



RIWAKA SCHOOL BOARD MEETING
6pm, 12 May 2026



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."

Riwaka School Board of Trustees

Minutes – 31 March 2026 (Open Meeting)

Time: 6:00pm

Location: PA Centre, Riwaka School

1. Present

- Morag Ingram (Presiding Member)
- Adele Lidgard (Principal)
- Trustees: Shay Gill, Paul Miles, Tim Norman, Claire Brownlie, Jane Corston
- Tess Hansen (Deputy Principal – speaking rights granted)

Apologies:

- Paul Miles (arrived late)
-

2. Opening / Karakia

3. Conflicts of Interest

- None declared
-

4. Previous Minutes

- Minutes of previous meeting confirmed as a true and accurate record

Moved: Claire

Seconded: Adele

Carried

5. Matters Arising / Action Register

- Strategic Plan – final consultation completed
 - SchoolDocs review – in progress
 - Policy/committee structures – to be scheduled
 - Student leadership calendar – in progress
 - Community engagement initiatives – ongoing
-

6. Strategic Discussion

6.1 Strategic Plan (2026–2028)

- Final consultation feedback received and summarised
- Board acknowledged alignment with previous consultation (staff, students, community)
- Minor refinements made to reflect community voice

Resolution:

The Board **accepts consultation feedback** and **adopts the 2026–2028 Strategic Plan**

Moved: Shay

Seconded: Paul

Carried

6.2 Annual Plan 2026 (Principal's Plan)

- Principal presented line-of-sight between Strategic Plan and Annual Plan
- Board discussed:
 - Clarity of reporting and measurement
 - Balance between measurable data and narrative evidence
 - Governance vs operational responsibilities

Resolution:

The Board **receives the 2026 Annual Plan**

Moved: Claire

Seconded: Jane

Carried

6.3 Strategic Monitoring Framework (Draft)

- Discussion on proposed measures and evidence sources
- Key points:
 - Need for governance-level indicators (not operational detail)
 - Balance of quantitative data and qualitative evidence
 - Use of existing data sources (attendance, engagement, student voice)
 - Addition of home–school partnership measures
- Agreement to refine and circulate for approval outside meeting

Action:

- Principal to revise framework and circulate for Board approval
-

7. Principal's Report

- Report taken as read
- Key discussion points:
 - Alignment to strategic goals
 - Attendance and engagement data
 - Property – pump track remediation (request for clear completion date)
 - Health & Safety reporting improvements

Resolution:

The Board **receives the Principal's Report** and **notes monthly finance reports**

Moved: Tim

Seconded: Shay

Carried

8. Finance

8.1 Financial Reports (Jan–Feb)

- Reports presented and discussed

8.2 Draft Budget 2026

- Budget reflects:
 - Managed deficit position
 - Separation of cash vs non-cash items
 - Improved forecast position
- Board acknowledged:
 - Need to live within annual operational funding
 - Importance of maintaining reserves
 - Ongoing review of non-classroom expenditure

Resolution:

The Board **adopts the 2026 Budget**

Moved: Paul Miles

Seconded: Adele Lidgard

Carried

9. Subcommittee Reports

9.1 Finance Subcommittee

- Ongoing review of:
 - Cleaning contract
 - Photocopier lease
 - Grounds and maintenance

- Noted cost pressures (e.g. rates increase)
-

9.2 Property

- Ministry-funded remediation underway
 - Temporary classroom impacts noted
 - Assurance provided regarding health risks being addressed
-

9.3 Fundraising / Community Engagement

- New approach:
 - Distributed responsibility model
 - Annual fundraising purpose clarified
- Proposal:
 - All funds raised directed toward learning resources

Action:

- Formalise fundraising purpose within subcommittee structure
-

10. Move to In Committee

Resolution:

That the Board move into committee to protect the privacy of individuals and confidentiality of matters under the Education and Training Act 2020.

Moved: Shay

Seconded: Adele

Carried

Time: ~7:05pm

Riwaka School Board of Trustees

Open Committee Action Register - as @ 5 May

Numbering format: 26/T[#]/[#] | YEAR/TERM/NUMBER

No.	Item	Description	Responsibility	Date raised	Due Date	Status
26/T1/4	4. SchoolDocs Review Process	Set up workflow for policy reviews, including Board/Principal split; grant Claire access; schedule training.	Claire + Adele		Term 1, 2026 Term 2, 2026	In progress
26/T1/5	5. Policy Subcommittee	Establish formal structure and meeting cycle.	Claire		Feb 2026 Term 2, 2026	New
26/T1/6	6. Community Liaison / FORS	Draft MOU clarifying roles, approvals, fundraising processes, and financial separation.	Adele + Jane + Claire		Term 1, 2026 Term 2, 2026	In progress
26/T1/8	8. Student-led Sharing Calendar	Confirm dates and integrate into 2026 planning.	Adele		Term 1, 2026 Term 2, 2026	In Progress
26/T1/9	9. Curriculum Info Sessions	Confirm and communicate dates for whānau curriculum sessions.	Adele		Term 1, 2026 Term 2, 2026	In progress
26/T1/10	Strategic Monitoring Framework	Revise and circulate Strategic Monitoring Framework following discussion at meeting	Adele	31/3	Term 2, 2026	

COMPLETED ACTIONS FOR RECORD

Item	Description	Responsibility	Due Date	Status
1. Strategic Plan final consultation	Share endorsed 2026–2028 Strategic Plan with whānau for final feedback.	Adele	December 2025	Completed
	Share final round of consultation feedback with community; finalise plan for Board approval	Morag	March 2026	Completed
2. Attendance Strategy 2026	Develop attendance plan aligned to AWHI and new national guidelines.	Adele	January 2026	Completed
3. Health & Safety Reporting Format	Confirm improved reporting structure; ensure monthly H&S remains a standing agenda item.	Adele	Feb 2026 meeting	Completed
7. Finance Workshop	Prepare materials and budget scenarios; confirm catering.	Adele	25 Jan 2026	Completed

Board Paper

Riwaka School Board of Trustees

Subject: Draft Terms of Reference - Community Fundraising Group / Friends of Riwaka School

Date: 12 May 2026

1. Purpose

To seek Board feedback on, and agreement to progress, the draft Terms of Reference (TOR) for the Riwaka School community fundraising group (Friends of Riwaka School).

2. Background

The Board has identified strengthening community engagement and fundraising as priorities.

If the goal is to increase parent engagement, community energy and ultimately funds raised for the school, there is a need for a clear and workable framework that enables parents to get involved, organise and run fundraising activities and feel a genuine sense of ownership.

At the same time, the Board and school must ensure that responsibilities around financial management, reporting, approvals and oversight are clear and consistently applied.

The draft TOR has been developed to balance these two objectives - enabling parent-led initiative while ensuring appropriate governance, financial control and accountability.

3. Key Features of the Draft TOR

a) Status and Structure

- Parent-led, non-governance group (not a formal Board committee)
- Operates in partnership with the Board and Principal
- Board representative sits on FORS.

b) Financial Model

- All funds are to be held by the Board as public funds within the school's financial systems.
- Fundraising activity will be managed through the school's existing standalone 'Fundraising' bank account, which sits under Board control.
- A dedicated fundraising ledger within the school's Xero system will provide clear visibility of income, expenditure and balances.

- This approach provides a practical separation for operational purposes, while ensuring transparency and oversight for the entire school community, and supporting the Board to meet its financial accountability and audit obligations.

c) Delegated Authority

- Up to \$499: Group approval
- \$500 - \$1,999: Principal approval
- \$2,000+: Board approval.

d) Roles and Accountability

- Group: plans and delivers fundraising activities
- Principal: ensures operational alignment
- Board: retains oversight and final allocation of funds.

e) Transparency and Reporting

- A key feature of the draft TOR is regular and visible reporting.
- Income, costs, balances and committed funds will be reported to the Board at each meeting and shared regularly with the wider school community.
- This will be enabled through the school's financial systems, providing a consistent and transparent view of what has been raised, what has been spent and how funds are being used.
- All transactions through the fundraising account will be recorded and included within the school's regular financial reporting and audit processes.
- This level of visibility is intended to support trust, build momentum and encourage ongoing parent engagement.

f) Structural Approach

- The draft TOR proposes an informal, parent-led group rather than establishing a separate legal entity (e.g. incorporated society or charitable trust).
- While those models provide greater independence, they also introduce additional compliance, governance and administrative requirements.
- The proposed approach is considered a more practical and proportionate first step for the school community at this stage.

4. Key Considerations for the Board

The draft TOR is designed to balance:

- Autonomy: enabling parent initiative and ease of participation
- Oversight: maintaining Board accountability for funds and risk.

Specific points for Board discussion:

- 1. Is the non-committee structure appropriate?*
- 2. Does the financial model (Board-held funds + ledger) provide sufficient transparency?*
- 3. How well does the proposed model support ongoing community participation and confidence, particularly through clear and regular reporting?*
- 4. Is the purpose and scope of fundraising clear and appropriate?*
- 5. Are the delegated financial thresholds set at the right level?*
- 6. Do we need to seek further advice on any aspect?*

5. Consultation Approach

Specific points for community consultation:

- 1. Does this make it easy for you to get involved in fundraising?*
- 2. Does the balance feel right between parent involvement and school oversight?*
- 3. Does the way funds are proposed to be managed and reported give you confidence?*
- 4. What would make you more likely to take part?*
- 5. Anything unclear or missing?*

6. Recommended Resolution

That the Board:

- 1. Provides feedback on the draft FORS Terms of Reference*
- 2. Agrees to release the updated draft for community consultation*
- 3. Requests a revised TOR be presented for approval at the Week 8, Term 2 Board meeting.*

[ends]

Terms of Reference

Riwaka School Community Fundraising Group (“FORS”)

2026

Acknowledgement and shared purpose

Riwaka School’s vision is Connected - Nurtured - Empowered, grounded in the whakataukī: Riuwaka te puna wai, whakatipu ngā tamariki - The flowing waters nurture our future generation. The school’s strategic plan identifies Connected to Community - ‘Our Place’ is alive as a key goal, with Riwaka School seeking to be “the heart of the community - inclusive, welcoming and connected”.

The Riwaka School Community Fundraising Group (“the Group”) supports this vision by creating practical, positive opportunities for whānau and the wider community to contribute to school life. Fundraising is not only about raising money; it is also about strengthening connection, building belonging and supporting shared ownership of “Our Place”.

This Terms of Reference recognises the value of parent-led energy, initiative and community goodwill. It is intended to give the Group a clear sense of autonomy and transparency in its work, while ensuring that all fundraising activity is managed within the Board’s legal, financial and governance responsibilities.

1. Purpose

The Group is a parent-led group established to:

- strengthen community connection, participation and engagement
- raise funds to support agreed school priorities
- contribute positively to school culture, belonging and community spirit
- support initiatives that align with the school’s strategic priorities, particularly Connected to Community – ‘Our Place’ is alive
- operate transparently, with clear reporting back to the school community.

2. Status and Authority

The Group is a parent-led, non-governance group. It is not a committee of the Board unless formally resolved. It operates in partnership with the Board and school.

The Board remains fully accountable for:

- all funds raised
- financial management and reporting
- compliance with legal and policy requirements.

The Group:

- operates with delegated authority as outlined in this TOR
- does not independently bind the school to contracts or financial commitments beyond approved delegations.

3. Scope of Activities

The Group may undertake fundraising activities that:

- align with the school's values and strategic priorities
- are appropriate for a school setting
- comply with school policies and legal requirements.

Activities may include:

- community events (fairs, raffles, auctions)
- sponsorship and donation initiatives
- product or service-based fundraising
- grant applications (with prior approval).

4. Roles and Responsibilities

The Board will:

- set overall strategic priorities for fundraising
- approve significant initiatives and expenditure thresholds
- ensure appropriate financial systems and controls are in place
- receive and review financial reporting
- approve final allocation of funds.

The Principal will:

- act under delegated authority as the Board's chief executive

- ensure alignment with school operations and policies
- support communication between staff and the Group.

The Group will:

- plan and deliver fundraising activities
- operate in a way that reflects the school's values
- seek approval for activities where required
- maintain clear records of funds raised and costs incurred
- provide regular updates to the Board or delegated representative
- ensure volunteers follow school policies.

5. Financial Management and Transparency

Status of Funds

All funds raised are held by the Board and are treated as public funds.

Fundraising Account

Fundraising activity will be managed through the school's existing 'Fundraising' bank account, which is held under Board control and forms part of the school's overall financial systems.

All funds in this account are subject to the same financial management, reporting and audit requirements as other school funds.

Dedicated Fundraising Ledger

The Board will maintain a dedicated fundraising ledger (cost centre) within the school's financial system for the Group.

This will:

- record all income and expenditure related to the Group
- provide a clear, transparent "running balance"
- enable regular reporting to the Group.

This approach ensures visibility and transparency equivalent to a standalone account, while maintaining appropriate financial control.

Reporting will be enabled through the school's financial systems, ensuring a consistent and transparent view of fundraising activity.

It also provides a practical separation for day-to-day fundraising activity, while maintaining overall Board oversight and accountability.

Delegated Spending Authority

To support operational autonomy, the Group has delegated authority to approve and incur expenditure within the following limits:

- Up to \$499 → Group approval

- \$500-1999 → Principal approval
- Over \$2000 → Board approval.

Additional conditions:

- spending must align with agreed fundraising purposes
- expenditure must be supported by receipts
- no contracts or financial commitments may be entered into outside delegated authority
- all expenditure must be processed through the school's financial systems.

Financial Reporting

The Group will receive regular financial reports (eg. monthly or per event), including income, expenditure, current balances and committed funds.

Summary financial and activity reporting will be provided to the Board at each meeting.

Summary information will also be shared regularly with the wider school community to promote transparency and trust.

All transactions will be recorded and included within the school's regular financial reporting and audit processes.

Use of Funds

The Group may:

- recommend how funds should be allocated.

The Board will:

- give due consideration to these recommendations
- make final decisions on allocation.

6. Communication and Approval

- Fundraising activities must be approved in line with agreed processes
- Communications must align with school communication channels and standards
- Branding and messaging must reflect the school's reputation and values
- Regular communication will be maintained between the Group and the school.

7. Volunteers and Conduct

Conflicts must be managed transparently and appropriately and according to the school's policies. All Group members and volunteers must:

- act in the best interests of the school and its students
- follow school policies (including health and safety, child safety, and conduct)
- declare and appropriately manage any conflicts of interest.

8. Health, Safety and Risk

- All activities must comply with school health and safety requirements
- Risks must be identified and managed, with any written documentation required to be sighted and approved by a Board representative and Principal, before activities proceed
- Appropriate supervision and safeguarding must be in place.

9. Duration and Review

- This TOR takes effect from the date of this document.
- It will be reviewed annually
- It may be amended by the Board following consultation with the Group

10. Changes to this TOR

The Board may amend or withdraw this TOR or suspend specific activities, where:

- expectations are not met
- risks are not appropriately managed
- alignment with school priorities is lost.

Closing Acknowledgement

This Terms of Reference reflects a shared commitment to trust, transparency, community engagement and responsible stewardship of funds for the benefit of Riwaka School's tamariki.

Approved by: Riwaka School Board

Date: [Insert once approved]



Riwaka School Principal's Report



Date: 05 May 2026

Roll: 132

Riwaka School – Roll Composition Summary Term Two, 2026

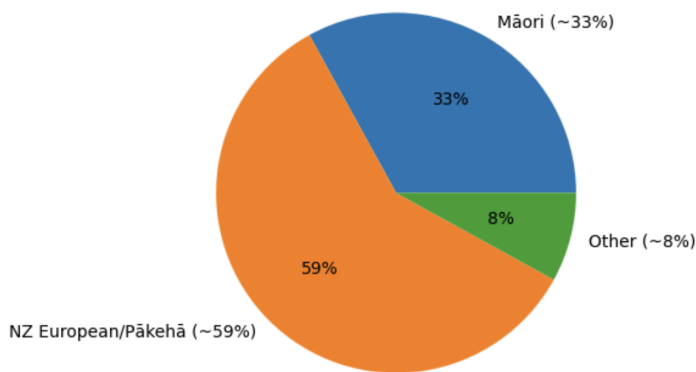
Gender Breakdown

- **Boys:** 76 students (**57%**)

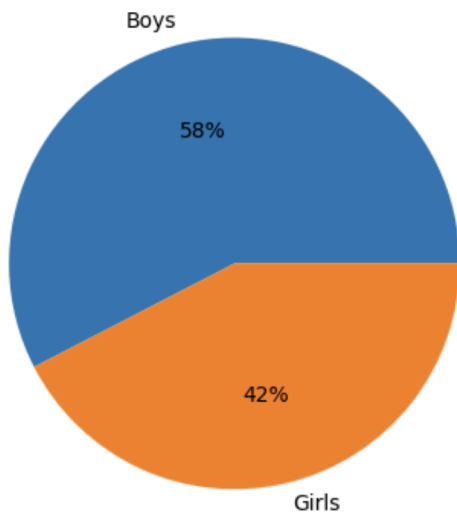
Girls: 56 students (**43%**)

3 confirmed pre-enrolments for Term 2 into Awaroa (New Entrant class)

Riwaka School Ethnicity Makeup (May 2026)



Riwaka School Gender Breakdown (May 2026)



Updated Commentary (May / Term 2 2026) Riwaka School Ethnicity Makeup

Riwaka School continues to reflect a **diverse and inclusive community**, with the overall ethnic composition of the school remaining **stable through Term 2**.

Māori learners make up approximately **33% of the school roll**, affirming the importance of **Te Tiriti partnership** and culturally responsive practice across the kura.

New Zealand European/Pākehā learners remain the largest group at approximately **58–59%**, alongside a small but important mix of other ethnic groups, including Pacific, Asian, and Latin American backgrounds.

This diversity continues to strengthen our school culture and reinforces our commitment to **belonging, identity, and equitable outcomes for all learners**, aligned with our strategic focus on:

- **Connected to Community**
- **Nurtured to Grow**
- **Empowered to Flourish**

Other Ethnic Backgrounds (combined ~8–9% of the roll):

- Pacific (Samoan, Tongan, Other Pacific): ~3–4%
- Asian: ~2–3%
- Latin American and other groups: ~1–2%

Footnote

Ethnicity data is reported using **Māori priority coding**,

where any learner identifying as Māori is counted within the Māori group.

The 'Other ethnic backgrounds' category represents a small number of learners across a range of ethnicities (including Asian, Pacific, and other backgrounds). Due to small group sizes, these are reported as a **combined group**.

ATTENDANCE ANALYSIS – TERM 2 2026

Period: March Snapshot vs Term 2 to date (20 April – 5 May 2026)

OVERVIEW

Attendance across Riwaka School remains strong, stable, and positive across the first half of 2026. Term 2 data closely mirrors the March snapshot, indicating consistent attendance behaviours and embedded expectations.

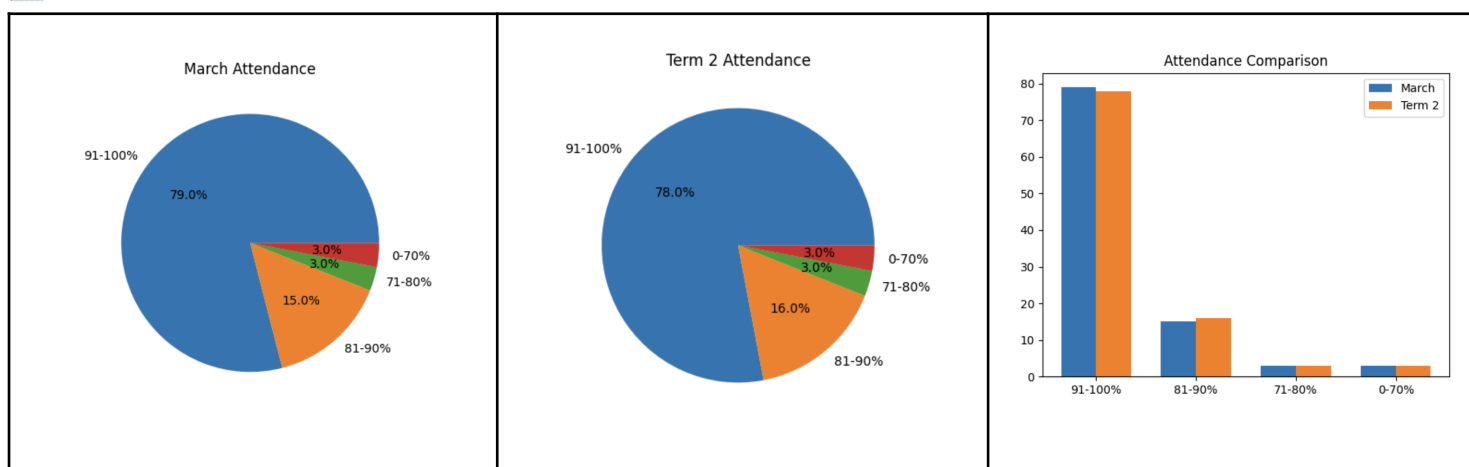
WHOLE SCHOOL ATTENDANCE (COMPARISON)

Attendance Band	March	Term 2	Shift
91–100%	High (~78–79%)	High (similar)	— Stable
81–90%	Moderate	Moderate	— Stable
71–80%	Low	Low	— No change
0–70%	Very Low	Very Low	— No change

Plain Language:

Just over 3 in 4 learners attend very regularly, with most others attending more than 4 days out of 5. A small, consistent group requires targeted support.

VISUAL COMPARISON



YEAR LEVEL PATTERNS

Strengths:

- Junior and middle school continue to show very strong attendance

Watch Areas:

- Small number of learners in Years 5–8 remain in lower attendance bands

Summary:

Patterns are unchanged from March, indicating stability.

 **GENDER PATTERNS**

Group	Pattern
Boys	Strong representation in 91–100% band
Girls	Slightly more spread across 81–90% band

Summary:

Differences are minor, with strong attendance across both groups.

 **ETHNICITY OVERVIEW (BIG PICTURE)**

Māori	NZ European / Pākehā
<ul style="list-style-type: none"> ● Majority in 91–100% band ● Small group in lower attendance bands 	<ul style="list-style-type: none"> ● Strongly represented in 91–100% band ● Very few in lower bands

Key Insight:

A small group of Māori learners remains over-represented in the lowest attendance band, consistent with earlier data.

 **KEY COMMENTARY**



Attendance remains strong and consistent, with no significant shift between March and Term 2.

This indicates:

- Clear expectations and routines are well embedded
- Attendance systems are working effectively
- Improvement will come from targeted support, not whole-school change

Ongoing focus areas:

- Early identification
- Targeted intervention
- Strong whānau partnerships

 KEY TAKEAWAYS FOR THE BOARD	 STRATEGIC ALIGNMENT
<ul style="list-style-type: none"> ✓ Attendance is strong and stable ✓ No significant movement across the first half of the year ✓ A small, known group remains the focus ✓ Strategy should remain targeted and responsive 	<p>This work directly supports our strategic priority: Empowered to Flourish – Inspiring Learning and Achievement</p> <p>Regular attendance is a key driver of:</p> <ul style="list-style-type: none"> ● Engagement ● Achievement ● Wellbeing (Hauora)




Attendance patterns remain consistent across the first half of 2026, with strong overall engagement and a small group requiring targeted support.

Riwaka School Strategic Dashboard




(Board Monitoring Snapshot)

Connected to Community | Nurtured to Grow | Empowered to Flourish





Goal 1 – Connected to Community

Initiative	Status	Evidence Snapshot
Embed & Celebrate Our Place		Strong participation at school events and assemblies
Curriculum of Our Place		Curriculum framework development underway
Partnerships in Our Place		Community partnerships supporting learning experiences

Goal 2 – Nurtured to Grow

Initiative	Status	Evidence Snapshot
Belonging at Our Place		Student voice indicates strong sense of belonging
Hauora for Life		Regular EOTC and outdoor learning experiences
Identity and Cultural Confidence		Te reo Māori and tikanga visible in school routines

Goal 3 – Empowered to Flourish

Initiative	Status	Evidence Snapshot
Thriving Learners		Attendance improving but some learners below target
Achievement and Progress for All		Progress data showing positive movement
Future-Focused Learners		Goal setting and reflection developing
Teaching for Deep Learning		Collaborative planning and teacher inquiry evident

Status Key



On Track



Monitoring



Developing



Not started

Strategic Plan Progress Update

The following section provides a brief update on progress against the school's Strategic Plan initiatives. Indicators highlight the areas being monitored, and commentary provides a short summary of current progress and evidence. This reporting supports the Board to monitor strategic priorities while operational detail continues to be managed through school processes.

Goal #1 – Connected to Community

Initiative	Indicators	Commentary
<p>● Embed & Celebrate Our Place</p>	<ul style="list-style-type: none"> • Participation in school community events ✓ • Celebration and sharing of learning and AWHI success ✓ • "Our Place" identity visible in school culture and traditions 	<p><u>Planned events</u></p> <ul style="list-style-type: none"> - Week 5 of Term 2 <i>Curriculum @ Our Place</i> <p>Morning and Evening session: How we deliver learning at Riwaka School. An opportunity for whanau to come along and hear about how learning is designed and delivered, including information about the implementation of the new English and Maths curriculums.</p> <ul style="list-style-type: none"> - 'Connected from the Start' transition to school programme developed and rolled out. <p>Marketing / celebrating learning, successes and what's going on (FB)</p>
<p>● Curriculum of Our Place</p>	<ul style="list-style-type: none"> • Local curriculum reflected in teaching programmes ✓ • Learning experiences connected to local environment and stories ✓ • Community knowledge enriching learning ✓ 	<p><u>Planned Experiences:</u></p> <p>Early May - Colossal Squid Ngā Tipua exhibition Matariki Lantern Walk</p>

<p>● Partnerships in Our Place</p>	<ul style="list-style-type: none"> • Community and iwi partnerships supporting learning • Community expertise contributing to school programmes • Opportunities for community connection with the school ✓ 	<ul style="list-style-type: none"> - FORS - Jane to elaborate - Utilising skills from whānau to upskill in class (Anarewa) - Opportunities offered so far this term = Teaching & Learning @ Our Place, Connected from the Start, Matariki Lantern Walk, Assemblies
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Goal #2 – Nurtured to Grow

Initiative	Indicators	Commentary
<p>● Belonging at Our Place</p>	<ul style="list-style-type: none"> • Student sense of belonging • Inclusive relationships across the school ✓ • Positive school culture and participation ✓ 	<ul style="list-style-type: none"> - Tina has attended the PC4L workshop and continuing to support The Riuwaka Way throughout the school
<p>● Hauora for Life</p>	<ul style="list-style-type: none"> • Participation in outdoor learning and EOTC ✓ • Wellbeing practices embedded in school life ✓ • Positive engagement in learning and school activities ✓ 	<ul style="list-style-type: none"> - Met with Sport Tasman to align strategic plan and what is offered - not another 'thing', but what can enhance what we are doing. - Cross Country event planned to take place at the Mountain Bike Park - always a great day with whānau support as well.
<p>● Identity and Cultural Confidence</p>	<ul style="list-style-type: none"> • Visibility of te reo Māori in school routines and learning ✓ • Tikanga reflected in school practices and events ✓ • Cultural identity recognised and celebrated 	<ul style="list-style-type: none"> - Mau rakau opportunity for kapa haka tamariki - Attendance for 10 students to He Kākano at Te Awhina marae on 27 May. - Kapa haka performance at assembly - Attend Parklands School performance on 8 May - Nga Mātātupu - Staff meeting discussion re Te Reo and professional upskilling (use of 40 week

programme or paid version)

Goal 3 – Empowered to Flourish

Initiative	Indicators	Commentary
<p>● Thriving Learners</p>	<ul style="list-style-type: none"> • Attendance trends ✓ • Student engagement in learning • Partnerships with whānau supporting attendance ✓ 	<ul style="list-style-type: none"> - Strong attendance for Term 1 shared with whānau - Met with Attendance Service - Individual plans in place
<p>● Achievement and Progress for All</p>	<ul style="list-style-type: none"> • Progress in reading, writing and mathematics • Reduction in achievement disparities ✓ • Monitoring of progress for priority learners ✓ 	<ul style="list-style-type: none"> - Assessment tasks for the SMART tool are being trialed - Priority Learner details have been updated in teams and these continue to be discussed and monitored at Team Meetings each fortnight
<p>● Future-Focused Learners</p>	<ul style="list-style-type: none"> • Learner goal setting and reflection ✓ • Learner agency in learning • Use of digital tools to support learning 	<ul style="list-style-type: none"> - New rubrics for learning from MoE introduced to teaching team - Kids Speak goals also offered to support student agency
<p>● Teaching for Deep Learning</p>	<ul style="list-style-type: none"> • Professional collaboration ✓ • Teaching inquiry • Learning design ✓ 	<ul style="list-style-type: none"> - Forces of Change topic has begun to roll out across the teams - Teacher Inquiry into what is going well, what needs to be changed - support through professional collaboration, buddies - PGC well underway with coaching conversations etc taking place.

Evidence for strategic monitoring is drawn from operational school processes including attendance tracking, achievement analysis, teaching inquiry, student voice and participation in school life.

Riwaka School Strategic Line of Sight

This diagram shows how the Strategic Plan connects to the Annual Plan, operational practice, and Board monitoring.

Strategic Goal	Initiative	What Success Looks Like (Measure)	Evidence from School Practice	Board Monitoring
Connected to Community	Embed & Celebrate Our Place	Participation in school community events	Event attendance, assemblies, community engagement	Strategic Dashboard and Principal commentary
	Curriculum of Our Place	Evidence of local curriculum in teaching programmes	Classroom planning, local learning experiences	Strategic Dashboard and Principal commentary
	Partnerships in Our Place	Active partnerships contributing to learning	Community expertise, visits, local partnerships	Strategic Dashboard and Principal commentary
Nurtured to Grow	Belonging at Our Place	Student sense of belonging	Student voice, pastoral observations	Strategic Dashboard and Principal commentary
	Hauora for Life	Participation in outdoor learning and EOTC	Outdoor learning experiences, EOTC programmes	Strategic Dashboard and Principal commentary
	Identity and Cultural Confidence	Visibility of te reo Māori and tikanga in school life	Classroom language, assemblies, cultural activities	Strategic Dashboard and Principal commentary
Empowered to Flourish	Thriving Learners	Attendance trends	Attendance data and attendance monitoring	Strategic Dashboard and Principal commentary
	Achievement and Progress for All	Reduction in achievement disparities	Achievement and progress data	Strategic Dashboard and Principal commentary
	Future-Focused Learners	Learner goal setting and reflection	Learning conferences, student goal setting	Strategic Dashboard and Principal commentary
	Teaching for Deep Learning	Collaborative teaching and deep learning design	Teacher planning, collaboration, professional inquiry	Strategic Dashboard and Principal commentary

Business As Usual (BAU): Updates from the Principal

The following section provides brief operational updates to ensure the Board is informed about key areas of school management and compliance.

Strategic Direction	<p>The Strategic Monitoring Overview with the updated measurements were shared with the Board via email on 22 April for approval.</p> <p>As there was no feedback from board trustees, assume these were accepted as confirmed, and I have now adopted these for reporting purposes.</p>
Curriculum	<p>New curriculum assessment rubrics have been rolled out by the MoE. A myriad of documents that I have now introduced to the teaching team.</p> <p>Teachers will use these rubrics to report mid-year information against curriculum delivery.</p>
Motueka Cluster Community of Learning	<p>First meeting of Term 2 due in Week 4.</p>
Personnel	<p>Personnel updates will be discussed In Committee</p>
Finance	<p>Met with new accounts liaison with S & S (Diane).</p> <p>Reviewed commentary and budget line percentages. Identified several discrepancies - Diane to rectify. New commentary hopefully ready for the board meeting date with updated code balances.</p> <p>Opportunity for professional learning for accounts staff - utilising Hero & Xero</p>
Property	<p>Water connection is complete.</p> <p>Sandpit is complete - landscaping still to be finished.</p> <p>Awaiting timeline for boiler upgrade/decommission.</p> <p>Sport Tasman scoping for information re Play areas to support grant applications</p>
School Improvement	<p>Maths – No Problem! Teacher only day planned for 22 May together with other local schools.</p> <p>SMART tool implementation trial has begun in Te Puaha.</p> <p>Awaiting Hero updates to align curriculum to reporting.</p> <p>Hero training for Admin staff in regards to accounts to be organised through S & S.</p>

Health & Safety

Health and safety systems continue to operate effectively, with regular emergency preparedness procedures, hazard monitoring, and EOTC planning in place.

A summary of medical room data for Term 1 is **attached**, showing a total of 164 visits, with the majority of incidents classified as minor in nature (115 incidents), alongside a small number of repeated minor presentations and very few major injuries.

The most common injuries were bruises and cuts/abrasions, reflecting typical playground and classroom activity, while illness-related visits (such as feeling unwell or headaches) also contributed to overall numbers.

Incidents occurred across a range of times throughout the school day, including break times and teaching blocks, with no single time period showing a significantly higher concentration. Similarly, incidents were spread across multiple locations, including classrooms, courts, and the field, indicating there is no one specific area of concern or identifiable hotspot. Overall, the data reflects typical, day-to-day school activity rather than any consistent pattern requiring targeted intervention.

Pump Track remediation took place during the school term break. Awaiting H & S signage to arrive.



Legislative Requirements

All scheduled property compliance checks have been completed and signed off in accordance with Ministry and regulatory requirements.

All employment-related documentation and statutory requirements for 2026 appointments have been completed and filed appropriately.

Attendance data continues to be reported to the Ministry of Education through the school's Student Management System, ensuring compliance with national attendance reporting expectations.

The school remains compliant with its legislative and regulatory obligations.

The Board is kept informed of compliance matters through regular reporting and in-committee discussions where required.

POLICY REVIEWS & PRINCIPAL ASSURANCES



2026 Board Assurances

The principal assures the board through regular board reporting that the school complies with key legislative and regulatory requirements, relevant policies are up to date, and appropriate actions have been taken. Two assurances at the top apply **every term**. Other assurances apply to one term only. Policies with an asterisk may not apply to all schools.

	POLICIES	ACTIONS
EVERY TERM	Risk Management	Assure the board that hazards are being actively identified, identified hazards are being monitored and controlled (including risks to student safety and wellbeing), and that control measures are being reviewed to ensure these remain appropriate and effective. This includes sun protection and EOTC activities.
	Emergency Management	Assure the board that the school has an up-to-date emergency plan, including pandemic planning, emergency/evacuation procedures, lockdowns, notification, duty of care for students, and testing procedures.

Term 2 2026

Principal Assurances

Here is the list of assurances for Term Two.

Assurances will be given by the Principal at the last meeting of each term.

TERM 2	Policy Area	Assurance
	Safety Checking and Police Vetting	See Safety Checking and Police Vetting on your SchoolDocs site for the assurances relevant to your school.
	Teaching Staff	Assure the board that all teachers employed at the school are registered with the Teaching Council of Aotearoa New Zealand and hold a current practising certificate or Limited Authority to Teach, and that no person without a practising certificate is permanently appointed to any teaching position.
	Performance Management	Assure the board that the school manages the performance of staff according to employment agreement requirements. Confirm that the board complies with mandatory reporting requirements to the Teaching Council.
	Staff Conduct	Assure the board that the school complies with mandatory reporting requirements relating to staff conduct.
	Appointment Policy	Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities.
	Employment Policy and Equal Employment Opportunities	Assure the board that the school operates an employment policy that complies with the principle of being a good employer, that the policy (including our equal employment opportunities programme) is available to staff, and that a report on compliance is included in the annual report.
	Child Protection and Identifying and Responding to Suspected Child Abuse or Neglect	See Child Protection and Identifying and Responding to Suspected Child Abuse or Neglect on your SchoolDocs site for the assurances relevant to your school.
	Assessing Student Learning	See Assessing Student Learning on your SchoolDocs site for the assurance relevant to your school.
	Cellphones and Other Personal Digital Devices	Assure the board that the school takes all steps to prohibit students (other than those granted an exemption) from using or accessing mobile phones at all times while they are attending school, including during visits outside the school premises.

Policy Area	Assurance
Safety Checking & Police Vetting	

Teaching Staff							
Performance Management							
Staff Conduct							
Appointment Policy							
Employment Policy & Equal Employment Opportunities							
Child Protection & Identifying and Responding to Suspected Child Abuse or Neglect							
Assessing Student Learning							
Cellphones and Other Personal Digital Devices							
Boarding House/Hostel policy							
<p>Term 2 2026 Policy Reviews</p> <table border="1" data-bbox="67 1496 496 1821"> <thead> <tr> <th data-bbox="67 1496 496 1552">TERM 2</th> </tr> </thead> <tbody> <tr> <td data-bbox="67 1552 496 1597">Daily School Bus *</td> </tr> <tr> <td data-bbox="67 1597 496 1664">School Swimming Pool * / Swimming Off Site * (board)</td> </tr> <tr> <td data-bbox="67 1664 496 1731">Education Outside the Classroom (EOTC) (board)</td> </tr> <tr> <td data-bbox="67 1731 496 1776">EOTC Governance Roles and Responsibilities</td> </tr> <tr> <td data-bbox="67 1776 496 1821">EOTC Risk Assessment and Management</td> </tr> </tbody> </table>	TERM 2	Daily School Bus *	School Swimming Pool * / Swimming Off Site * (board)	Education Outside the Classroom (EOTC) (board)	EOTC Governance Roles and Responsibilities	EOTC Risk Assessment and Management	<p>These policies are open for review.</p> <p>Dates - 20 April - 03 July 2026</p>
TERM 2							
Daily School Bus *							
School Swimming Pool * / Swimming Off Site * (board)							
Education Outside the Classroom (EOTC) (board)							
EOTC Governance Roles and Responsibilities							
EOTC Risk Assessment and Management							

Riwaka School

Monthly Management Summary report
2026 Approved Budget Incl SOFP S&S
For the period ending: 31-March-2026
Percentage of financial year to date: 25%



STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

Income					
Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
Government Grants	37,212.95	115,530.70	371,891.04	256,360.34	31
Locally Raised Funds Income	(4,956.89)	4,696.19	40,400.00	35,703.81	12
Interest Earned	271.58	328.09	5,000.00	4,671.91	7
Total Income	32,527.64	120,554.98	417,291.04	296,736.06	29
Expenditure					
Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
Learning Resources	28,433.39	51,149.53	157,250.00	106,100.47	33
Administration	18,036.03	41,418.50	138,663.00	97,244.50	30
Property	16,900.35	39,695.92	126,625.00	86,929.08	31
Depreciation	11,463.75	11,463.75	45,855.00	34,391.25	25
Total Expenditure	74,833.52	143,727.70	468,393.00	324,665.30	31
Plus					
Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
MOE Funded Teacher Salaries (Net)	0.00	0.00	0.00	0.00	
MOE Funded Use of Land and Buildings (Net)	0.00	0.00	0.00	0.00	
Operating surplus / (deficit) year to date	(42,305.88)	(23,172.72)	(51,101.96)		

STATEMENT OF FINANCIAL POSITION

Current Assets			
Group	This Year To Date	Last Year to March	Last Year End
Cash and Deposits	95,737.82	66,225.12	82,588.29
Credit Cards	(2,017.90)	(3,022.34)	(1,625.26)
Accounts Receivable	3,745.08	8,526.50	153,121.19
Prepayments	3,068.59	384.38	14,332.59
Inventories	0.00	0.00	0.00
Investments	55,000.00	149,749.34	50,000.00
Archived Current Assets	0.00	0.00	0.00
Redundant Current Asset codes	0.00	0.00	0.00
Total Current Assets	155,533.59	221,863.00	298,416.81
less Current Liabilities			
Group	This Year To Date	Last Year to March	Last Year End
Accounts Payable	49,968.84	180,019.56	176,060.66
GST Payable/(Receivable)	(4,853.98)	(28,917.04)	(1,269.70)
Income in Advance	6,499.90	0.00	11,008.03
Provision for Cyclical Maintenance - Current	0.00	0.00	0.00
Finance Lease - Current	7,712.95	6,568.96	7,712.95
MOE 5YA Capital Works	0.00	(10,864.11)	0.00
Archived Current Liability Codes	0.00	0.00	0.00
Redundant Current Liability codes	0.00	0.00	0.00
Total Current Liabilities	59,327.71	146,807.37	193,511.94
Net Working Capital	96,205.88	75,055.63	104,904.87
add Non Current Assets			
Group	This Year To Date	Last Year to March	Last Year End
Fixed Assets - Previous Year	330,543.90	297,780.97	330,543.90
Fixed Assets - Current Year Additions	1,046.26	34,078.03	0.00
Ac Depn - Current Year	(11,463.75)	(9,249.99)	0.00
Total Non Current Assets	320,126.41	322,609.01	330,543.90
less Non Current Liabilities			
Group	This Year To Date	Last Year to March	Last Year End
Provision for Cyclical Maintenance - Term	25,531.24	9,111.00	21,475.00
Use of Provision (actual painting)	0.00	(24,534.33)	0.00
Finance Lease - Term	11,493.25	3,707.55	11,493.25
Total Non Current Liabilities	37,024.49	(11,715.78)	32,968.25
Net Assets	379,307.80	409,380.42	402,480.52
Represented by			
	This Year To Date	Last Year to March	Last Year End
Opening Equity	402,480.52	430,438.32	430,438.32
Addition to Equity	0.00	0.00	32,034.00
Operating surplus / (deficit)	(23,172.72)	(21,057.90)	(59,991.80)
Public Equity	379,307.80	409,380.42	402,480.52

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE - DETAIL

Income					
Government Grants					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
010 Government Grants	37,212.95	115,530.70	371,891.04	256,360.34	31
Sub Total	37,212.95	115,530.70	371,891.04	256,360.34	31
Locally Raised Funds Income					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
030 Local Funds	(4,956.89)	4,696.19	40,400.00	35,703.81	12
Sub Total	(4,956.89)	4,696.19	40,400.00	35,703.81	12
Interest Earned					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
020 Interest Income	271.58	328.09	5,000.00	4,671.91	7
Sub Total	271.58	328.09	5,000.00	4,671.91	7
Total Income	32,527.64	120,554.98	417,291.04	296,736.06	29
Expenditure					
Learning Resources					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
040 LR Learning Resources	797.51	4,456.50	22,900.00	18,443.50	19
045 LR Curriculum Expense (related to MOE Donations Scheme)	0.00	0.00	0.00	0.00	
050 LR Staff Development	2,459.70	6,289.82	17,500.00	11,210.18	36
060 LR Personnel	25,176.18	40,403.21	116,850.00	76,446.79	35
Sub Total	28,433.39	51,149.53	157,250.00	106,100.47	33
Administration					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
070 ADM Administration	17,963.00	40,898.75	132,018.00	91,119.25	31
080 ADM Board of Trustees	73.03	519.75	6,645.00	6,125.25	8
990 Archived Revenue & Expenses Codes	0.00	0.00	0.00	0.00	
993 Redundant Rev & Exp codes	0.00	0.00	0.00	0.00	
Sub Total	18,036.03	41,418.50	138,663.00	97,244.50	30
Property					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
090 PROP Property	12,844.11	35,639.68	110,400.00	74,760.32	32
092 PROP Cyclical Maintenance	4,056.24	4,056.24	16,225.00	12,168.76	25
Sub Total	16,900.35	39,695.92	126,625.00	86,929.08	31
Depreciation					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
100 Depreciation	11,463.75	11,463.75	45,855.00	34,391.25	25
Sub Total	11,463.75	11,463.75	45,855.00	34,391.25	25
Total Expenditure	74,833.52	143,727.70	468,393.00	324,665.30	31

STATEMENT OF FINANCIAL POSITION - DETAIL

Cash and Deposits			
Account	This Year To Date	Last Year to March	Last Year End
Westpac Everyday 00 A/c	65,880.75	63,599.34	61,127.25
Westpac Online Saver 01 A/c	29,787.72	2,615.44	21,391.69
Westpac Online Saver 02 A/c	10.35	10.34	10.35
Cash on Hand	59.00	0.00	59.00
Sub Total	95,737.82	66,225.12	82,588.29
Credit Cards			
Account	This Year To Date	Last Year to March	Last Year End
Mastercard - Adele Lidgard	(2,017.90)	(3,022.34)	(1,625.26)
Sub Total	(2,017.90)	(3,022.34)	(1,625.26)
Accounts Receivable			
Account	This Year To Date	Last Year to March	Last Year End
Debtors Control	402.50	6,652.50	0.00
Banked Staffing Debtor	0.00	0.00	0.00
MOE Debtor	3,071.00	1,874.00	23,183.97
Income Accrued	271.58	0.00	1,456.36
Salary Grant Due	0.00	0.00	128,480.86
Sub Total	3,745.08	8,526.50	153,121.19
Prepayments			
Account	This Year To Date	Last Year to March	Last Year End
Prepayments	3,068.59	384.38	14,332.59
Sub Total	3,068.59	384.38	14,332.59
Inventories			
Account	This Year To Date	Last Year to March	Last Year End
Inventory	0.00	0.00	0.00
Sub Total	0.00	0.00	0.00
Investments			
Account	This Year To Date	Last Year to March	Last Year End
Investment 0009	0.00	149,749.34	0.00
W-0010 Term Deposit m.11Oct25	0.00	0.00	0.00
W-0011 Term Deposit m.12Jan26	50,000.00	0.00	50,000.00
W-0013 Term Deposit	5,000.00	0.00	0.00
Sub Total	55,000.00	149,749.34	50,000.00
Archived Current Assets			
Account	This Year To Date	Last Year to March	Last Year End
Sub Total	0.00	0.00	0.00
Redundant Current Asset codes			
Accounts Payable			
Account	This Year To Date	Last Year to March	Last Year End
Hero Clearing Account	0.00	0.00	0.00
HERO PIA	0.00	0.00	0.00
Creditors Control	17,098.57	164,609.95	13,213.86
Expenses Due	4,575.26	7,492.01	6,101.00
Current Yr Banked Staffing overuse	19,385.00	0.00	19,385.00
Suspense account	30.00	0.00	0.00
Payroll Due	6,405.89	6,117.14	134,886.75
Leave Liability	2,474.05	1,800.46	2,474.05
Rounding	0.07	0.00	0.00
Sub Total	49,968.84	180,019.56	176,060.66
GST Payable/(Receivable)			
Account	This Year To Date	Last Year to March	Last Year End
GST Control	(4,853.98)	(28,917.04)	(1,269.70)
Sub Total	(4,853.98)	(28,917.04)	(1,269.70)
Income in Advance			
Account	This Year To Date	Last Year to March	Last Year End

Income in advance	0.00	0.00	654.00
MOE Grants in Advance	6,499.90	0.00	10,354.03
Sub Total	6,499.90	0.00	11,008.03
Provision for Cyclical Maintenance - Current			
Account	This Year To Date	Last Year to March	Last Year End
CL Provn for Cyclical Mtce	0.00	0.00	0.00
Sub Total	0.00	0.00	0.00
Finance Lease - Current			
Account	This Year To Date	Last Year to March	Last Year End
CL TELA Repayments	0.00	0.00	0.00
CL TELA Lease School	3,217.45	2,290.56	3,217.45
CL TELA Lease MOE	3,387.33	2,403.82	3,387.33
CL TELA Lease U/I	(1,243.88)	(300.04)	(1,243.88)
CL CSG Lease	0.00	0.00	0.00
CL CSG Lease U/I	0.00	0.00	0.00
CL Quadrent Lease	2,469.64	2,469.64	2,469.64
CL Quadrent Lease U/I	(117.59)	(295.02)	(117.59)
CL Quadrent Lease Repayments	0.00	0.00	0.00
Sub Total	7,712.95	6,568.96	7,712.95
MOE 5YA Capital Works			
Account	This Year To Date	Last Year to March	Last Year End
SIP Project Inc Playground Development	0.00	71,489.22	0.00
SIP Funds Exp Playground Development	0.00	(71,489.22)	0.00
MOE Replace timber deck Income	0.00	20,847.64	0.00
MOE Replace timber deck Expenses	0.00	(20,847.64)	0.00
MOE Classroom upgrades Income	0.00	250,000.00	361,878.62
MOE Classroom upgrade Expenses	0.00	(260,864.11)	(361,878.62)
Sub Total	0.00	(10,864.11)	0.00
Archived Current Liability Codes			
Account	This Year To Date	Last Year to March	Last Year End
Historical Adjustment	0.00	0.00	0.00
Unpaid Expense Claims	0.00	0.00	0.00
Tracking Transfers	0.00	0.00	0.00
Sub Total	0.00	0.00	0.00
Redundant Current Liability codes			
Fixed Assets - Previous Year			
Account	This Year To Date	Last Year to March	Last Year End
Building Improvements Prior Yr	320,761.44	320,761.44	320,761.44
AcDp Building Improvements	(163,928.20)	(152,526.77)	(163,928.20)
Office & Staffroom Equipment Prior Yr	12,150.04	13,832.65	12,150.04
AcDp Office & Staffroom Equipment	(11,837.20)	(11,602.60)	(11,837.20)
Office & Staffroom Furniture Prior Yr	32,187.39	30,504.78	32,187.39
AcDp Office & Staffroom Furniture	(28,587.14)	(28,122.49)	(28,587.14)
General Equipment Prior Yr	188,253.75	188,253.75	188,253.75
AcDp General Equipment	(163,555.91)	(159,400.49)	(163,555.91)
Classroom Furniture Prior Yr	164,745.94	164,745.94	164,745.94
AcDp Classroom Furniture	(126,974.82)	(120,845.07)	(126,974.82)
Grounds & Maintenance Equip Prior Yr	27,850.33	27,850.33	27,850.33
AcDp Grounds & Maintenance Equip	(20,843.77)	(18,397.95)	(20,843.77)
AV & Computer Equip Prior Yr	386,799.93	326,223.43	386,799.93
AcDp AV & Computer Equip	(319,075.52)	(306,463.50)	(319,075.52)
Library Resources Prior Yr	48,625.85	46,328.42	48,625.85
AcDp Library Resources	(35,474.86)	(33,939.29)	(35,474.86)
Leased Assets Prior Yr	29,947.09	25,229.08	29,947.09
AcDp Leased Assets	(10,500.44)	(14,650.69)	(10,500.44)
Sub Total	330,543.90	297,780.97	330,543.90
Fixed Assets - Current Year Additions			
Account	This Year To Date	Last Year to March	Last Year End
Asset Addns ICT Equip	0.00	0.00	0.00

Asset Addns Library Books	65.88	90.40	0.00
Asset Addns BOT Funded	0.00	0.00	0.00
Asset Addns Fundraising Group	980.38	0.00	0.00
Asset Addns Community Grants	0.00	0.00	0.00
Asset Addns MOE Furn & Eqp funded	0.00	0.00	0.00
Asset Addns Leased Assets	0.00	0.00	0.00
Asset Addns - current year	0.00	33,987.63	0.00
Sub Total	1,046.26	34,078.03	0.00
Ac Depn - Current Year			
Account	This Year To Date	Last Year to March	Last Year End
Depreciation Estimate	(11,463.75)	(9,249.99)	0.00
Sub Total	(11,463.75)	(9,249.99)	0.00
Provision for Cyclical Maintenance - Term			
Account	This Year To Date	Last Year to March	Last Year End
TL Provn for Cyclical Mtce	25,531.24	9,111.00	21,475.00
Sub Total	25,531.24	9,111.00	21,475.00
Use of Provision (actual painting)			
Account	This Year To Date	Last Year to March	Last Year End
Use of the provision (Painting)	0.00	(24,534.33)	0.00
Sub Total	0.00	(24,534.33)	0.00
Finance Lease - Term			
Account	This Year To Date	Last Year to March	Last Year End
TL Quadrent Lease	0.00	2,469.64	0.00
TL Quadrent Lease U/I	0.00	(117.59)	0.00
TL TELA Lease School	5,870.95	845.51	5,870.95
TL TELA Lease MOE	6,996.29	561.90	6,996.29
TL TELA Lease U/I	(1,373.99)	(51.91)	(1,373.99)
TL CSG Lease	0.00	0.00	0.00
TL CSG Lease U/I	0.00	0.00	0.00
Sub Total	11,493.25	3,707.55	11,493.25

Property Report

Board Meeting — 12 May 2026

Reporting period: 31 March 2026 – 12 May 2026

Prepared by: Tim Norman

1. Overview

The reporting period has seen a number of matters requiring board attention: follow-up on the pump track safety recommendations; progression of the A Block weathertightness remediation; the water connection project; an ongoing boiler compliance issue. These are detailed below.

2. Pump Track

The pump track incident and associated recommendations were reported to the board at the 31 March 2026 meeting. The WorkSafe notification was closed by WorkSafe following the incident report submitted by the principal.

Remedial works update:

- Jump reshaping has been completed. Feedback gathered from several users has been positive.
- Safety signage has been ordered by the principal. Installation will occur on delivery.

Outstanding recommendation:

- Rider education — basic education sessions for students using the track. Status not yet confirmed.

3. A Block — Weathertightness

The preliminary weathertightness report for the A Block Administration Building was presented to the board at the 31 March 2026 meeting. The report, prepared by Kaupapa Projects Ltd (Registered Building Surveyor Rua Sargent), identified significant subfloor moisture damage and a roof leak near the toilet skylight.

Current status:

- Rua Sargent has proposed a design and build solution for subfloor ventilation, to be supplied by Flash Electrical. A site meeting is being arranged to progress this.
- Glen Holland (MoE Property Advisor) is copied into Rua's correspondence and is across this workstream.
- The principal has advised she will update the Property Delegate once plans are confirmed following the site meeting.
- The possible asbestos pipe lagging identified in the subfloor has not yet been tested. This remains outstanding.

4. Water Connection

The mains water connection project has been in progress. The principal met with the Ministry of Education, Downers, and other parties in late March to progress the project. Works were carried out over the term break.

Current status:

- A meeting between the principal and MoE was scheduled for 4 May 2026 to discuss sign-off.
- The outcome of that meeting is not yet confirmed at the time of writing.

An update will be provided at the meeting.

5. Boiler

The boiler was identified in the principal's March supplementary property report as having failed a certification check due to a model identification error. The boiler was not to be used until a resolution was found.

Current status:

- Enquiries have been made to establish compliance information at original installation, including with council and tradespeople. This remains unresolved.
- The Ministry of Education has advised that Riwaka School is one of approximately 70 schools earmarked for funding to replace diesel boilers with alternative heating sources, under the Government's Fuel Response Plan. A site assessment by MoE's project managers (Torque IP) is forthcoming.
- The principal has indicated that pursuing boiler certification is probably not worthwhile given the MoE replacement pathway.

6. Budget

The A Block weathertightness remediation is expected to be funded by the Ministry of Education. Final confirmation is pending.

The boiler replacement is expected to be MoE funded under the Fuel Response Plan. No school expenditure is anticipated at this stage.

Riwaka School Board

Item 6c

Subject: Schedule of Delegations for Adoption

Date: 31 March 2026 (carried over to 12 May)

Purpose

To present the Schedule of Delegations - Riwaka School 2026 for Board adoption. This item was carried over from 24 February meeting

Background

A schedule of delegations has been prepared to set out clearly the matters retained by the Board and those delegated to the Principal and other staff positions. The document uses current Board terminology and reflects the financial delegation structure set out in the Ministry of Education's *Financial Information for Schools Handbook*.

[Schedule of Delegations 2026](#) [link]

Comment

The schedule is intended to provide clarity around governance and operational decision-making by:

- confirming the matters retained by the Board
- setting financial delegation thresholds
- clarifying staff sub-delegations.

A small number of drafting tidy-ups have been identified and can be incorporated into the final signed version if the Board is comfortable to adopt the schedule at this meeting.

Motion

That the Board:

- 1. adopts the Schedule of Delegations - Riwaka School 2026, dated 31 March 2026; and***
- 2. authorises the Presiding Member to approve any minor drafting or formatting corrections required before final signing.***

Riwaka School
Schedule of Delegations 2026

This schedule of delegations was approved by the Board at its meeting on *[insert date]* and became effective at this date. This schedule should be read together with the Board's finance, cash handling, sensitive expenditure and financial conflict of interest policies.

Introduction

1. The schedule is made under regulation 8 of the Education (School Boards) Regulations 2020, and sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the chief executive (the Principal), and those responsibilities that the Principal can delegate to specified staff positions.
2. The purpose of the schedule is to ensure that the effectiveness of the governance and management of the school is maintained, to provide an agreed basis by which the school's management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable (includes cash handling). If these principles are observed then the Board can be certain its responsibilities under the Education and Training Act 2020, the Crown Entities Act 2004 and the Financial Reporting Act 2013 will have been properly fulfilled.
3. If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action, the expectation is that they will check with the person or group who set the delegation in the first place. The intention of this expectation is that, should doubt arise in the exercise of a delegated responsibility, it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.
4. This schedule does not in itself provide the right to management and staff to exercise the responsibilities delegated. The right to exercise these responsibilities must be set out in a memorandum of delegations which sets out the delegations and is signed by the parties involved. This memorandum is set out at the end of this schedule.
5. The Principal shall ensure that a copy of each memorandum of delegations is safely retained and shall be made available to the Board, the school's auditors and Officers of any court hearing a case related to the school's finances.
6. For the avoidance of doubt, the Board remains the governing body of the school and must exercise its powers in a financially responsible manner. The Principal exercises delegated authority subject to the Board's policies and directions.

Approval

7. When the Board approved this schedule, it agreed that no variations of this schedule or amendments to it can be made except by the majority approval of those members present at the Board meeting.
8. As part of its approval, the Board requires the Principal to circulate this schedule to all staff and for a copy to be included in the school policy library (via SchoolDocs). The school policy manual, via SchoolDocs, is available online to staff, students and parents. The Board requests that the Principal arrange for all new staff to be made familiar with this policy and other policies approved by the Board.

Presiding Member: Morag Ingram

Signature: _____

On behalf of, and with the authority of, the Board on: Dated: _____

Memorandum of Delegations

Delegations retained by the Board

1. The Board retains for itself and does not delegate to any management or staff position the following responsibilities:
 - a. Approval of all operating, capital, cashflow and property maintenance budgets, and amendments to these budgets.
 - b. Commitment of operating expenditure for any invoice in excess of \$5000.00.
 - c. The commitment or purchase of capital expenditure.
 - d. The disposal of fixed assets with a cost price in excess of \$2500.00.
 - e. The transfer of money between any Board cheque and term deposit account in excess of \$5000.00 and for a period longer than 12 months.
 - f. The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants.
 - g. Leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period greater than 2 half-days.
 - h. The termination of employment of any paid employee.
 - i. Approving and signing applications, agreements and other formal documentation relating to Ministry property funding, capital works, 5YA projects and any associated approvals required by the Ministry of Education.
 - j. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament.
 - k. Responses to the Secretary for Education or any other chief executive of a government department or public service agency which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board or Presiding Member.
 - l. Interviews with the media and the distribution of media releases on any matter which involves the school.
 - m. The initiation of any legal actions and any communications in relation to these actions.
 - n. Signature of any formal or legal agreement which is in the name of the school and must involve the Board.
 - o. The entering into of any borrowing arrangement, including loans, overdrafts, finance leases and any other arrangement that has the effect of borrowing, together with any approval required under section 155 of the Education and Training Act 2020 and regulation 12 of the Crown Entities (Financial Powers) Regulations 2005.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board delegations to the Principal

2. The Board delegates to the Principal the responsibilities listed below:
- a. The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
 - b. The implementation of any other requirements specified by an Act of Parliament, the Secretary for Education, any other permanent head of a Government department and for individual and collective employment contracts.
 - c. Approval of any orders for goods and services up to the value of \$4999.00 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.
 - d. Transfers to at-call deposits of amounts less than \$5000.00 and for periods less than 12 months.
 - e. Ordering fixed assets for which the capital expenditure has the prior approval of the Board.
 - f. The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.
 - g. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities.
 - h. Delegation in writing to specified staff positions of responsibilities according to the format set out below.

Note: These responsibilities complement those responsibilities and achievements specified in the Principal's Professional Growth Cycle, with the Board.

Note: The Board confirms that the monetary thresholds in this schedule are local thresholds set by the Riwaka School Board, consistent with MoE financial guidance.

During any absence of the Principal from the school for more than five days, these delegations shall be exercised by the acting Principal with the separate and prior approval of the Presiding Member. In such an absence, the acting Principal shall sign a copy of this schedule.

I have read and understood this Schedule of Delegations. I accept responsibility for the proper execution of the delegations assigned to me as Principal and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations.

Principal name: Adele Lidgard

Signature: _____

Dated: _____

Principal's delegations to specified positions

With the Board's delegation to me as Principal and with the Board's approval for me to delegate to a specified staff position, I delegate to the position of Deputy Principal the following responsibilities:

1. Approval of any orders for goods and services up to the value of \$500.00 and provided such an order will not exceed the Board approved budget allocation for the delegated curriculum / operations budget area.

These delegations are to be exercised in terms of page 2 of the Board's Schedule of Delegations.

Principal name: Adele Lidgard

Signature: _____

Dated: _____

I accept responsibility for the proper execution of the delegations assigned to me as Deputy Principal and I will exercise these in terms of the requirements set out in the Board's Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Signed by

Name and position: Tess Hansen

Signature: _____

Dated: _____

Riwaka School Board

Item 6c

Subject: Subcommittee structure and Terms of Reference

Date: 31 March 2026 (carried over to 12 May)

Purpose

To confirm the Board's current subcommittee structure, update membership where required and agree a process for reviewing or preparing Terms of Reference (ToR) for each committee.

Background

This item was carried over from the 24 February 2026 meeting.

The Schedule of Delegations - Riwaka School 2026 (see Item 6c) is useful context as it clarifies the matters retained by the Board and those delegated to the Principal and other staff positions. It confirms that the Board retains key governance decisions while delegating day-to-day operational decision-making within defined limits.

The Education (School Boards) Regulations 2020 allow a Board to appoint committees either to advise the Board or to perform powers delegated to them. Any delegation must be by resolution and in writing and the Board remains responsible for the actions of delegates.

The NZ School Board Association (NZSBA) sample governance framework also reinforces that Board committees should be used sparingly, should not interfere with the Board's delegation to the Principal and should have a written Terms of Reference describing their constitution, aims and delegations.

The committees currently identified are below and the outline for each is listed from page 4 for Board consideration and discussion:

1. Property
2. Personnel
3. Finance
4. Community and Fundraising
5. Disciplinary

Terms of Reference review

Each committee should have a written ToR, even where the committee is advisory only. It is recommended the default wording for most committees be that they are

advisory to the Board unless the Board has expressly delegated a power in writing (for example, the Administration Review currently underway via the Personnel Committee). That is consistent with the Regulations and with NZSBA guidance that committee directions are not binding on the Principal unless the Board has explicitly delegated authority.

Each ToR should clearly set out:

- purpose
- scope
- membership
- quorum, if needed
- chair/convenor
- meeting frequency
- reporting back to the Board
- whether the committee is advisory only or has any delegated authority
- limits on that authority
- review date.

Motion

That the Board:

- ***confirms the following committees for 2026: Property, Personnel, Finance, Community and Fundraising and Disciplinary;***
- ***confirms the membership of each committee as recorded in the Minutes;***
- ***agrees that each committee will operate under a written Terms of Reference which reflect the current governance environment, the Board's Schedule of Delegations and current Board expectations;***
and
- ***requests that draft Terms of Reference for all committees be prepared and presented to the next Board meeting for approval.***

1. Property Committee		
Current membership:	Purpose:	Scope:
Tim Norman, Adele Lidgard, Mark Joyce, Tess Hansen	There is a clear governance need for structured oversight of property matters, particularly where this links to property maintenance budgets, major works and capital decisions retained by the Board under the Schedule of Delegations.	This committee would support the Board by: <ul style="list-style-type: none"> ● reviewing property plans, projects and risks ● providing oversight of major works, Ministry-funded works and maintenance priorities ● bringing recommendations to the Board.

2. Personnel Committee		
Current membership:	Purpose:	Scope:
Shay Gill, Adele Lidgard, Morag Ingram	This committee has a governance role in supporting the Board to meet its responsibilities as a good employer. That is most likely to include matters relating to the Principal, any employment matters reserved to the Board and other	This committee would support the Board by: <ul style="list-style-type: none"> ● Principal employment and wellbeing matters ● good employer responsibilities at Board level

	<p>sensitive employment issues that need Board oversight.</p> <p>The Principal remains responsible for day-to-day staffing matters within her delegated authority. This means the committee's role is not routine HR management, but governance-level oversight and advice where Board involvement is required.</p>	<ul style="list-style-type: none"> ● advice on sensitive employment matters that come to the Board ● not routine staff management or day-to-day HR matters.
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3. Finance Committee		
Current membership:	Purpose:	Scope:
Paul Miles, Adele Lidgard	<p>Finance is the clearest case for a standing committee, given the need for regular financial scrutiny and advice to the Board. The Board retains approval of operating, capital and property maintenance budgets, as well as higher-value expenditure and certain financial decisions, while the Principal manages spending within approved delegations.</p>	<p>This committee would support the Board by:</p> <ul style="list-style-type: none"> ● review of monthly finance reporting ● budget monitoring and variance discussion ● advice on annual budget development ● cashflow, assets and financial risk oversight

	<p>The Ministry of Education’s <i>Financial Information for Schools Handbook</i> material also reflects the importance of a delegation framework that enables responsibilities to be monitored and held accountable.</p>	<ul style="list-style-type: none"> • recommendations to the Board.
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4. Community and Fundraising Committee		
Current membership:	Purpose:	Scope:
<p>Jane Corston, Adele Lidgard</p>	<p>There is a strong strategic case for a community-facing committee. The Strategic Plan includes partnership, whānau engagement, community visibility and community connection as active priorities, which supports some form of Board attention to community-facing work.</p> <p>A question for discussion is whether fundraising belongs as a standing Board committee or whether the Board is better to keep a governance lens on community engagement and relationship-building, while</p>	<p>This committee would support the Board by:</p> <ul style="list-style-type: none"> • community connection and consultation support • whānau/community engagement from a governance perspective • oversight of how fundraising aligns with Board priorities and approvals • recommendation of major fundraising proposals to the Board.

	supporting the school's fundraising group (FORS) at an arms-length.	
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5. Disciplinary Committee		
Current membership:	Purpose:	Scope:
Whole Board Chair: Presiding Member	This is the committee most clearly suited to an as-required structure rather than regular meetings. Its purpose is to ensure the Board can respond appropriately if a student disciplinary matter arises.	Because of the nature of these matters, it makes sense to confirm: <ul style="list-style-type: none"> ● whole of Board membership ● who may chair ● that a current ToR or process document is in place ● that conflicts of interest and confidentiality expectations are understood.

**Board Meeting Correspondence
MAY 2026**

INWARDS		
Date	What is it about	Who
4 May 2026	School Wastewater Chargers	TDC
21 April	Replacement of Diesel Boiler	Property Advisor Ministry of Education
OUTWARDS		
19 March 2026	Letter to Louise Fry	Adele Lidgard Principal

22 April 2026

4 MAY 2026 

Ministry of Education
C/- Riwaka School Trustees
20 School Road
RD 3
Motueka 7198

Dear Sir/Madam

VALUATION NUMBER: 1933031300
LOCATION: 20 School Road, Riwaka
RE: SCHOOL WASTEWATER CHARGES

As per previous years Council will once again consider remissions for school wastewater charges in accordance with our remission policy and the Local Government (Rating) Act 2002.

To determine your eligibility and submit your application, please choose one of the following options:

- Online: Via our website <https://www.tasman.govt.nz/my-property/rates>
- Hard Copy: Complete and return the enclosed form.
- Policy: You can find the Policy on School Wastewater Charges on second page of the enclosed application.

Application Deadline: Please ensure your form reaches Council by **Monday, 15 June 2026**.

Please take care when recording the pupil, staff and pan numbers as at **1 March 2026**. Incorrect data will result in an incorrect level of remission being granted.

If you have any queries regarding this matter, please contact our office at rates@tasman.govt.nz.

Yours sincerely,



The Rates Team

Fwd: Replacement of diesel boilers

Adele Lidgard <adele.lidgard@riwaka.school.nz>
To: Tim Norman <tim-schoolboard@riwaka.school.nz>
Cc: Jenna Grooby <jenna.grooby@riwaka.school.nz>

Tue, May 5, 2026 at 2:00 PM

"Riuwaka te puna wai, whakatipu ngā tamariki"
"The flowing waters nurture our future generations"

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: **Glen Holland** <Glen.Holland@education.govt.nz>
Date: Tue, Apr 21, 2026 at 4:04 PM
Subject: Replacement of diesel boilers
To: adele.lidgard@riwaka.school.nz <adele.lidgard@riwaka.school.nz>

[IN-CONFIDENCE - RELEASE EXTERNAL]

Kia ora Adele,

Thank you for the information you recently provided about your school's diesel use for heating and/or energy.

Minister Stanford has announced that funding will be provided to replace diesel boilers with alternative heating sources. This funding will also be used to investigate alternative options for schools that have indicated they rely on diesel for electricity generation. This funding is expected to impact around 70 schools, including yours.

Further information about the announcement, which is part of the Government's Fuel Response Plan, is available on the Beehive website <https://www.beehive.govt.nz/release/immediate-fuel-relief-school-communities>

We will be in touch in the coming weeks to discuss the next steps for your school. Our project managers, Torque IP, will contact you to undertake a site assessment to confirm your school's electrical capacity and size alternative heating options and/or generation where applicable.

In the meantime, here are some ways to make your diesel boiler use more efficient:

- Check the boiler temperature – if it is currently set to 75–80°C, consider reducing it to around 65°C during milder weather.
- Ensure the radiator thermostat is correctly set:
 - Classrooms: Set to 3 (approximately 20°C).
 - Hallways and circulation areas: Set to 2.5 (approximately 18°C).
- Review how the areas heated by the diesel boiler are utilised after hours.
- Consider turning the boiler off earlier in the day once spaces have reached a comfortable temperature. Once a room reaches the target temperature, heating demand often reduces.
- Arrange a boiler service – and ensure the combustion settings are accurately tuned to maximise efficiency and minimise fuel use.

Ngā mihi

Glen Holland | Property Advisor | Asset Management
School Property

DDI +6434677938 | Mobile +64272282932
Nelson Office

education.govt.nz

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers equitable and excellent outcomes



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19 March 2026

Louise Fry
Lodder lane
Riwaka

By email: louisehorrell@hotmail.com



Dear Louise

Thank you for your letter, and most importantly for the part you played in our school receiving the generous donation made by the Stephens family. On behalf of the school, I want to express our sincere appreciation.

We are very grateful not only for the financial contribution, but also for the long-standing connection both the Stephen's family and your family has with Riwaka School. Having children attend, and a history of family involvement, speaks to a deep level of commitment to our kura, and that is something we truly value.

I also want to acknowledge the thoughtful process outlined in your letter regarding the device programme and the intent behind the donation. It is clear this was carefully considered with the needs of our learners at the centre.

At this stage, an amount of \$5,000 is to be placed on term deposit, where it will accrue interest. Our intention is that, as funds allow, we would look to add to this amount over time.

Fundraising and grant applications continue to be a crucial part of supporting additional initiatives and resourcing within the school, including areas such as this.

Thank you again for your support, your advocacy for our learners, and your ongoing investment in Riwaka School. Please don't hesitate to get in touch if you would like to discuss this further.

Ngā mihi nui,

Adele Lidgard

Tumuaki | Principal



Connected • Nurtured • Empowered

Riwaka te puna wai, whakatipu ngā tamariki - *The flowing waters nurture our future generation*