

**Postal Address**  
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## **MINUTES OF THE BOARD MEETING** **HELD ON 28<sup>th</sup> OCTOBER 2024**

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

Meeting opened at 5.32 pm.

### **1. OPENING**

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

### **2. ADMINISTRATION**

#### **2.1 Apologies – Nil**

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

**Resolved -** The minutes of 10<sup>th</sup> September 2024 are taken as read and confirmed and are a true and accurate record.

**Liz / Fiona**

**Carried**

### **3. MATTERS ARISING**

Task	Responsible	Due Date
Website needs to be brought up to date.	Cassey / Claire	Ongoing
At the Teacher's Only Day, teachers did an intense PLD on the new Maths curriculum. They went through the Ministry's Final Draft, and ordered the resources that would be needed, all which aligns with what has already been in place. The biggest shift will be in Years 0-3.	Cassey	Complete
Maths support from Lucie Cheeseman would need to be funded by the school. The Ministry will be providing funded PLD training and support for schools next year, both on-line and through a consultant.	Cassey	Complete
To date the Principal Wellbeing Grant has been used for: <ul style="list-style-type: none"><li>Mathsmattersnz (Lucie Cheeseman) - \$1600</li><li>The Education Group (Principal PLG) - \$400</li></ul>	Kalene	Complete

### **4. ACTION ITEMS**

Task	Responsible
Add the OKE Charitable Trust into next year's Strategic Plan.	Cassey
Safety talk on possible dangers while walking home	Cassey / Teachers
Look at the 2025 Board Workplan	Cassey / Kalene
Succession planning for new Presiding Member in 2025	All
Election planning for the 2025 Triennial Elections	Kalene

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## **5. BUSINESS**

### **5.1 Principal's Report**

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

### **5.2 Finance**

**Resolved –** The Financial Report as at the 30<sup>th</sup> September 2024 is received, and information noted.

**Liz / James** **Carried**

**Resolved –** The Board approves \$350 expenditure for a leaving present for Rachael Kemball.

**Liz / James** **Carried**

**Resolved –** The Board approves the use of the Principal Wellbeing Fund to be used for professional development for beginning principal coaching and a SPELT tutor.

**Liz / James** **Carried**

**Resolved –** The Board approves moving \$6000 from the current writing budget to the board recruitment budget.

**Liz / James** **Carried**

**Resolved –** The Board approves funding Fixed Term teachers for 2025 to the sum of \$18 617.56 in order to release Beginning Principal.

**Liz / James** **Carried**

**Resolved –** The Board approves the budget deficit of \$11318 for the 2025 year and the corresponding Balance Sheet and Cash Flow Budgets.

**Liz / James** **Carried**

**Resolved –** The Board approves a school credit card with a limit of \$200 will be issued to Kalene Meumann to be used for incidentals. This will fall within the school's credit limit of \$2000.

**Liz / James** **Carried**

### **5.3 Banking Staffing**

**Resolved –** The Banking Staffing Report as at the 15<sup>th</sup> October 2024 is received, and information noted.

**Liz / James** **Carried**

### **5.4 Health and Safety**

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

**Liz / James** **Carried**

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## **5.5 Strategic Plan**

**Resolved –** The update on the Strategic Plan is received, and information noted.  
**Liz / James** **Carried**

## **5.6 Strategic Decisions and Self Review**

**Resolved –** The Board approves partnering with the OKE Charitable Trust.  
**Liz / James** **Carried**

**Resolved –** The Board approves the implementation of the PB4L program.  
**Liz / James** **Carried**

## **5.7 Compliance / Assurance**

**Resolved –** The Board acknowledges and approves the 11<sup>th</sup> April and 30<sup>th</sup> May as term time Teacher Only Days in 2025.  
**Liz / James** **Carried**

## **5.7 Policies for Ratification**

**Resolved –** The Board approves the Te Tiriti O Waitangi Policy.  
The Board approves the Out of School Care Policy.  
**Liz / James** **Carried**

## **5.8 Creditors**

**Resolved –** The Board approves the creditors for September 2024, for the amount of \$33,918.44 including GST.  
**Liz / Derek** **Carried**

## **6.0 GENERAL BUSINESS**

### **6.1 Correspondence**

**Resolved –** The Board approves 3 days paid discretionary leave for a staff member.  
**Liz / Derek** **Carried**

### **6.2 In-Committee Session**

**Resolved –** That the Board moves into Committee at 6.43  
**Liz / Derek** **Carried**

**Resolved –** That the Board moves out of Committee at 6.45  
**Liz / Katrina** **Carried**

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**RidgeView School**

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**7.0 CLOSING**

**7.1 Karakia - All**

**Upcoming Meeting:**

Tuesday 29<sup>th</sup> October 2024 at 5.30 pm

**Meeting Closed:**

6.35 pm

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

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

**Liz de Kort**

**Presiding Member – RidgeView School Board**