



Riwaka School Board of Trustees
Minutes of the Meeting held on Wednesday 5th April 2023 at 7.00PM

Present:

Adele Lidgard, Stephen Hailes, Stevee Rhind, Luke Hansen, Chris Drummond, Geoff Button, [Sherilee Swanepoel](#), Jenna Grooby, Laura Young (via phone)

Apologies:

Karakia Timatanga - Welcome

1. Meeting Administration

Welcome

1.1 Present - Above

1.2 Apologies - All present

1.3 Conflicts of Interest

There were no conflicts of interest

2. Strategic Review

2.1 Principal Report

Adele presented her principal report.

2.2 LSM Report

LSM report presented

2.3 Finance report

Annual draft accounts presented for board members to read through and have questions for the next meeting.

No monthly report received from Solutions & Services

2.4 Property

We have coverage for the caretaker - following tasks attended too, cleaning, clearing out, bark in the playground and moved the shade sail.

Bouncy pillow, should we sell on Trademe? Yes.

What do we do with that area? Will think about it.

Water - council agreed to bring water down the road at our cost, so we can be on town supply.

Library building is progressing to plan.

Move all reports be accepted.

Luke/Stephen carried

3. Policy Review

3.1 Code of conduct

Update of the school's code of conduct, is up on school.docs.

A review has been drafted, code of conduct will be in the next mergy.

Board **MUST** look at school.docs and familiarise themselves with it.

See action register.

3.2 Property Health and Safety

Adele gave the following assurances:

- Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection.
- Assure the board that sections of the most recent school charter/strategic plan that require yearly updating have been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March.
- Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).
- Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.

At the next board meeting, the board will be shown how to navigate school.docs and how to use it.

4. Administration

4.1 Stephen confirmed the March minutes were true and correct.

Luke/Stevee carried

4.2 Inward correspondence accepted.

Outward correspondence - None.

4.3 Action register

Gifts from the board - to staff who are leaving.

\$40 after the first year of service and then \$10 for every year after that to a maximum of \$300. To be updated in school.docs - see action register.

Read and updated.

Luke/Stephen carried

4.4 In-Committee

Jenna left at 8.20pm and the meeting went in-committee.

Next Meeting: Wednesday 10th May 2023 7.30pm

Meeting Closed 9.00pm

Karakia Whakamutunga - Closing

Presiding Member:

Date: