



Riwaka School Board of Trustees

Agenda: Tuesday, 12 May 2026, 6.00pm - 8:00pm

Present: Morag Ingram (Presiding Member), Adele Lidgard (Principal), Claire Brownlie, Fiona Cook (Staff Representative), Jane Corston, Paul Miles, Shay Gill, Tim Norman

Attendees: Tess Hansen (Deputy Principal)

Apologies:

Location: Riwaka School PAC

Parents and members of the school community are welcome to attend the meeting.

Recording Notice:

For minute-taking purposes, this meeting will be recorded. The recording will be used solely to support transcription of the minutes and will not be retained beyond that purpose.

Attendance constitutes consent to this recording.

Number	Item	Time
1.	School Karakia <i>Whakaarohia rawatia He papa kainga ki te katoa Pakeke, rangatahi Kia kimihia Kia karawhiau Kia maharangia Kia ekea paingia Kia pūrākaungia</i>	6.00 <i>Imagine a place where everyone belongs A place for young and old A place for discovery A place full of activity A place to remember the past and welcome the future A place that tells Our Story</i>
2.	Opening 2a) Welcome 2b) Apologies 2c) Grant of Speaking Rights 2d) Conflicts of Interest - Any declarations relating to agenda items 2e) Previous minutes - Matters arising and acceptance 2f) Actions register	6.02
3.	Strategic Discussion - Term of Reference for Friends of Riwaka School Community Fundraising Group 3a) Cover memo	6.10 (15 mins)

	<p>3b) Draft Term of Reference for Friends of Riwaka School Community Fundraising Group</p> <p><u>Purpose:</u> To consider the draft Terms of Reference for the Community Fundraising Group and agree next steps, including community consultation.</p>	
4.	<p>Management and Operational Reports Tabled as read. Questions arising from reports.</p> <p>4a) Principal's Report <u>Purpose:</u> To update the Board on key matters of operations, student progress and strategic priorities and to raise any issues requiring Board attention.</p> <p>4b) March financial report</p>	6.25 (15 mins)
5.	<p>Board Sub-committee Reports Questions arising from reports. Verbal unless noted otherwise.</p> <p>5a) Finance 5b) Property (paper) 5c) Personnel - referred to In Committee agenda 5d) Community and Fundraising 5e) Policies</p>	6.40 (15 mins)
6.	<p>General Business</p> <p>6a) Approval of Consent items (see Item 10)</p> <p>6b) Schedule of Delegations 2026 <i>Item carried over from 24 February meeting.</i> <u>Purpose:</u> Discussion and adoption.</p> <p>6c) Subcommittee Structure 2026 <i>Item carried over from 24 February meeting</i> <u>Purpose:</u></p> <ul style="list-style-type: none"> • Confirmation of existing subcommittees, including any updates to current membership • Consideration to be given to reviewing any existing Terms of Reference to reflect current environment and expectations; plus preparation for ToR not currently on hand 	6.55pm (15 mins)

7.	Public Excluded Meeting (In Committee) Agenda (online papers only)	7.10pm (40 mins)
8.	Meeting evaluation <u>Purpose:</u> Round table self- and collective evaluation of meeting. <ul style="list-style-type: none"> - Good: What worked well about our meeting today? - Tricky: What was difficult, unclear or could have gone better? - Next: What could I do differently next time? 	7.50pm
9.	Close and Karakia Whakamutunga <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Kia whakairia te tapu</i> <i>Kia wātea ai te ara</i> <i>Kia turuki whakataha ai</i> <i>Kia turuki whakataha ai</i> <i>Haumi e. Hui e. Tāiki e.</i></p> </div> <div style="width: 45%;"> <p><i>Restrictions are moved aside</i> <i>So the pathways are clear</i> <i>To return to everyday activities.</i></p> </div> </div>	8.00pm

10.	Consent items <i>Consent agenda items are routine or informational matters that do not usually require a discussion. They are bundled and approved in one motion unless a member requests that an item be moved to the main agenda for discussion.</i>
10.1	Correspondence: Inwards / Outwards Board Correspondence Feb/March

Next meeting: Tuesday, 9 June 2026, 6.00-8.00pm

For use by Chair - Item 7:

Required resolution to move into committee

"I move that the public be excluded from this part of the meeting in accordance with the Education and Training Act 2020, Schedule 6, clause 47, and section 48 of the Local Government Official Information and Meetings Act 1987, to protect the privacy of individuals and the confidentiality of the matters under discussion. This item relates to [state reason – e.g. personnel matters]. Staff or invited guests required to support this discussion may remain."

Required resolution to move out of committee: "I move that the Board resume in open meeting and confirm that the business discussed while in committee remains confidential to those present."