24<sup>th</sup> February 2025 at 5.30 pm

**Meeting Closed:**

7.00 pm

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

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

24/03/25

**James Hawkes**

**Presiding Member – RidgeView School Board**