



Riwaka School Board of Trustees
Minutes of the Meeting held on Wednesday 9 August 2023 7.30pm

Present:

Adele Lidgard, Stephen Hailes, Jenna Grooby, Laura Young, Geoff Button, Jane Corston, Luke Hansen, Sherilee Swanepoel, Chris Drummond (by video call), Jenna Grooby

Apologies: none

Visitors: Tess Hansen, Sarah Roberts

Karakia Timatanga - Welcome

1. Meeting Administration

Welcome

1.1 Present - Above

1.2 Apologies

Reminder for all board members if you intend to be away from a board meeting you need to let the presiding member know. Presiding member will send your request for leave of absence to all board members to approve.

1.3 Conflicts of Interest

There were no conflicts of interest

1.4 Moved that Tess and Sarah be given speaking rights. Stephen/Adele

1.1.1 Bereavement Leave - see attached email.

1.1.2 We would like it minuted that the presiding member has signed off as per requirement by the MoE, that the Principal's wellbeing and PLD income, as part of the recent NZEI pay settlement, will be used for Adele to attend the 3 day NZPF Conference in September in Queenstown. Adele will use the remainder of the 2023 allocation to register for the Springboard Trust Strategic Leadership Programme in 2024.

All board members agreed.

Adele/Stephen

1.1.3 Lawn Mower - See attached email

2. Strategic Review

2.1 Achievement report present. Sarah and Tess discussed. Sherilee would like to acknowledge all the Staff, and Tess and Sarah for all their hard work.

2.1 Principal Report

Accepted and presented.

Stephen/Luke

2.2 LSM Report

Presented. No Questions.

Stephen/Laura

2.3 Finance report

Presented - as per the monthly report, still tracking well, bank staffing underused and can be used for relief teachers until the end of the year.

Honorarium fee to all board members. All agreed.

Stephen/Geoff

2.4 Property

Verbal property report given by Chris and Adele, various works still continuing around the school. Room 2 bag bay has been tidied up and the PAC still been worked on.

Stephen/Laura

3. Policy Reviews

There was a great response from the survey sent out to the school community about EOTC. A meeting will be held for members of the community on 21st August to discuss options.

4. Administration

4.1 Stephen confirmed the June minutes were true and correct.

Stephen/ Luke

4.2 Inward/Outwards correspondence accepted.

Stephen/Luke

4.3 **Physical Restraint.** The board agrees to give authority to Andrea Cederman and Katie Ferguson.

Adele/Laura

4.4 **Strategic Planning** date is set for 13 October 2023.

4.5 **Action Register** See attached list

4.6 In-Committee

Jenna left at 9.04pm and the meeting went in-committee.

Next Meeting: Wednesday 6 September 2023 7.30pm

Meeting Closed

Karakia Whakamutunga - Closing

Presiding Member:



Date: 22-9-23



Jenna Grooby <jenna.grooby@riwaka.school.nz>

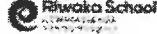
Fwd: Lawn Mower

1 message

Adele Lidgard <adele.lidgard@riwaka.school.nz>
To: Jenna Grooby <jenna.grooby@riwaka.school.nz>

Tue, Aug 22, 2023 at 2:54 PM

Adele Lidgard

Tumuaki - Principal

M: 021 812 843

P: 03 528 9376

E: adele.lidgard@riwaka.school.nz

W: <https://riwaka.school.nz/>

----- Forwarded message -----

From: Adele Lidgard <adele.lidgard@riwaka.school.nz>

Date: Wed, Jul 5, 2023 at 6:25 PM

Subject: Lawn Mower

To: BOT Riwaka <bot.riwaka@riwaka.school.nz>, Chris Drummond <chris-schoolboard@riwaka.school.nz>, Geoff Bufton <geoff-schoolboard@riwaka.school.nz>, Laura Young <laura-schoolboard@riwaka.school.nz>, Luke Hansen <luke.hansen@riwaka.school.nz>, Jane Corston <jane-schoolboard@riwaka.school.nz>
Cc: Sherilee Swanepoel <sherilee.swanepoel@gmail.com>

Hi there

Sorry to intrude on the term break...however we do need to make a decision about this...

Laura, did you get any more quotes?

Are you able to send them all through on this thread?

We have a heap of ride-on figures so just need to compare with the contractor prices. I will ask Kylie how many mows she estimates she does a year on the field. I would imagine around 40...

Hope you're all having a great time with your kidlets!

My vacation message is on my email but I will see anything that you send through - we need to get something organised for next week 🙏

Cheers from the Mornington Peninsula!
Adele

Adele Lidgard

Tumuaki - Principal

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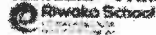
Fwd: Bereavement Leave

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W: <https://riwaka.school.nz/>

----- Forwarded message -----

From: Adele Lidgard <adele.lidgard@riwaka.school.nz>

Date: Sat, Jul 22, 2023 at 7:58 AM

Subject: Bereavement Leave

To: BOT Riwaka <bot.riwaka@riwaka.school.nz>, Geoff Button <geoff-schoolboard@riwaka.school.nz>, Laura Young <laura-schoolboard@riwaka.school.nz>, Luke Hansen <luke.hansen@riwaka.school.nz>, Jane Corston <jane-schoolboard@riwaka.school.nz>, Chris Drummond <chris-schoolboard@riwaka.school.nz>, Sherilee Swanepoel <sherilee.swanepoel@gmail.com>

Mōrena team

Sorry for Saturday comms - it has been a very busy week back at our awesome school and I am catching my breath now and ticking off a few things before next week begins...

Many of you are aware that Jane, our lovely admin/reception star, has been away this week. Jane's mum passed away on Monday and a few staff attended her funeral on Thursday.

This email is in regard to Jane's leave and wages while she is on bereavement leave. As per the Support Staff Collective Agreement, Jane has received 3 days bereavement leave. I also approved 2 further days 'discretionary leave with pay' - I am able to approve up to 6 without board approval.

Jane has indicated she will not return to school for 2 more weeks. I do not feel comfortable about not paying Jane for this leave and have looked at the collective agreement closely. It says that if an employee has a relationship to/with the person who has passed, and responsibilities and obligations because of their relationship to the deceased, then leave can be discretionary e.g. employers decide to support.

Jane's mum lived with her and she is her only child. Jane has all of the obligations and responsibilities... and of course needs time to grieve.

It is, in my view, appropriate that we pay Jane for the next two weeks leave.

The cost to the school is the additional hours that Jenna is doing to cover Jane, which equates to 3-4 days wages in total.

My recommendation is that the board approves the additional 7 days leave, as discretionary leave with pay. This will equal the 3 weeks leave Jane has requested.

Please let me know your agreement to this, or otherwise, or if you have any questions.

Mauri ora

Adele

Adele Lidgard

Tumuaki - Principal