



Riwaka School Board of Trustees

Agenda: Tuesday, 31 March 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 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.	<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</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>Strategic Discussion - Strategic Plan 26-28; Annual Plan 2026; Success Measures</p> <p><u>Purpose:</u></p> <ul style="list-style-type: none"> Discussion of feedback received from the school community on Strategic Plan. 	6.10 (45 mins)

	<ul style="list-style-type: none"> Review of updated version of Strategic Plan; for adoption Noting of Annual Plan received from Principal Discussion on success measures to be monitored at Board level - Strategic Monitoring Framework 	
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) January/February monthly financial reports Tabled as read.</p>	6.55 (15 mins)
5.	<p>5a) Board Sub-committee Reports Tabled as read. Questions arising from reports.</p> <p>5a.1) Finance 5a.2) Property 5a.3) Personnel - referred to In Committee agenda 5a.4) Community and Fundraising 5a.5) Policies</p>	7.10 (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 	7.25pm (15 mins)
7.	Public Excluded Meeting (In Committee)	7.40pm

	Agenda (online papers only)	(15 mins)
8.	<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 I do differently next time? 	7.55pm
9.	<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

10.	<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>
10.1	<p>Correspondence: Inwards / Outwards</p> <p>Board Correspondence Feb/March</p>

Next meeting: Tuesday, 5 May 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."