



Riwaka School Board of Trustees

Agenda: Tuesday, 24 February 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)

Location: Riwaka School Staffroom

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.	<p>School Karakia</p> <p><i>Whakaarohia rawatia He papa kainga ki te katoa Pakeke, rangatahi Kia kimihia Kia karawhiua Kia maharangia Kia ekea paingia Kia pūrākaungia</i></p> <p><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></p>	6.00
2.	<p>Opening</p> <p>2a) Welcome new members</p> <p>2b) Apologies - None received</p> <p>2c) Grant of Speaking Rights</p> <p>2d) Conflicts of Interest - Any declarations relating to agenda items</p> <p>2e) Previous minutes - Matters arising and acceptance</p> <p>2f) Actions register</p>	6.02
3.	<p>Election of Presiding Member for 2026 (Annual Requirement)</p> <p>Chaired by: Adele Lidgard</p>	6.08
4.	<p>Strategic Discussion - Long-term Financial Sustainability and Roll Stability</p>	6.10 (45 mins)

	<ul style="list-style-type: none"> • Paper tabled as read. • Board discussion. 	
5.	<p>Draft Strategic Plan 2026-2028</p> <ul style="list-style-type: none"> • Discussion of feedback received from the school community. • Closing date for feedback is 22 February, so a summary will be tabled at the meeting. 	6.55 (15 mins)
6.	<p>Management and Operational Reports Tabled as read. Questions arising from reports.</p> <p>6a) 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>6b) Attendance Management Plan 2026 <u>Purpose:</u> To confirm the Board's oversight of attendance management in line with Ministry of Education expectations. Attendance is now treated as a key performance indicator linked to student achievement, wellbeing and legal obligations under the Education and Training Act 2020. From 2026, school boards are required to demonstrate active governance of student attendance. This includes:</p> <ul style="list-style-type: none"> • clear attendance targets embedded in the Strategic and Annual Plans • a documented Attendance Management Plan (operational procedures led by the Principal) - this document • timely attendance data reporting to the Board • monitoring of regular and chronic absence trends, including priority groups • evidence of early intervention and whānau engagement. <p>6c) December monthly financial reports <u>Purpose:</u> For information and noting.</p>	7.10 (15 mins)
7.	<p>General Business</p> <p>7a) Approval of Consent items (see Item 11)</p> <p>7b) School Policies - Noting of policies open for review in Term 1 at www.schooldocs.co.nz:</p>	7.25pm (15 mins)

	<ul style="list-style-type: none"> ○ Alcohol, Drugs, and Other Harmful Substances Policy (board) ○ Sun Protection (board) ○ Digital Technology and Online Safety (board) ○ Cellphones and Other Personal Digital Devices 	
8.	Public Excluded Meeting (In Committee) (online only)	7.40pm (15 mins)
9.	<p>Meeting evaluation</p> <p><u>Purpose:</u> Round table self- and collective evaluation of meeting.</p> <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 we do differently next time? 	7.55pm
10.	<p>Close and Karakia Whakamutunga</p> <p><i>Kia whakairia te tapu Kia wātea ai te ara Kia turuki whakataha ai Kia turuki whakataha ai Haumi e. Hui e. Tāiki e.</i></p> <p><i>Restrictions are moved aside So the pathways are clear To return to everyday activities.</i></p>	8.00pm

11.	<p>Consent items</p> <p><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></p>
11.1	Correspondence: Inwards / Outwards Board Correspondence Jan.Feb
11.2	<p>Noting of 3x resolutions passed over email:</p> <ol style="list-style-type: none"> 1. 3 February 2026: Resolutions to co-opt Paul Miles onto the Board for a period of 2 years, plus appointment to the Finance sub-committee. Unanimously passed. <p>Resolution 1: Co-option of Board Member - <i>That the Riwaka School Board co-opts Paul Miles as a board member for a period of two (2) years, effective from 5 February 2026. This co-option is made under Schedule 23 of the Education and Training Act 2020, which enables a school board to co-opt a person where the board considers that person's skills or experience will assist the board in the effective governance of the school. The Board notes that this co-option does not affect the balance of elected parent representatives on the Board. The Board further notes that the co-option is made in recognition of Paul Miles' professional financial background and experience, which the Board considers will strengthen financial oversight and governance</i></p>

capability during this period.

Resolution 2: Appointment to Finance Subcommittee - That the Riwaka School Board appoints Paul Miles to the Finance Subcommittee, effective from 5 February 2026, for the duration of his co-option term. The Finance Subcommittee will operate in accordance with its Board-approved terms of reference, with responsibility to advise and make recommendations to the Board, and with no authority beyond that expressly delegated by the Board.

2. 5 February 2026: Resolution to appoint Jane Best as Returning Officer for the staff representative by-election. Unanimously passed.

Resolution: Appointment of Returning Officer - That the Riwaka School Board appoints Jane Best as Returning Officer for the staff by-election required following the resignation of Stevee Rhind, in accordance with the Education (Board Elections) Regulations 2022.

The Board notes that:

The appointment is effective from the date of this resolution and remains in force until the conclusion of the staff by-election process.

The Returning Officer is responsible for managing all aspects of the election process, including nominations, voting and declaration of results, in accordance with legislative requirements.

The Returning Officer is not a candidate in this election.

Next meeting: Tuesday, 24 March 2026, 6.00-8.00pm

For use by Chair - Item 8:

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."