

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

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## **MINUTES OF THE BOARD MEETING** **HELD ON 17<sup>TH</sup> JUNE 2025**

### **1. OPENING**

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

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### **2. ADMINISTRATION**

#### **2.1 Present** – Cassey Prentice, James Hawkes, Fiona Callen, Derek Morrow

#### **2.2 Apologies** – Liz de Kort, Sandy Cook

#### **2.3 Observers** – Rob McCarthy, Ryan Stillwater

#### **2.4 Confirmation of Previous Minutes**

**Resolved:**

*That the minutes of the previous meeting (24th March 2025) are taken as read and confirmed as a true and accurate record.*

**Carried.**

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### **3. MATTERS ARISING**

- Strategic priorities list discussed and updated.
- Matariki breakfast and working bee planning finalised
- Parents interested in joining the Board have accepted invitations and are present at this meeting.

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### **4. ACTION ITEMS**

<b>Task</b>	<b>Responsibility</b>
<b>Priorities – Primary List</b> <ul style="list-style-type: none"><li>• Submit grant applications for a branded marquee and kapa haka uniforms.</li><li>• Source quotes for CCTV system upgrade and concrete painting. Organise possible fundraising</li></ul>	Fiona / Cassey Derek James/Cassey
Review international student proposal with Sandy and Liz	Cassey
Review financial and creditor reports with Kalene	James
Check Insurance companies requirements regarding approval of EOTC Documentation.	Cassey
Circulate the 'Community Member Guide to the Role of the School Board' and to review and then circulate his thoughts on changes to the board matrix.	James
Disestablishment date of the Board before September elections – This is on the day of the election (should there be a need to vote) therefore we can go ahead with the meeting on the 2 <sup>nd</sup> September 2025.	Kalene

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

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**Resolved:**

*That the Principal's Report is received and information noted.*

**Carried.**

**5.2 Finance**

- Board agreed to offline review of creditor details and financial approvals

**5.3 Banking Staffing**

**Resolved:**

*That the information from the Banking Staffing Report is received and approved*

**Carried**

**5.4 Health and Safety**

**Resolved:**

*That the Board notes the Health and Safety information*

**Carried**

**5.5 Strategic Plan**

**Resolved:**

*That the Strategic Plan updates are received and noted.*

**Carried**

**5.6 Mid Year Data Report**

**Resolved:**

*That the board receives and notes the Mid Year Data Report.*

**Carried**

**5.7 International Fee Paying Students**

**Resolved:**

*That the Board approves Ridgeview School becoming a school for international fee paying students.*

**Carried**

**5.8 AI Policy for Teachers and Students**

**Resolved:**

*That the Board reviews the AI Policy for Teachers and Students and recommends that at this stage we allow teachers to utilize AI as part of their professional development but do not allow AI for students at this time (as most AP can compromise data and is restricted to 13+)*

**Carried**

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**6. GENERAL BUSINESS**

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**6.1 Auditor's Report**

**Resolved:**

*That the board accepts the Auditor's Report.*

**Carried**

**6.2 Delegations to the Presiding Member**

- **EOTC Delegations:**

The Presiding Member, on behalf of the board following review, has authority to approve EOTC applications.

**Resolved:**

*That the board approves the delegation to the presiding member as per the draft other than the point related to EOTC which will now read 'approve on behalf of the Board the Education Outside The Classroom Risk Assessment Management Form following Board review.'*

**Carried**

**6.3 Board Induction**

- **New Board Member Induction:**

Agreed to circulate draft induction documents, including governance culture guide and code of conduct

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**7. CLOSING**

**7.1 Karakia - All**

**Upcoming Meeting:**

Tuesday 29<sup>th</sup> July 2025 at 5.30 pm

**Meeting Closed:**

6.58 pm

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

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

29/07/25

**James Hawkes**

**Presiding Member – RidgeView School Board**