



RIWAKA SCHOOL BOARD MEETING
6pm, 24th February 2026



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 • termly 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.	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 we do differently next time? 	7.55pm
10.	Close and Karakia Whakamutunga <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>	8.00pm <i>Restrictions are moved aside So the pathways are clear To return to everyday activities.</i>

11.	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>
11.1	Correspondence: Inwards / Outwards Board Correspondence Jan.Feb
11.2	Noting of 3x resolutions passed over email: <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. 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>

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."

Riwaka School – Board of Trustees

Minutes of Meeting – Tuesday 2 December 2025, 6:00–8:50pm

Location: Riwaka School Staffroom

Agenda reference: *As per Board agenda dated 2 December 2025*

Present

Morag Ingram (Presiding Member), Adele Lidgard (Principal), Claire Brownlie, Shay Gill, Stevee Rhind (Staff Representative), Tim Norman

Apologies

Jane Corston

In Attendance

Lisa Dunn (NZSBA Governance Advisor), Tess Hansen (Deputy Principal), members of the school community

1. Karakia Timatanga

The meeting opened at 6:00pm with the School Karakia.

2. Welcome, Recording, Apologies, Speaking Rights, Previous Minutes

2.1 Welcome & Recording

Morag welcomed everyone and confirmed permission for the meeting to be audio-recorded via Apple Notes for accurate minute-keeping.

2.2 Apologies

Apology received from **Jane Corston**.

Moved: Morag • **Seconded:** Tim • **Carried**

2.3 Grant of Speaking Rights

Speaking rights granted to:

- **Lisa Dunn**, NZ School Boards Association

- **Tess Hansen**, Deputy Principal
Moved: Morag • Carried

2.4 Conflicts of Interest

No conflicts were declared. The Board reaffirmed that conflict disclosure will be a standing item at each meeting.

2.5 Confirmation of Previous Minutes

The minutes of the previous meeting were confirmed as a true and accurate record.

Moved: Stevee • Seconded: Shay • Carried

2.6 Action Register Review

The Board reviewed progress on outstanding items. An electronic Action Register will now be maintained to improve tracking.

3. NZSBA Governance Training – Lisa Dunn

Lisa delivered a 90-minute training session covering:

- Governance vs management roles
- Trustee responsibilities and Code of Conduct
- Delegations in practice
- Board communication and confidentiality
- Managing concerns and complaints
- Gathering community voice effectively
- Declaring conflicts of interest
- SchoolDocs review processes and implications for Board reporting

The Board thanked Lisa for her comprehensive and engaging presentation.

4. Management and Operational Reports

4a. Principal's Report

The Principal's Report was tabled as read. Key updates included:

- Alignment of reporting to the school's three strategic goals
- Attendance identified as a major 2026 focus

- Ongoing refinement of Health & Safety reporting
- Term 4 curriculum and community engagement updates

Questions were raised regarding:

- Head injury follow-up procedures
- Data use across the school
- Upcoming whānau curriculum sessions

4b. End-of-Year Achievement Data

The Board reviewed the Executive Summary. Positive achievement trends were noted, particularly in structured literacy and mathematics. Writing remains a priority PLD focus for 2026.

4c. Management Unit Holder & Responsibility Reports

Reports received from:

- Cultural Leadership (Tess)
- Sports & Transition to School (Stevee)
- Our Place Local Curriculum (Tina)
- Library (Fiona)
- SENCo (Luke)
- Learning Support (Janice)

All reports were accepted and form part of the annual compliance cycle.

5. School Policies – Term 4 Reviews

SchoolDocs policies open for review were noted.

Claire confirmed she will take on leadership of the **Policies Subcommittee**, including oversight of the review workflow and Board involvement where required.

6. General Business

6.1 Strategic Plan 2026–2028

The Board endorsed the Strategic Plan for final consultation with the school community.

Moved: Morag • **Seconded:** Claire • **Carried**

6.2 Country Fair & Pluck-a-Duck

The Board acknowledged the success of the event and thanked staff, FORS and volunteers. Funds are committed to the junior playground project.

Board noted the need for a formal **MOU between the Board and FORS** to clarify roles, responsibilities and financial processes.

6.3 Board Subcommittees

The Board confirmed the following appointments:

- **Policies Subcommittee Lead:** Claire Brownlie
- **Community Liaison / FORS Representative:** Jane Corston

6.4 Consent Items – Correspondence

All correspondence for December was received.

Moved: Morag • **Seconded:** Claire • **Carried**

7. Public Excluded Meeting (In Committee)

The Board moved into Public Excluded at **8:15pm** and returned to open meeting at **8:22pm**.
In Committee Minutes are recorded separately.

8. Meeting Evaluation

What worked well: strong community presence; valuable NZSBA session; effective agenda structure.

Tricky: trustee absence procedure; room setup; managing sensitive discussions.

Next time: embed subcommittee workflows.

9. Karakia Whakamutunga & Close

The meeting closed at **8:30pm**.

Next Meeting: *Tuesday 24 February 2026, 6:00–8:00pm*

Riwaka School Board of Trustee

Open Committee Action Register

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	In progress - on agenda
2. Attendance Strategy 2026	Develop attendance plan aligned to AWHI and new national guidelines.	Adele	January 2026	In progress - on agenda
3. Health & Safety Reporting Format	Confirm improved reporting structure; ensure monthly H&S remains a standing agenda item.	Adele	Feb 2026 meeting	In progress
4. SchoolDocs Review Process	Set up workflow for policy reviews, including Board/Principal split; grant Claire access; schedule training.	Claire + Adele	Term 1, 2026	In progress
5. Policy Subcommittee	Establish formal structure and meeting cycle.	Claire	Feb 2026	New
6. Community Liaison / FORS MOU	Draft MOU clarifying roles, approvals, fundraising processes, and financial separation.	Adele + Jane	Term 1, 2026	Not started
7. Finance Workshop	Prepare materials and budget scenarios; confirm catering.	Adele	25 Jan 2026	Completed
8. Student-led Sharing Calendar	Confirm dates and integrate into 2026 planning.	Adele	Term 1, 2026	In Progress
9. Curriculum Info Sessions	Confirm and communicate dates for whānau curriculum sessions.	Adele	Term 1, 2026	In progress

Riwaka School 2026

Long-term Financial Sustainability and Roll Stability

Purpose of this Document

To set clear direction for the School Board in response to two structural challenges facing the school.

This document:

- *outlines the issues the Board must address*
- *identifies priority areas for action*
- *provides a framework to guide decision-making.*

*It does **not**:*

- *pre-determine decisions*
- *replace any required consultation processes*
- *attempt to solve every issue at once.*

Some work has begun alongside this strategy so the Board is well informed when decisions are required.

Two Structural Challenges

Riwaka School is currently facing two interconnected structural challenges:

- 1. Operating costs that exceed income**
- 2. Changes in our school roll.**

Both must be addressed to ensure long-term stability.

CHALLENGE ONE:

Cost Structure and Sustainable Funding

The draft 2026 budget forecasts an operating deficit in the range of \$60,000-\$80,000, driven largely by the Board's choices to maintain the current number of teachers and the existing level of teacher aide support (as at 31 January 2026).

While the school has savings that can absorb approximately one year of deficit, this is not sustainable beyond the short term.

As a small school, Riwaka feels fluctuations in costs and student numbers more immediately than larger schools. This makes forward planning essential.

This issue is not a one-off event. It is structural and long-term. Costs and income must be brought into alignment.

CHALLENGE TWO:

Roll Stability and Strengthening

Student numbers directly affect school funding. For a small school like Riwaka, even modest changes in enrolment can have a noticeable impact on staffing flexibility and financial planning.

Our roll has gradually reduced, we're down more than 70 students in the ten years since 2016. This reflects wider demographic changes affecting many primary schools, alongside local factors that influence families' schooling decisions.

Strengthening and stabilising our roll is therefore both an educational and financial priority. A stable roll supports continuity for tamariki, confidence for families and long-term sustainability for the school.

ROLL SNAPSHOT

February 2026 roll: 125

July 2016 roll: 198

Four Board-led Responses

The Board has identified four areas of activity in response to the above challenges.

It is important that action is taken this year, and as early as possible, so that by the end of 2026, the Board can:

- reduce reliance on reserves for day-to-day operating costs
- establish a clear pathway to balanced budgets year-on-year
- stabilise and strengthen the school roll
- increase transparency and community confidence in Board decision-making.

All decisions will be guided by the central question:

Does this decision best support tamariki learning and wellbeing, within what we can sustainably afford?

RESPONSE ONE:

Cost Alignment

The Board will undertake a staged review of selected cost areas to ensure resources are aligned with priorities.

This work will:

- focus solely on non-classroom related expenditure
- identify options before any decisions are made, including assessing impacts and trade-offs transparently
- give preference to options that deliver savings year-on-year
- be carried out in Terms 1 and 2 to deliver the largest possible return of identified cost-savings back to the school.

The Board's starting point is to protect what most directly supports tamariki wellbeing and learning in the classroom, including teaching and curriculum resources, within the limits of available funding.

RESPONSE TWO:

Roll Stability and Growth

This response has two parts:

- A. Retention - Keeping Current Families
- B. Enrolment Growth - Attracting New Families.

A. Retention - Keeping Current Families

The Board will seek to better understand trends in roll numbers over the past 10 years with the goal being to understand patterns and to identify both local and national trends and factors.

We will draw an objective, data-based analysis of:

- trends in local population data
- trends in mid-year withdrawals
- transition points where students leave
- movement to other local schools.

Where appropriate, the Board will also:

- review enrolment and transition practices
- gather feedback from families in a structured way
- strengthen communication and engagement touchpoints.

B. Enrolment Growth - Attracting New Families

Riwaka School operates within a defined enrolment zone and may offer out-of-zone places where capacity allows.

The Board will consider:

- local early childhood pathways
- community awareness of the school's strengths
- measured use of out-of-zone placements
- alignment between growth and available staffing.

RESPONSE THREE:

Supplementary Revenue Streams

While strengthening the roll and cost alignment are the primary structural levers, the Board will also explore additional income sources to reduce pressure on the operating budget.

These may include:

- community fundraising, including a refresh of appropriate governance arrangements and sustainability of the existing Friends of Riwaka School (FORS) fundraising group
- targeted community grants
- business sponsorship or in-kind support
- alumni engagement initiatives.

These streams are supplementary. They do not replace the need to address the structural issues above.

RESPONSE FOUR:

Increasing Transparency About Riwaka School Funding

The Board's aim is to provide information about the school's funding and context for decisions taken as openly and freely as we are able. This is in order to support regular, constructive and informed discussions with the school community.

NZ schools receive funding through several defined streams, each with specific purposes. Not all income can be used interchangeably. To support and grow shared understanding, the Board will provide clear information to the school community about:

- what the school's Operations Grant funds
- centrally funded teacher salaries
- how school property work is funded and its restrictions
- fixed versus discretionary expenditure
- what the Board can and cannot adjust.

MONITORING PROGRESS THROUGHOUT THE YEAR

Progress will be reviewed at Board meetings each term through:

- updated financial forecasts
- roll tracking and trend analysis
- staged reporting on cost review work
- updates on supplementary revenue initiatives

The school community will be regularly updated in line with this.

Closing Statement:

Riwaka School remains a valued, community-centred school. The work outlined in this strategy is about planning ahead, responding thoughtfully to structural pressures and ensuring the school remains stable and strong for the years to come.

Signed:

Riwaka School Board

ends



Strategic Plan 2026 - 2028

Connected - Nurtured - Empowered

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

Goal 1: Connected to Community – ‘Our Place’ is alive

Success Statement: *Riwaka School is the heart of the community – inclusive, welcoming, and connected.*

Initiative	Year 1	Year 2	Year 3	Measures of Success
	2026	2027	2028	
Embed & Celebrate Our Place	<ul style="list-style-type: none"> Launch ‘Our Place’ calendar and Media Mob Share AWHI moments through Hero and social media Strengthen visibility of our identity 	<ul style="list-style-type: none"> Embed Media Mob as part of school culture Host an annual Our Place Festival Develop a digital story portfolio 	<ul style="list-style-type: none"> Sustain signature events and storytelling Archive Our Place stories as school heritage 	<ul style="list-style-type: none"> Community events well attended AWHI moments visible and celebrated Our Place identity recognised and lived

Curriculum of Our Place	<ul style="list-style-type: none"> Develop and trial Our Place story scope with iwi, historians, and community partners 	<ul style="list-style-type: none"> Embed spiralled Our Place curriculum Integrate global and local comparisons Share inquiries across teams 	<ul style="list-style-type: none"> Consolidate curriculum and host annual Learning Expo Maintain and grow digital resource hub 	<ul style="list-style-type: none"> Teachers use local stories confidently Scope & Sequence available for kaiako Iwi and whānau voices visible Learners connect local identity to global understanding
Partnerships in Our Place	<ul style="list-style-type: none"> Refresh enrolment and welcome systems Host whānau hui and community events (e.g. Bangers & Maths) 	<ul style="list-style-type: none"> Deepen partnerships with iwi, local groups, and whānau Expand themed hui and curriculum showcases 	<ul style="list-style-type: none"> Sustain partnerships through shared initiatives Our Place partnerships become intergenerational 	<ul style="list-style-type: none"> Whānau report strong belonging Partnerships visible and valued Our Place known as the heart of the community

Goal 2: Nurtured to Grow – Strengthen Identity, Hauora and Belonging

Success Statement: *Our ākonga and community feel a deep sense of identity, belonging, and wellbeing at Our Place.*

Initiative	Year 1	Year 2	Year 3	Measures of Success
Belonging at Our Place	<ul style="list-style-type: none"> Strengthen welcome and induction systems Launch mihi whakatau and welcome packs Embed buddy systems 	<ul style="list-style-type: none"> Embed belonging systems and tuakana-teina leadership Deepen whānau partnership and feedback loops 	<ul style="list-style-type: none"> Belonging culture self-sustaining Student and whānau voice shapes continual improvement 	<ul style="list-style-type: none"> New staff, students, and whānau feel connected Relationships reflect AWHI values Belonging is visible in culture
Hauora for Life	<ul style="list-style-type: none"> Review hauora systems Strengthen EOTC and wellbeing processes Teach Te Whare Tapa Whā 	<ul style="list-style-type: none"> Embed targeted wellbeing programmes Strengthen hauora partnerships Deepen staff hauora PLD 	<ul style="list-style-type: none"> Sustain hauora culture across school Students lead wellbeing initiatives 	<ul style="list-style-type: none"> Staff, whānau, and learners report high wellbeing EOTC road map embedded Hauora visible and embedded
Identity and Cultural Confidence	<ul style="list-style-type: none"> Strengthen te reo and tikanga through PLD Refresh cultural visibility and events Celebrate diversity 	<ul style="list-style-type: none"> Deepen iwi narratives and cultural practice Grow learner leadership in kapa haka, pōwhiri, language weeks 	<ul style="list-style-type: none"> Cultural identity visible in all learning Iwi and multicultural stories embedded in curriculum 	<ul style="list-style-type: none"> Learners proud of identity Whānau and iwi see themselves reflected Te reo me ōna tikanga woven through daily life

Goal 3: Empowered to Flourish – Inspiring Learning and Achievement

Success Statement: At Riwaka School, everyone is empowered to learn, grow, and flourish.

Initiative	Year 1	Year 2	Year 3	Measures of Success
Everyday Matters: Attendance & Engagement	<ul style="list-style-type: none"> Strengthen transition supports Monitor and analyse attendance Build trauma-informed, inclusive practices 	<ul style="list-style-type: none"> Embed targeted supports and agency partnerships Celebrate engagement and attendance success 	<ul style="list-style-type: none"> Sustain high attendance Embed belonging and engagement in daily practice 	<ul style="list-style-type: none"> Attendance improves Whānau partnerships proactive Learners engaged and present
Achievement and Progress for All	<ul style="list-style-type: none"> Analyse and moderate data Identify and support priority learners Strengthen data literacy 	<ul style="list-style-type: none"> Embed Te Mātaiaho and Science of Learning practices Develop learner-led conferences 	<ul style="list-style-type: none"> Data-informed teaching embedded Progress and equity sustained 	<ul style="list-style-type: none"> Achievement gaps reduce Progress visible Learners and whānau articulate growth and next steps
Future-Focused Learners	<ul style="list-style-type: none"> Embed AWHI attributes and goal setting Strengthen digital learning and integration 	<ul style="list-style-type: none"> Expand student leadership and inquiry learning Connect learners with authentic community projects 	<ul style="list-style-type: none"> Learner agency fully embedded Students self-direct learning beyond school 	<ul style="list-style-type: none"> Learners set goals, reflect, and lead Digital fluency evident AWHI language drives learning culture
Teaching for Deep Learning	<ul style="list-style-type: none"> Develop previous PLD on conceptual and integrated curriculum Develop Teaching to the North-East approaches 	<ul style="list-style-type: none"> Embed concept-based planning and inquiry design Mentor teacher capability 	<ul style="list-style-type: none"> Teaching to the North-East embedded Deliver rich, challenging learning experiences 	<ul style="list-style-type: none"> Teachers design deep, integrated learning Collaboration and reflection high Learners experience coherence and challenge



Riwaka School Principal's Report

Date: 10 February 2026

Roll: 125

Riwaka School – Roll Composition Summary

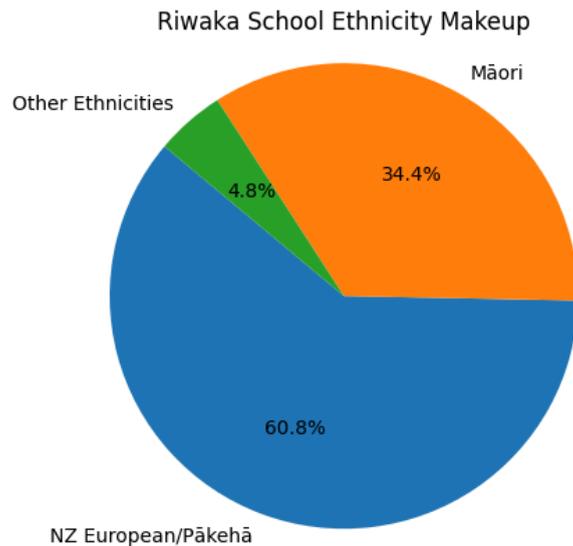
Gender Breakdown

• **Boys:** 70 students (56%)

Girls: 55 students (44%)

Commentary:

The roll has a higher percentage of boys, with mostly boys enrolled to start in Term 1 (6 pre-enrolments = 1 girl)



Commentary:

Riwaka School Ethnicity Makeup

Riwaka School reflects a diverse and inclusive community. **Māori learners make up approximately 27% 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 around 60%, alongside a rich mix of smaller ethnic groups including Pacific, Asian, Latin American, and other European backgrounds.

This diversity strengthens our school culture and reinforces our commitment to **belonging, identity, and equitable outcomes for all learners**, aligned with our strategic focus on being *Connected to Community, Nurtured to Grow, and Empowered to Flourish*.

Other ethnic backgrounds (combined ~5% of the roll):

- Other Asian: ~1.6%
- Australian: ~0.8%
- Samoan: ~0.8%
- Tongan: ~0.8%
- British / Irish: ~0.8%

Footnote:

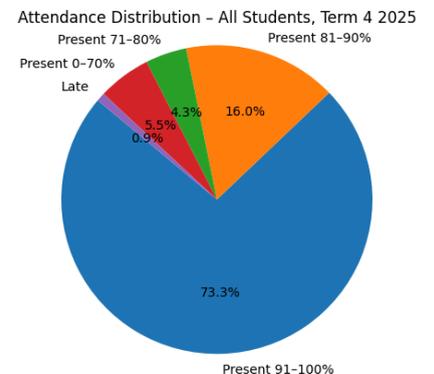
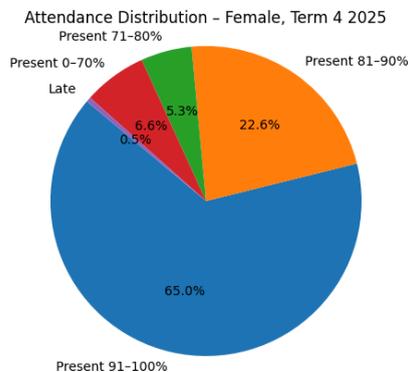
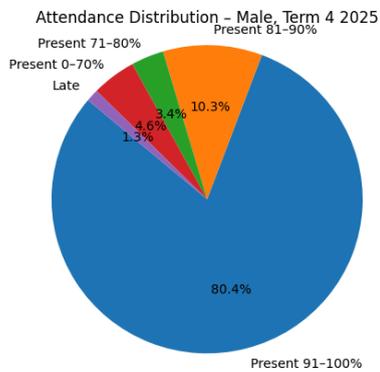
Ethnicity data is reported using **Māori priority coding**, where any learner identifying as Māori is counted within the Māori group. The '**Other ethnic backgrounds**' category represents a small number of learners across a range of ethnicities (including Asian, Pacific, Australian and British/Irish backgrounds), **each comprising less than 2% of the total school roll**, and is reported as a combined group due to small numbers.

Ethnicity overview (big-picture only)

Because some groups are very small, percentages can look extreme. Focusing on our two largest groups:

- **Māori:**
 - Majority of learners are attending 91-100%
 - A small but notable group sits in the 0-70% band
- **NZ European/Pākehā:**
 - Strong representation in the 91-100% band
 - Fewer learners in the 0-70% range, with some spread across 71-80%

Commentary: The majority of ākonga across all ethnicities are attending school very regularly. A **small group of Māori learners remain over-represented in the lowest attendance band**, reinforcing the importance of **early identification, targeted support, and strong whānau partnerships** as part of our ongoing attendance strategy.



Report to the Strategic Plan 2026-2028

STRATEGIC GOAL ONE: CONNECTED TO COMMUNITY - Our Place is alive

Focus: Riwaka School is the heart of the community - inclusive, welcoming and connected

Annual Targets	Actions	Commentary
1.1 <i>Our Place, AWHI learner attributes, and learner achievement are visible and celebrated across the school and community.</i>	<ul style="list-style-type: none"> • Develop systems to log and share celebrations (AWHI moments, learner achievements) via HERO and school communications. • Establish and support a student-led Media Mob to capture and share learning, events, and AWHI in action. • Share celebrations through assemblies, newsletters, and social media. 	<ul style="list-style-type: none"> - Students have begun unpacking (at House Hui) the schoolwide Learner Attributes, in kids speak to create deeper understanding of these with our tamariki - Assemblies have begun, newsletters and communications to come to celebrate what is happening at Our Place e.g. post on Facebook
1.2 <i>Whānau and community feel welcomed, connected, and actively engaged with school life.</i>	<ul style="list-style-type: none"> • Plan and host Open Days, Whānau Days, and Grandparent Days. • Strengthen intergenerational connections through inclusive community events. • Gather whānau feedback following events to inform future planning. 	<ul style="list-style-type: none"> - School whanau picnic welcomed many families, providing an opportunity for connection and introduction
1.3 <i>Local stories, histories, and identity are embedded coherently across the curriculum.</i>	<ul style="list-style-type: none"> • Redesign and align the <i>Curriculum of Our Place</i> to include pūrākau, local histories, and community narratives. • Develop a clear scope and sequence to ensure progression rather than repetition across year levels. • Support teaching teams to share and reflect on inquiry practice. 	<ul style="list-style-type: none"> - Work with leaders within the school to create a cohesive spiralling curriculum, year on year.. A leaders planning day in December was an awesome start to this.
1.4 <i>Strong, reciprocal partnerships with mana whenua and community organisations enrich learning.</i>	<ul style="list-style-type: none"> • Strengthen partnerships with mana whenua, whānau, and local experts. • Work alongside organisations such as Tasman Bay Guardians, Garden to Table, and EnviroSchools to support authentic learning experiences. • Build global connections that link local learning to wider contexts. 	<ul style="list-style-type: none"> - Garden to Table planning has been integrated into our conceptual framework, with Stevee Rhind leading this mahi. This will remain a continuing partnership, together with Enviro School in 2026.

<p>1.5 <i>Enrolment, welcome, and partnership processes reflect the school's identity, values, and vision.</i></p>	<ul style="list-style-type: none"> • Refresh enrolment packs and welcome processes for all new families. • Update website and communication materials to reflect the school vision, Our Place and AWHI. • Host curriculum-sharing events (e.g. Bangers & Maths, whānau hui). 	<ul style="list-style-type: none"> - Transition to School overview planning has begun with key people in the team. - Hope to hold a curriculum sharing event alongside Goal Setting conversation coming up this term.
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STRATEGIC GOAL TWO: NURTURED TO GROW – Strengthening Identity, Belonging & Hauora
Focus: Our ākonga and community feel a deep sense of identity, belonging, and wellbeing at Our Place.

Annual Targets	Actions	Commentary
<p>2.1 <i>Ākonga, staff, and whānau experience a strong sense of belonging at Riwaka School.</i></p>	<ul style="list-style-type: none"> • Strengthen induction and welcome systems, including mihi whākatau and Welcome Packs. • Refresh buddy and mentoring systems for learners and new staff. • Regularly gather whānau voice through surveys and hui. 	<ul style="list-style-type: none"> - Staff handbook, to support staff induction, has been reviewed. - Buddies (teachers) strategically assigned to support year levels - Buddies in House Groups have been refreshed to take into consideration the small number of seniors and larger number of juniors
<p>2.2 <i>Whanaungatanga is explicitly taught, reflected on, and embedded in daily practice.</i></p>	<ul style="list-style-type: none"> • Embed whanaungatanga through classroom practice, House Hui, and team-building activities. • Encourage whānau to share skills and expertise with learners. • Use class and buddy reflections to review relational practices. 	<ul style="list-style-type: none"> - Through House Hui, and led by our House Captains, students have begun to unpack the AWHI attributes to set expectations (in kids speak). - Request for parent/whanau involvement in various capacities will go out in the next class and school newsletter e.g. Garden to Table, Reading Support, Library etc
<p>2.3 <i>Hauora systems support learner and staff wellbeing effectively.</i></p>	<ul style="list-style-type: none"> • Review and strengthen hauora supports, including clubs, pastoral systems, and staff wellbeing initiatives. • Strengthen EOTC and camp processes to ensure inclusion and safety. • Embed Te Whare Tapa Whā and AWHI Hauora into classroom practice. 	<ul style="list-style-type: none"> - Teacher Only Day focus, led by Helen from Be well, Work well, on how staff can prioritise their own wellbeing, identify the areas that need prioritising, make a plan/set their own wellbeing goals - this was linked to time management and the Teaching Standards.
<p>2.4 <i>Staff and whānau share a common understanding of wellbeing and resilience.</i></p>	<ul style="list-style-type: none"> • Provide PLD for staff focused on hauora and wellbeing. • Offer whānau PD and information sessions related to wellbeing. 	<ul style="list-style-type: none"> - Staff PLD has begun (as noted above), with whānau-focused wellbeing engagement planned for later in the term.

	<ul style="list-style-type: none"> • Strengthen links with local hauora and mental health providers. 	
2.5 <i>Cultural identity, language, and confidence are visible and valued across the school.</i>	<ul style="list-style-type: none"> • Strengthen te reo me ōna tikanga through targeted staff PLD. • Increase cultural visibility through displays, signage, and daily language use. • Celebrate cultural events such as Language Weeks, Matariki, and cultural days. 	<ul style="list-style-type: none"> - Cultural PLD and visibility work is scheduled for later in Term 1 and Term 2, aligned to language week planning and curriculum integration.

STRATEGIC GOAL THREE - EMPOWERED TO FLOURISH – Learning, Engagement & Achievement
Focus: At Riwaka School, everyone is empowered to learn, grow, and flourish.

Annual Targets	Actions	Commentary
3.1 <i>Attendance and engagement improve, particularly for priority learners.</i>	<ul style="list-style-type: none"> • Monitor attendance trends using Everyday Matters and HERO. • Strengthen transition supports and differentiated timetables where needed. • Work collaboratively with SENCO, Attendance Officer, and pastoral staff to support at-risk learners. 	<ul style="list-style-type: none"> - Our Attendance Management Plan is active. - Conversations about transition to school processes have begun to strengthen our delivery to whānau and early childhood services.
3.2 <i>Learner achievement and progress are clearly monitored and responded to.</i>	<ul style="list-style-type: none"> • Analyse and moderate reading, writing, and maths data across the school. • Identify priority learners and provide targeted interventions. • Report mid-year and end-of-year achievement to the Board and whānau. 	<ul style="list-style-type: none"> - Priority learners were identified early, across the school, for Tier 2 intervention in Term 1. - Fortnightly discussion at Team level to ensure kaiako are supported to provide appropriate intervention and progress monitored.
3.3 <i>Staff capability in assessment and data use continues to grow.</i>	<ul style="list-style-type: none"> • Provide PLD on data literacy, assessment practices, and moderation. • Strengthen shared understanding of learning intentions, success criteria, and progress tracking. • Embed reflective data discussions into team and PGC processes. 	<ul style="list-style-type: none"> - PLD happening as it is being rolled out from the MoE - Support in place to ensure kaiako have time and feel confident about delivery and assessment - weekly staff meetings, team meetings, 1:1 conversations
3.4 <i>Learners are active, reflective, and goal-oriented.</i>	<ul style="list-style-type: none"> • Embed AWHI learner attributes and goal-setting practices across classrooms. 	<ul style="list-style-type: none"> - Mentioned above - our House Hui focus for the start of each year is for kaiako and tamariki to review the

	<ul style="list-style-type: none"> • Introduce peer assessment and learner reflection opportunities. • Celebrate learner progress through HERO and whānau events. 	<p>AWHI learner attributes together so there is a shared understanding and agreement about the expectations.</p> <ul style="list-style-type: none"> - Our mihi whakataua was lovely, welcoming new learners and two new staff to our school whanau. - Our first celebration assembly, held in Week 2 was awesome and set the benchmark for assemblies for the rest of the year.
<p>3.5 <i>Teaching practice becomes increasingly future-focused and integrated.</i></p>	<ul style="list-style-type: none"> • Strengthen digital learning practices through targeted PLD. • Support teachers to develop confidence in digital pedagogy and integration. • Develop and trial integrated planning templates linked to Our Place. 	<ul style="list-style-type: none"> - We have signed up for tech support which will help relieve the pressure when things hiccup. - Our integrated planning documents were really well received at our Teacher Only Day at the start of the year. Being able to lead this work, so teachers see that we can still deliver a fun, authentic and exciting curriculum despite our feelings of overwhelm with the several new initiatives/curriculums we are trying to get our heads around and deliver. Kaiako's engagement with this was high.
<p>3.6 <i>Conceptual and integrated curriculum design is trialled and refined.</i></p>	<ul style="list-style-type: none"> • Continue PLD on conceptual/integrated curriculum and Teaching to the North-East principles. • Trial integrated inquiry units linked to Our Place. • Reflect on trials and refine approaches for full implementation in 2027. 	<ul style="list-style-type: none"> - Term One of Te Ao Hurihuri - The Ever-changing World is underway with a science and social science lens. We will review the implementation and success of this around Week 8, with a midway check point in Week 5 or 6.

Business As Usual (BAU): Updates from the Principal

<p>Strategic Direction</p>	<p>The draft 2026–2028 Strategic Plan has now been shared with the wider community for consultation. The Board has invited feedback to ensure the vision, AWHI learner attributes, and the three strategic goals reflect the aspirations of whānau, staff, students, and iwi partners.</p> <p>While the 2026 Annual Plan and this report are aligned to the draft strategic direction, it is acknowledged that minor refinements may occur following community feedback and Board approval. Any adjustments will be reflected in future reporting to ensure continued alignment between the Strategic Plan and the Principal's Annual Plan.</p> <p>Final revisions will be presented to the Board and final approval at the next meeting.</p>
<p>Curriculum</p>	<p>Following the previous update regarding the three-year curriculum cycle, we have refined our direction to strengthen coherence and sustainability. For 2026, our overarching concept is Te Ao Hurihuri – The Ever-Changing World, with a salt-water focus building on last year's freshwater inquiries.</p> <p>This shift allows us to intentionally integrate Science and Social Sciences through an inquiry-based approach, while continuing to strengthen local curriculum connections through <i>Our Place</i>. Teaching teams are being supported to grow into a more integrated curriculum model, designed to deepen learning while ensuring teacher workload remains realistic and sustainable.</p> <p>At the end of last year, curriculum leaders engaged in a dedicated planning day to map out team directions and ensure alignment across year levels. This forward planning has positioned teams well for a coherent start to the year and supports the development of a spiralled, concept-based approach across the school.</p> <p>This work directly supports our strategic goal Empowered to Flourish, strengthening deep learning, learner agency, and teacher capability through integrated curriculum design.</p>
<p>Kāhui Ako Community of Learning</p>	<p>Despite the national disbanding of Kāhui Ako, our local schools remain committed to maintaining strong professional connections and collaborative leadership across our community. We continue to value shared problem-solving, collective responsibility, and aligned practice to support learner transitions, moderation consistency, and leadership capability across our local network.</p> <p>I will be attending a Community of Learning Principals' meeting in Week 4, where we will reaffirm our intention to remain connected and explore how we can continue to collaborate in purposeful and sustainable ways.</p>

	<p>In addition, we continue to be an active member of the wider Nelson/Tasman Hīeke Principals' network of which I have recently been nominated as Vice President. This provides an opportunity to contribute to regional leadership discussions and ensure Riwaka School remains well-connected and informed within the wider education community.</p>
Personnel	<p>Personnel updates will be discussed 'In Committee'</p>
Finance	<p>The first instalment of the 2026 Operations Grant has been received. The confirmed allocation for the year will be finalised following the 1 March roll return, which determines the balance of operational funding.</p> <p>A Ministry of Education project instalment has also been received in line with current property works.</p> <p>I am continuing to work with Solutions & Services to review our term deposit spread, ensuring funds are positioned appropriately to balance accessibility and return.</p> <p>The school's current financial position has been shared with the full Board, including a breakdown of where funding is generated (Operations Grant, Staffing Entitlement, and Property funding) and clarification of the core non-negotiables the Operations Grant must cover annually. This has supported a strengthened collective understanding of the school's financial framework.</p> <p>A draft 2026 budget has been reviewed by the wider Board, and Paul has received additional financial information to further support his understanding of school finances.</p> <p>We continue to monitor expenditure carefully in light of roll-based funding variability.</p>
Property	<p>We are currently awaiting a full report regarding the condition of the administration block floor. Initial indications suggest that full replacement may be required. Once formal advice is received, this will be reviewed with the Board and next steps clarified in consultation with the Ministry, if required.</p> <p>Several smaller projects are underway or scheduled for completion in Term 1, including the sandpit redevelopment and replacement carpet in Pōhutukawa. These projects continue to enhance the learning environment and overall presentation of the school.</p> <p>Groundsperson hours have been incrementally adjusted to reflect the growing operational needs of the school. In addition to core property maintenance, the role has expanded to include practical organisational support for whole-school events (such as the school picnic and swimming sports), setup and pack-down responsibilities, and general site coordination. In a small school context, this flexibility supports the smooth running of school operations where additional staffing capacity is limited.</p>

	<p>The allocation of hours sits within approved budget parameters and is reported transparently to the Deputy Principal and the Board.</p> <p>Any adjustments to support staff hours are discussed at Board level in line with good governance practice.</p>
<p>School Improvement</p>	<p>A continued focus this term has been the intentional embedding of our refreshed vision — <i>Connected to Community, Nurtured to Grow, Empowered to Flourish</i> — across school systems and daily practice. Rather than introducing new initiatives, the emphasis has been on coherence and alignment: ensuring our decision-making, curriculum planning, and pastoral systems reflect the direction set in the draft Strategic Plan.</p> <p>Staff have begun their 2026 Professional Growth Cycle (PGC) work, with goals aligned to both the new English and Mathematics curriculum developments and the school's strategic priorities. There is a strong focus on deepening understanding of scope and sequence, strengthening assessment literacy, and embedding integrated curriculum approaches in sustainable ways.</p> <p>This approach signals a shift from “adding more” to strengthening what we already do well — building collective capability and ensuring improvement is deliberate, aligned, and sustainable.</p>
<p>Health & Safety</p>	<p>Emergency preparedness remains well established, with regular evacuation and lockdown drills conducted and clear staff roles in place during emergency situations.</p> <p>EOTC activities continue to be carefully planned and implemented in accordance with Ministry of Education guidelines, including comprehensive risk assessments, appropriate supervision ratios, and sound professional judgment from staff.</p> <p>Risk management systems include scheduled hazard checks, timely property and equipment maintenance, and ongoing monitoring of high-use areas and shared spaces.</p> <p>Where incidents occur, response processes include reflection and review to strengthen future practice and reduce the likelihood of reoccurrence.</p> <p>Student and staff wellbeing is further supported through calm, predictable routines and Teaching to the North-East practices, promoting regulation, connectedness, and a strong sense of safety across the school.</p> <p>At our recent Teacher Only Day, a dedicated wellbeing focus provided staff with the opportunity to reflect on their own hauora. Using a Wellbeing Wheel framework, teachers considered alignment between their personal and professional wellbeing and set intentional goals for the year ahead. This reinforces our commitment to modelling and sustaining healthy practice across the school.</p>

	<p>Health and Safety remains a shared responsibility, consistently upheld by staff to ensure Riwaka School continues to be a safe, prepared, and nurturing learning environment.</p>
<p>Legislative Requirements</p>	<p>All scheduled property compliance checks have been completed and signed off in accordance with Ministry and regulatory requirements.</p> <p>All employment-related documentation and statutory requirements for 2026 appointments have been completed and filed appropriately.</p> <p>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.</p> <p>The school remains compliant with its legislative and regulatory obligations.</p> <p>The Board is kept informed of compliance matters through regular reporting and in-committee discussions where required.</p>

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.

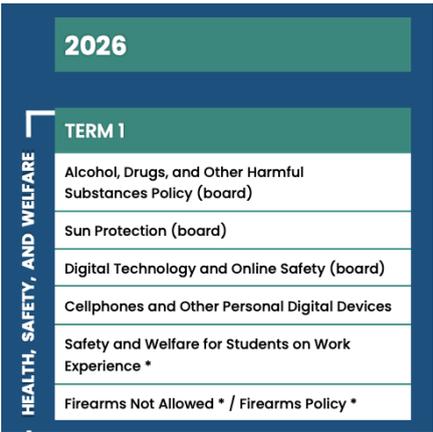
EVERY TERM	POLICIES	ACTIONS
	Risk Management	Assure the board that hazards are being actively identified, identified hazards are being monitored and controlled (including risks to student safety and wellbeing), and that control measures are being reviewed to ensure these remain appropriate and effective. 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 1 2026 Principal Assurance

TERM 1	POLICIES	ACTIONS
	School Planning and Reporting	Assure the board that the current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan has been published online by 31 March each year; financial statements have been submitted to the school auditor by 31 March each year; and the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online each year.
	Learning Support	Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.
	Health Education	Assure the board that at least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.
	Health, Safety, and Welfare Policy	Assure the board that school health, safety, and welfare policies and procedures meet legislative and regulatory requirements. See Health, Safety, and Welfare Policy on your SchoolDocs site for more details.
	Worker Engagement, Participation, and Representation	Assure the board that workers have the opportunity to participate in improving workplace health and safety.
	Health Support	Assure the board that policies and procedures relating to health support are up to date and implemented correctly. See Health Support on your SchoolDocs site for more details.
	Digital Technology and Online Safety	Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.
Boarding House / Hostel Policies *	Assure the board that the boarding house/hostel provides a safe emotional and physical environment that supports the learning of boarders enrolled at the school.	

No assurances are due at this meeting. These will be presented at the final meeting of Term 1 in accordance with the annual schedule.

Principal Assurances	Commentary / Confirmation
School Planning & Reporting	
Learning Support	

Health Education	
Health, Safety & Welfare policy	
Worker Engagement, Participation and Representation	
Health Support	
Digital Technology & Online Safety	
Boarding House/Hostel Policies	Not applicable
Term 1 2026 Policy Reviews 	<p>These policies are open for review.</p> <p>Dates - 26 January - 02 April 2026</p>



Riwaka School

Te Kura o Riuwaka

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

Connected in Community | **Nurtured to Grow** | **Empowered to Flourish**
AWHI Learner Attributes: **Ako** | **Whanaungatanga** | **Hauora** | **Integrity**

School Attendance Management Plan

Published on: <http://riwaka.school.nz/>

Effective date: Term 1, 2026

Review date: Term 4, 2026

1. Overarching Attendance Objectives and Strategic Priorities

At Riwaka School we know that **attendance is foundational to learner success**, both academically and socially. Our vision—**Connected in Community, Nurtured to Grow,**

Empowered to Flourish—can only be realised when tamariki are present, engaged, and supported to thrive.

Attendance is directly connected to our AWHI Learner Attributes:

- **Ako** – being present ensures every learner can participate, contribute, and grow their knowledge.
- **Whanaungatanga** – regular attendance builds strong relationships and a sense of belonging.
- **Hauora** – predictable routines and connection promote emotional, social, and physical wellbeing.
- **Integrity** – showing up consistently demonstrates responsibility, reliability, and pride in being part of Our Place.

Our Commitment

We commit to:

- Creating a welcoming, inclusive environment where all tamariki feel safe and valued.
- Building strong partnerships with whānau to identify and address barriers to attendance early.
- Providing timely and effective intervention when attendance concerns arise.
- Ensuring a consistent and supportive approach across the school.

Strategic Goal

Riwaka School aims to achieve **75% regular attendance** (attending school 90% or more of the time) for all students by the end of the **2026 school year**.

This target is a core component of our school's **Strategic and Annual Implementation Plans**.

2. Attendance Policy

This policy aligns with the **Education and Training Act 2020** and our obligation to uphold the wellbeing and learning needs of all students.

Legal Obligations:

- Children aged **6–16** must be enrolled and attend school regularly.
- The **Board of Trustees** must take all reasonable steps to ensure student attendance.
- **Parents and caregivers** are legally responsible for ensuring their child attends school.

Expectations:

Students are expected to:

- Attend school every day unless unwell or otherwise justified.
- Arrive on time, ready to learn, and uphold our AWHI attributes in their attendance.
- Contribute to a positive learning environment by respecting classroom routines and expectations.
- **Parents/Guardians are expected to:**
 - Ensure their child attends school regularly.
 - Notify the school office via Hero, phone or email before 9:00 am on the day of any absence, providing a clear reason.
 - Schedule appointments outside of school hours where possible.
 - Work in partnership with the school to address any attendance concerns.
- **School Staff are expected to:**
 - Accurately record attendance in every class.
 - Follow up promptly on all unexplained absences.
 - Engage in early intervention when concerning patterns appear.
 - Foster a climate of Ako, Whanaungatanga, Hauora, and Integrity in every interaction.

3. Attendance Management Procedures

Recording Attendance:

- Attendance will be recorded for every student in every class using our Student Management System (Hero).
- Classroom teachers are responsible for accurately recording attendance within the first 10 minutes of each class.

Following Up on Unexplained Absences:

- If a student is marked absent and no explanation has been provided by

9:10 am, the school office will contact the parent/guardian via text message and/or a phone call.

- If no contact is made, the absence is marked *unexplained* and followed up by senior leadership or the child's teacher - this could be by email, text message or a follow up chat on the phone or in person.

4. The Riwaka Attendance Response Framework

Monitoring and Intervention - The Stepped Attendance Response (STAR) Framework:

We use the STAR framework to guide our response to attendance concerns. This stepped approach ensures that our interventions are timely, appropriate, and supportive.

A stepped, supportive approach grounded in our AWHI values.

Attendance Level	Description	School Response (AWHI-linked)
<p>Step 1: Regular Attendance</p>	<p>90% or more Consistent, regular attendance</p>	<ul style="list-style-type: none"> • Celebrate through HERO, assemblies, class acknowledgements (Ako & Integrity). • Maintain positive communication with whānau (Whanaungatanga).
<p>Step 2: Irregular Attendance</p>	<p>80-89% Emerging pattern of absence</p>	<ul style="list-style-type: none"> - Initial Contact: The classroom teacher will make contact with the parent/guardian to discuss the absences and identify any potential barriers - Offer support including

		<p>guidance from SENCO, connecting the family with information on community services including school chaplain (Hauora).</p> <p>- Document concerns and next steps in HERO.</p>
<p>Step 3: Moderate Absenteeism</p>	<p>70-79% Attendance impacting progress</p>	<p>- Formal Meeting: A meeting will be arranged with the student, parents/guardians, a senior leader, and any other relevant staff.</p> <p>- Attendance Support Plan: A formal plan will be co-developed to address the specific barriers to attendance. This will include clear goals and a timeframe for review.</p> <p>- Connect with community or health agencies where helpful.</p>
<p>Step 4: Chronic Absenteeism</p>	<p>Below 70% Severe and ongoing concern</p>	<p>- Escalation: The school will seek support from the Attendance Service.</p> <p>- Inter-agency Support: We will work collaboratively with the Attendance Service and other relevant agencies to provide intensive,</p>

		wrap-around support for the student and their whānau. - Monitoring and checkins to support ongoing Hauora and engagement.
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5. Supporting Students Returning to School

We are committed and aim to **nurture a smooth and confident transition** for students returning after a significant period of absence. Support will be tailored to the individual student and may include:

We aim to **nurture a smooth and confident transition** back to school through:

- A reintegration meeting with the student, whānau, and key staff.
- A catch-up learning plan to rebuild confidence and achievement.
- Social support to re-establish friendships, routines, and belonging.
- Regular check-ins with a trusted adult (teacher, SENCO, or DP) for at least 2–4 weeks.

This aligns with our commitment to **Hauora, Whanaungatanga, and Ako**.

6. Monitoring and Measuring Progress

- **Data Analysis:** The leadership team and SENCo will review school-wide and individual student attendance data fortnightly to identify trends, patterns and risk indicators.
- **Reporting:** The Principal will report on progress towards the school's attendance target to the Board of Trustees at each board meeting.
- **Plan Review:** This Attendance Management Plan will be reviewed and updated annually, or more frequently if required, to ensure its effectiveness and alignment with Ministry of Education regulations.

December 2025

18th February 2026

Principal and Board of Trustees
Riwaka School

Financial Commentary – Interim December 2025

This commentary has been prepared to supplement the monthly financial accounts and is intended to be read in conjunction with that information. These reports remain as **interim** until the 2025 annual accounts are audited.

Accruals have been updated with actual costs for audit fee, finance leases, MOE Use of Land & Buildings, teachers salaries and leave accruals. The remaining adjustments include depreciation, cyclical maintenance and MOE grant reconciliation. Once these adjustments are complete, the draft accounts can be finalised and sent to your school and your auditor.

Solutions & Services will prepare the annual financial statements for 2025, but a reminder you need to prepare the following reports and send them directly to your auditor:

- Presiding member report / Principal report (optional)
- Statement of Variance
- Evaluation of students' progress and achievement
- Statement of compliance with employment policy
- Other reports on special and contestable funding
- Statement of Kiwisport funding

Key Financial Indicators: 31 December 2025

▪ Cash and deposits at end of period	\$132,529	
○ Westpac Bank Accounts	\$82,529	
○ Investments	\$50,000	
▪ Net Working Capital	\$114,049	<i>Dec2024:\$141,726</i>
▪ Fixed assets purchased year to date	\$79,071	<i>Budget:\$11,000</i>
▪ Operating surplus/(deficit) year to date	\$(42,572)	<i>Budget:\$(8,113)</i>
▪ Expected % of budget year to date	100%	
▪ % Income budget received	103%	
▪ % Expenditure budget spent	110%	

Financial Position

At the end of this reporting period, the School's interim working capital is \$114k. This represents a decrease of \$27k in the current year, following a decrease of \$99k in 2024. While current assets still exceed current liabilities, and the school maintains sufficient cash resources to cover immediate obligations, the working capital position requires careful monitoring.

The interim operating result shows YTD deficit of \$(42,572), which is against an annual approved budgeted operating deficit of \$(8,113).

Fixed assets – library books to the value of \$57 have been purchased this month. Additionally, finance leased assets (\$17,469) and Te Mana Tuhono N4L equipment (\$23,244) have been processed. This brings the total purchases YTD to \$38,358 and \$40,713, against a capital budget of \$11k. Please note that the Te Mana Tuhono fixed assets were directly funded and paid for by the MOE. These will add approximately \$4,650 in depreciation per year.

Income and Expenditure

Please refer to the Group Details Report for the individual ledger activity compared to budget.

Overall revenue is tracking ahead of expected budget at 103% with each category:

- Government Grants 96%
- Locally Raised Funds 332%
- Interest Earned 34%

Expenditure is reporting above budget expectation at 110% overall with each category:

- Learning Resources 148%
- Administration 91%
- Property 100%
- Depreciation 100% (*not finalised*)

Key Transactions for December 2025 - *Transfers between the bank accounts are included in the totals but not listed separately. Please refer to Additional Reports for full listing of transactions.*

Deposits for the period total \$68,554 with the largest gross deposits (excluding student income and transfers) during the month:

- \$9,861 Community – Duck Fair
- \$40,521 MOE – #238680 classroom upgrade
- \$8,790 MOE – F&E grant

Payments for the period total \$83,271 (including transfers & payroll) with the significant gross payments being:

- \$6,050 Gallagher - insurance
- \$6,037 Mark Joyce – grounds
- \$3,649 Crest Commercial Cleaning – cleaning

Payroll – the payrolls charged to Bulk Grant during the period were:

- December PP19 \$27,773 PP20 \$6,728

Banking Staffing at pp20.2026 (23-Dec) is reporting overuse of -\$39,655 for the current year. The amount recognised in the accounts as an accrual is \$15,150 as estimated by your school in December. If the banking staffing overusage is not able to be reduced by the end of the balancing period (PP27.2026, 31-March) the operating deficit for 2025 will increase.

Additional Reports – this report includes details of the Aged Receivables (Debtors), Aged Payables (Creditors), Bank Summary, Bank Transactions and the Journal Report for the period.

Please contact us if there are any queries in relation to these reports or the school's financial position.

This will be the final report I will prepare for your school as Solutions and Services are reallocating a new Nelson based accountant from 2026 reports. Thank you for working with me and I wish you well.

Noleen Harper

Accounts Consultant

Solutions & Services Ltd

noleenharper@solutionsandservices.co.nz

Disclaimer of Liability: The analysis and opinions contained in this report are based upon the School's financial records as supplied to Solutions & Services Ltd. The financial records have not been audited and while we have applied our best endeavours, the information should be viewed in this light.

Riwaka School

Monthly Management Summary report
 2025 Approved Budget incl SOFP S&S
 For the period ending: 31-December-2025
 Percentage of financial year to date: 100%
 Excluding 4 groups



STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

Income					
Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
Government Grants	53,183.01	420,525.05	438,174.00	17,648.95	96
Locally Raised Funds Income	9,179.23	56,376.71	17,000.00	(39,376.71)	332
Interest Earned	729.45	3,352.19	10,000.00	6,647.81	34
Total Income	63,091.69	480,253.95	465,174.00	(15,079.95)	103
Expenditure					
Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
Learning Resources	37,481.43	189,219.99	127,900.00	(61,319.99)	148
Administration	15,016.01	134,457.98	148,187.00	13,729.02	91
Property	18,871.94	159,719.76	160,200.00	480.24	100
Depreciation	3,083.33	36,999.96	37,000.00	0.04	100
Total Expenditure	74,452.71	520,397.69	473,287.00	(47,110.69)	110
Plus					
Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
MOE Funded Teacher Salaries (Net)	(2,428.02)	(2,428.02)	0.00	2,428.02	
MOE Funded Use of Land and Buildings (Net)	0.00	0.00	0.00	0.00	
Operating surplus / (deficit) year to date	(13,789.04)	(42,571.76)	(8,113.00)		

STATEMENT OF FINANCIAL POSITION

Current Assets			
Group	This Year To Date	Last Year to December	Last Year End
Cash and Deposits	82,529.29	287,418.87	287,418.87
Credit Cards	(1,625.26)	(3,896.46)	(3,896.46)
Accounts Receivable	147,734.89	120,963.60	120,963.60
Prepayments	14,332.59	22,779.51	22,779.51
Inventories	0.00	0.00	0.00
Investments	50,000.00	147,463.45	147,463.45
Redundant Current Asset codes	0.00	0.00	0.00
Total Current Assets	292,971.51	574,728.97	574,728.97
less Current Liabilities			
Group	This Year To Date	Last Year to December	Last Year End
Accounts Payable	171,846.34	182,278.30	182,278.30
GST Payable/(Receivable)	(1,291.15)	21,930.50	21,930.50
Income in Advance	654.00	3,305.42	3,305.42
Provision for Cyclical Maintenance - Current	0.00	0.00	0.00
Finance Lease - Current	7,712.95	6,568.96	6,568.96
MOE 5YA Capital Works	0.00	218,919.89	218,919.89
Redundant Current Liability codes	0.00	0.00	0.00
Total Current Liabilities	178,922.14	433,003.07	433,003.07
Net Working Capital	114,049.37	141,725.90	141,725.90
add Non Current Assets			
Group	This Year To Date	Last Year to December	Last Year End
Fixed Assets - Previous Year	297,780.97	297,780.97	297,780.97
Fixed Assets - Current Year Additions	79,070.62	0.00	0.00
Ac Deprn - Current Year	(36,999.96)	0.00	0.00
Total Non Current Assets	339,851.63	297,780.97	297,780.97
less Non Current Liabilities			
Group	This Year To Date	Last Year to December	Last Year End
Provision for Cyclical Maintenance - Term	20,361.00	51,678.00	51,678.00
Use of Provision (actual painting)	0.00	(46,317.00)	(46,317.00)
Finance Lease - Term	11,493.25	3,707.55	3,707.55
Total Non Current Liabilities	31,854.25	9,068.55	9,068.55
Net Assets	422,046.75	430,438.32	430,438.32
Represented by			
	This Year To Date	Last Year to December	Last Year End
Opening Equity	430,438.32	482,510.20	482,510.20
Addition to Equity	32,034.00	(1,912.92)	(1,912.92)
Operating surplus / (deficit)	(40,425.57)	(50,158.96)	(50,158.96)
Public Equity	422,046.75	430,438.32	430,438.32

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	53,183.01	420,525.05	438,174.00	17,648.95	96
Sub Total	53,183.01	420,525.05	438,174.00	17,648.95	96
Locally Raised Funds Income					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
030 Local Funds	9,179.23	56,376.71	17,000.00	(39,376.71)	332
Sub Total	9,179.23	56,376.71	17,000.00	(39,376.71)	332
Interest Earned					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
020 Interest Income	729.45	3,352.19	10,000.00	6,647.81	34
Sub Total	729.45	3,352.19	10,000.00	6,647.81	34
Total Income	63,091.69	480,253.95	465,174.00	(15,079.95)	103
Expenditure					
Learning Resources					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
040 LR Learning Resources	1,129.21	22,598.54	31,600.00	9,001.46	72
050 LR Staff Development	1,035.01	33,979.27	31,300.00	(2,679.27)	109
060 LR Personnel	35,317.21	132,642.18	65,000.00	(67,642.18)	204
Sub Total	37,481.43	189,219.99	127,900.00	(61,319.99)	148
Administration					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
070 ADM Administration	12,530.78	131,604.19	140,587.00	8,982.81	94
080 ADM Board of Trustees	2,398.27	7,912.54	7,600.00	(312.54)	104
993 Redundant Rev & Exp codes	86.96	(5,058.75)	0.00	5,058.75	
Sub Total	15,016.01	134,457.98	148,187.00	13,729.02	91
Property					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
090 PROP Property	17,621.94	144,719.76	145,200.00	480.24	100
092 PROP Cyclical Maintenance	1,250.00	15,000.00	15,000.00	0.00	100
Sub Total	18,871.94	159,719.76	160,200.00	480.24	100
Depreciation					
Group	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt
100 Depreciation	3,083.33	36,999.96	37,000.00	0.04	100
Sub Total	3,083.33	36,999.96	37,000.00	0.04	100
Total Expenditure	74,452.71	520,397.69	473,287.00	(47,110.69)	110

STATEMENT OF FINANCIAL POSITION - DETAIL

Cash and Deposits			
Account	This Year To Date	Last Year to December	Last Year End
Westpac Everyday 00 A/c	61,127.25	287,393.12	287,393.12
Westpac Online Saver 01 A/c	21,391.69	15.44	15.44
Westpac Online Saver 02 A/c	10.35	10.31	10.31
Cash on Hand	0.00	0.00	0.00
Sub Total	82,529.29	287,418.87	287,418.87
Credit Cards			
Account	This Year To Date	Last Year to December	Last Year End
Mastercard - Adele Lidgard	(1,625.26)	(3,896.46)	(3,896.46)
Sub Total	(1,625.26)	(3,896.46)	(3,896.46)
Accounts Receivable			
Account	This Year To Date	Last Year to December	Last Year End
Debtors Control	0.00	11,850.00	11,850.00
Banked Staffing Debtor	0.00	0.00	0.00
MOE Debtor	18,524.58	1,874.00	1,874.00
Income Accrued	729.45	2,012.57	2,012.57
Salary Grant Due	128,480.86	105,227.03	105,227.03
Sub Total	147,734.89	120,963.60	120,963.60
Prepayments			
Account	This Year To Date	Last Year to December	Last Year End
Prepayments	14,332.59	22,779.51	22,779.51
Sub Total	14,332.59	22,779.51	22,779.51
Inventories			
Account	This Year To Date	Last Year to December	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 December	Last Year End
Investment 0009	0.00	147,463.45	147,463.45
W-0010 Term Deposit m.11Oct25	0.00	0.00	0.00
W-0011 Term Deposit m.12Jan26	50,000.00	0.00	0.00
Sub Total	50,000.00	147,463.45	147,463.45
Redundant Current Asset codes			
Accounts Payable			
Account	This Year To Date	Last Year to December	Last Year End
Hero Clearing Account	0.00	0.00	0.00
HERO PIA	0.00	0.00	0.00
Creditors Control	13,139.20	54,540.61	54,540.61
Expenses Due	6,196.34	7,806.00	7,806.00
Current Yr Banked Staffing overuse	15,150.00	0.00	0.00
Suspense account	0.00	0.00	0.00
Payroll Due	134,886.75	118,131.23	118,131.23
Leave Liability	2,474.05	1,800.46	1,800.46
Rounding	0.00	0.00	0.00
Sub Total	171,846.34	182,278.30	182,278.30
GST Payable/(Receivable)			
Account	This Year To Date	Last Year to December	Last Year End
GST Control	(1,291.15)	21,930.50	21,930.50
Sub Total	(1,291.15)	21,930.50	21,930.50
Income in Advance			
Account	This Year To Date	Last Year to December	Last Year End
Income in advance	654.00	3,305.42	3,305.42
MOE Grants in Advance	0.00	0.00	0.00
Sub Total	654.00	3,305.42	3,305.42
Provision for Cyclical Maintenance - Current			

Account	This Year To Date	Last Year to December	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 December	Last Year End
CL TELA Repayments	0.00	0.00	0.00
CL TELA Lease School	3,217.45	2,290.56	2,290.56
CL TELA Lease MOE	3,387.33	2,403.82	2,403.82
CL TELA Lease U/I	(1,243.88)	(300.04)	(300.04)
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)	(295.02)
CL Quadrent Lease Repayments	0.00	0.00	0.00
Sub Total	7,712.95	6,568.96	6,568.96
MOE 5YA Capital Works			
Account	This Year To Date	Last Year to December	Last Year End
SIP Project Inc Playground Development	0.00	71,489.22	71,489.22
SIP Funds Exp Playground Development	0.00	(71,489.22)	(71,489.22)
MOE Replace timber deck Income	0.00	20,847.64	20,847.64
MOE Replace timber deck Expenses	0.00	(20,847.64)	(20,847.64)
MOE Classroom upgrades Income	361,878.62	250,000.00	250,000.00
MOE Classroom upgrade Expenses	(361,878.62)	(31,080.11)	(31,080.11)
Sub Total	0.00	218,919.89	218,919.89
Redundant Current Liability codes			
Fixed Assets - Previous Year			
Account	This Year To Date	Last Year to December	Last Year End
Building Improvements Prior Yr	320,761.44	320,761.44	320,761.44
AcDp Building Improvements	(152,526.77)	(152,526.77)	(152,526.77)
Office & Staffroom Equipment Prior Yr	13,832.65	13,832.65	13,832.65
AcDp Office & Staffroom Equipment	(11,602.60)	(11,602.60)	(11,602.60)
Office & Staffroom Furniture Prior Yr	30,504.78	30,504.78	30,504.78
AcDp Office & Staffroom Furniture	(28,122.49)	(28,122.49)	(28,122.49)
General Equipment Prior Yr	188,253.75	188,253.75	188,253.75
AcDp General Equipment	(159,400.49)	(159,400.49)	(159,400.49)
Classroom Furniture Prior Yr	164,745.94	164,745.94	164,745.94
AcDp Classroom Furniture	(120,845.07)	(120,845.07)	(120,845.07)
Grounds & Maintenance Equip Prior Yr	27,850.33	27,850.33	27,850.33
AcDp Grounds & Maintenance Equip	(18,397.95)	(18,397.95)	(18,397.95)
AV & Computer Equip Prior Yr	326,223.43	326,223.43	326,223.43
AcDp AV & Computer Equip	(306,463.50)	(306,463.50)	(306,463.50)
Library Resources Prior Yr	46,328.42	46,328.42	46,328.42
AcDp Library Resources	(33,939.29)	(33,939.29)	(33,939.29)
Leased Assets Prior Yr	25,229.08	25,229.08	25,229.08
AcDp Leased Assets	(14,650.69)	(14,650.69)	(14,650.69)
Sub Total	297,780.97	297,780.97	297,780.97
Fixed Assets - Current Year Additions			
Account	This Year To Date	Last Year to December	Last Year End
Asset Addns ICT Equip	23,244.00	0.00	0.00
Asset Addns Library Books	1,025.37	0.00	0.00
Asset Addns BOT Funded	0.00	0.00	0.00
Asset Addns Fundraising Group	0.00	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	17,468.75	0.00	0.00
Asset Addns - current year	37,332.50	0.00	0.00
Sub Total	79,070.62	0.00	0.00
Ac Depn - Current Year			
Account	This Year To Date	Last Year to December	Last Year End

Depreciation Estimate	(36,999.96)	0.00	0.00
Sub Total	(36,999.96)	0.00	0.00
Provision for Cyclical Maintenance - Term			
Account	This Year To Date	Last Year to December	Last Year End
TL Provn for Cyclical Mtce	20,361.00	51,678.00	51,678.00
Sub Total	20,361.00	51,678.00	51,678.00
Use of Provision (actual painting)			
Account	This Year To Date	Last Year to December	Last Year End
Use of the provision (Painting)	0.00	(46,317.00)	(46,317.00)
Sub Total	0.00	(46,317.00)	(46,317.00)
Finance Lease - Term			
Account	This Year To Date	Last Year to December	Last Year End
TL Quadrent Lease	0.00	2,469.64	2,469.64
TL Quadrent Lease U/I	0.00	(117.59)	(117.59)
TL TELA Lease School	5,870.95	845.51	845.51
TL TELA Lease MOE	6,996.29	561.90	561.90
TL TELA Lease U/I	(1,373.99)	(51.91)	(51.91)
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	3,707.55

GST return

File by 28 Jan 2026

Finalised

Riwaka School

For the period 1 November 2025 to 31 December 2025

Registration number 010-733-936

GST to pay

369.50

Return details

Tax basis	Payments basis
Late claims	Included

Sales and Income

Box 5	Total sales and income	74,858.71
Box 6	Zero-rated supplies	0.00
Box 7	Net GST sales and income	74,858.71
Box 8	Total GST collected on sales and income	9,764.18
Box 9	Any debit adjustments	0.00
Box 10	Total GST collected for the period	9,764.18

Purchases and Expenses

Box 11	Total purchases and expenses	72,005.87
Box 12	Total GST credits on purchases and expenses	9,392.07
	Late claims	2.61
	Any credit adjustments	0.00
Box 13	Total credit adjustments	2.61
Box 14	Total GST credit	9,394.68
Box 15	GST to pay	369.50



Riwaka School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

About the review process

[Start your review](#)

Alcohol, Drugs, and Other Harmful Substances Policy

Riwaka School maintains a learning environment free of alcohol, **drugs, and other harmful substances** to provide a physically and emotionally safe place for students, staff, and the school community (Health and Safety at Work Act 2015; Education and Training Act 2020). We comply with all relevant New Zealand legislation and take a whole-school wellbeing approach to alcohol, drugs, and other harmful substances.

If a student or staff member is potentially impaired by alcohol, drugs, or other harmful substances while at school, work, or attending a school-related event, the school has an obligation to manage the risk to ensure the safety of everyone.

Staff are made aware of this policy as part of their staff induction and as required. This policy also applies to anyone supervising students in any activity organised by, or on behalf of, the school (e.g. EOTC events).

Smoking and vaping are managed separately due to the Smokefree Environments and Regulated Products Act 1990. For legislation and school policy around smoking and vaping, see **Smokefree and Vapefree**.

Wellbeing approach to alcohol and drugs

In keeping with our whole-school approach to student and staff wellbeing, Riwaka School takes reasonable actions to protect our school community from the effects of alcohol, drugs, and other harmful substances. We are guided by a harm minimisation approach (as recommended by the New Zealand National Drugs Policy 2015–2020 and international evidence), which is strengths-based and focuses on prevention, early intervention, health promotion, and education.

We offer proactive support by:

- educating students, staff, and the school community about alcohol, drugs, and other harmful substances (e.g. through our curriculum and other educational programmes, as appropriate)
- keeping students engaged in their education and encouraging student involvement in co-curricular and extra-curricular activities
- providing pastoral care or engaging other support services, and encouraging students and staff to seek help if needed
- engaging with parents/caregivers of students if issues arise, as appropriate.

We follow our [Privacy Policy](#) at all times.

All staff should be aware of [▶ signs of impairment](#) in order to encourage a positive, safe, and healthy school environment that focuses on the prevention of alcohol and substance misuse.

Our [Behaviour Management](#) policy also outlines our intention to promote positive student behaviour and de-escalate challenging behaviour.

Policy requirements

At Riwaka School, no-one should:

- consume or use alcohol, drugs, or other harmful substances while on school grounds or during school-related activities
- attend school or school-related activities where there is a risk they are impaired due to having consumed or used alcohol, drugs, or other harmful substances beforehand
- possess or supply alcohol, drugs, and other harmful substances (including related items such as pipes) while on school grounds or during school-related activities.

There may be exceptions for alcohol where it has been approved at a school or social event outside school hours.

We do not offer alcohol as a prize for fundraising activities, such as raffles, as this is prohibited under the Gambling (Prohibited Property) Regulations 2005. See [Prohibited property for gambling](#) 

Students

Students must follow the policy requirements while on school grounds or taking part in school activities, and while wearing school uniform.

We have a separate policy to ensure student medication (prescription and non-prescription) is kept securely and taken appropriately. See [Medicines](#).

Students are encouraged to ask for help if they think they may have a problem with alcohol, drugs, or other harmful substances. Students approaching the school at their own initiative and asking for help is not treated as a breach of the policy and will be dealt with under our [Responding to Student Wellbeing Concerns](#) policy.

Staff

Staff must follow the policy requirements and maintain proper standards of integrity and conduct while on school grounds, carrying out their role, taking part in school-related activities, or while representing the school.

Staff must only use prescription and over-the-counter medication as directed and must:

- check whether there are any possible side effects that may cause impairment
- notify the principal (or their delegate) if using the medication may cause impairment
- cooperate with the school to seek information or medical advice about the effects of any prescribed medication and how to effectively manage this.

Any disclosures about risks of impairment in relation to medicine use are managed according to our [Personal Information](#) and [Privacy Policy](#).

If a staff member thinks they may have an alcohol and/or drug problem that may affect their work, they are encouraged to ask for help as soon as possible. If a disclosure is made at the initiative of a staff member, this is generally treated differently from a breach of the policy requirements, but the board must still ensure that staff are fit to perform their role. Staff are made aware of the Voluntary Impairment Assessment available from the Teaching Council. We follow relevant legislation (Education and Training Act 2020 and Teaching Council Amendment Rules 2023) and our privacy guidelines at all times.

Breaches

If a student or staff member breaches this policy, we follow the relevant procedures:

- **Student Breaches of the Alcohol, Drugs, and Other Harmful Substances Policy**
- **Staff Breaches of the Alcohol, Drugs, and Other Harmful Substances Policy**

A breach of this policy by any other person involved with the school (e.g. volunteers or members of the school community) is considered on a case-by-case basis by the board. Possible and known breaches are processed through the concerns and complaints process, and we are guided in our responses by the student and staff breaches policies and our community conduct expectations policy. See **Concerns and Complaints Policy** and **School Community Conduct Expectations**.

Related policies

- **Student Wellbeing and Safety**
- **Responding to Student Wellbeing Concerns**
- **Staff Wellbeing and Safety**
- **Staff Conduct**
- **Education Outside the Classroom (EOTC)**
- **EOTC Supervision**
- **Concerns and Complaints Policy**
- **Staff Induction**

Legislation

- Health and Safety at Work Act 2015
- Education and Training Act 2020
- Employment Relations Act 2000
- Teaching Council Amendment Rules 2023
- Privacy Act 2020
- Gambling Act 2003 (Gambling (Prohibited Property) Regulations 2005)

Resources

- Health and Physical Education: **Alcohol and other drug education** 
- Ministry of Health | Manatū Hauora: **National Drug Policy 2015 to 2020** 
- New Zealand Police | Ngā Pirihimana o Aotearoa: **Alcohol and other drug guidelines** 
- New Zealand Drug Foundation | Te Tūāpapa Tarukino o Aotearoa: **Education & Young People** 

Hei mihi | Acknowledgement

SchoolDocs appreciates the input of Rebecca Laney, associate at Anderson Lloyd Dunedin, in the legal review of this policy.

Release history: Term 4 2023, Term 3 2023, Term 2 2019

IN THIS SECTION

Alcohol at School and School Events

Student Breaches of the Alcohol, Drugs, and Other Harmful Substances Policy

Staff Breaches of the Alcohol, Drugs, and Other Harmful Substances Policy

Last review Term 4 2022

Topic type Core



Riwaka School

Cellphones and Other Personal Digital Devices

At Riwaka School, our approach to cellphones and other personal digital devices supports student engagement and achievement. Personal digital devices include cellphones, which we manage according to government regulations, and other devices such as laptops, tablets, and smartwatches. Devices that are part of a school-approved Bring Your Own Device (BYOD) programme have separate conditions for use.

Riwaka School does not recommend that students bring personal digital devices to school.

Cellphone regulations

To comply with government regulations, we ensure students do not use cellphones during school hours, including break times. Parents/Caregivers can request an exemption from the school if required. We allow exemptions for students to use cellphones if they are required for:

- a specific educational purpose approved by a teacher
- health needs (e.g. to monitor insulin levels)
- disability or learning support needs
- a special circumstance approved by the principal.

If a parent or caregiver needs to contact their child during school hours, they should call the office.

Rules about cellphones and other personal digital devices made by the board are a **▶ school bylaw**. The board consults with the school community when making or amending bylaws. We discuss school rules about personal digital devices at the beginning of the year, and throughout the year as needed.

Device requirements at school

The school promotes safe and responsible use of digital technology. Students are required to comply with our digital technology policies and procedures if devices are brought to school. See **Digital Technology and Online Safety**.

If students bring personal digital devices (including cellphones) to school, the following requirements apply:

- Students may be able to take devices on EOTC events, but should check with the teacher or person in charge whether the device is allowed before the event starts.
- Students must turn their devices off and keep them out of sight during school hours.
- If devices are used for a learning activity, this must be approved and supervised by teaching staff.

Inappropriate use

Inappropriate use of a personal digital device may include:

- using a device when not allowed
- any sort of bullying, including **▶ online bullying**

Under review

START YOUR REVIEW

- sending or sharing inappropriate content
- taking photos or videos of other people without their permission.

Inappropriate use of a personal digital device is managed according to the relevant school policy or procedure:

- **Behaviour Management**
- **Responding to Digital Incidents**
- **Surrender and Retention of Personal Digital Devices**

If a student uses a personal digital device inappropriately (including using a cellphone when it is not allowed) the student must hand it to a staff member immediately when asked. If possible, the student should lock their device before handing it to staff. The device will be kept in the office and can be collected by the student at the end of the day.

The principal assures the board that the school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption. See **Review Schedule and Board Assurances**.

Related policies

- **Digital Technology and Online Safety**
- **Personal Property and Insurance**
- **Bullying and Harassment**
- **Public Sharing of Personal Information**
- **Recording Photos, Video, and Sound**
- **EOTC Consent**

Legislation

- Education (School Boards) Regulations 2020 (Part 4, s 22)

Release history: Term 3 2025, Term 1 2024, Term 1 2023, Term 2 2020

Last review	Term 1 2024
Topic type	Core



Riwaka School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

About the review process

[Start your review](#)

Digital Technology and Online Safety

Riwaka School is committed to providing a digital and online environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, and bullying (Education and Training Act 2020 and Health and Safety at Work Act 2015). We recognise the vital role of **digital technology** in learning and how it impacts student wellbeing, so we take all reasonably practicable steps to ensure its safe and responsible use. Our strategies aim to **prevent digital incidents** and maintain student wellbeing and safety both at and outside the school.

Our digital technology policies and procedures apply to every member of the school community using digital technology, including staff, students, parents/caregivers, volunteers, contractors, visitors, and the board. They apply to digital technology owned by the school or owned privately and used at school or any other location for a school-based activity. They also include off-site access to the school network if applicable.

Our approach to digital technology aims to reduce barriers to education for all students. Riwaka School supports students to access the resources needed to participate in online learning. We recognise that although a student may have a device, their internet access may be limited.

Safe and responsible use of digital technology

In keeping with our whole-school approach to **student wellbeing**, Riwaka School promotes safe and responsible use of digital technology as a shared responsibility.

At Riwaka School, we maintain a safe and responsible digital environment by:

- setting and sharing clear requirements and expectations about acceptable and unacceptable digital use
- ensuring that members of the school community commit to these guidelines by signing the appropriate use agreement outlining requirements and expectations
- reviewing these digital technology use agreements annually
- educating students about the digital world, including understanding privacy and copyright laws, staying safe online, and protecting digital devices
- encouraging our students to be confident, capable, and competent in their use of digital technology by supporting them to:
 - develop digital literacy skills
 - be aware of digital technology challenges and manage them effectively

- demonstrate honesty, integrity, and ethical behaviour in their use of digital technology in line with digital citizenship
- using helpful resources (e.g. Netsafe) and supporting staff training and professional development
- encouraging students and staff to continue practising positive digital technology behaviours when not at the school.

We also create a safe digital and online environment through these supporting policies:

- **Staff Social Media**
- **School Social Media**
- **Computer Security and Cybersecurity**
- **Privacy Policy**
- **Public Sharing of Personal Information**
- **Surrender and Retention of Personal Digital Devices**

The school maintains the right to monitor, access, and review digital technology use on school equipment and the school network, including school-owned email accounts. The school may use a third party, such as N4L, to monitor school internet use. This may include browsing history.

Breaches

We respond to breaches of our digital technology and online safety policy using our guidelines in **Behaviour Management, Responding to Digital Incidents**, and our **Concerns and Complaints Policy**, as appropriate.

The principal assures the board that **Digital Technology and Online Safety** policies to promote internet safety and prevent bullying are being implemented correctly. The principal reports on any breaches in digital safety. See **Review Schedule and Board Assurances**.

Related policies

- **Responding to Digital Incidents**
- **Recording Photos, Video, and Sound**
- **Bullying and Harassment**
- **Copyright**
- **Distance Learning**
- **Personal Property and Insurance**

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Harmful Digital Communications Act 2015
- Privacy Act 2020

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga
 - **Digital Technology – A safe-use guide for schools** 
 - **Home internet access** 
- Netsafe
 - **Helping New Zealand Stay Safe Online** 

- [Social Media Safety](#) 

Release history: [Term 4 2025](#), [Term 1 2024](#), [Term 1 2023](#), [Term 4 2022](#), [Term 2 2020](#)

IN THIS SECTION

[Responding to Digital Incidents](#)

[School Social Media](#)

[Cellphones and Other Personal Digital Devices](#)

Last review	Term 4 2022
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Topic type	Core
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Riwaka School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

About the review process

[Start your review](#)

Sun Protection

Riwaka School promotes sun protection practices to reduce the risk of sun-related harm to students and staff as part of our commitment to providing a safe place to learn and work. We take measures to protect our students and staff from overexposure to ultraviolet radiation (UVR) while they are at school or involved with off-site school activities, including sports and Education Outside the Classroom (EOTC).

We inform and remind our school community (students, staff, parents/caregivers, coaches, volunteers, etc) about our sun protection practices (below) and expectations.

We educate our students about sun safety by communicating age-appropriate information about sun (UVR) exposure and protection. We provide this information annually in class programmes for every year level.

Board responsibilities

As part of our responsibility to provide a safe school and workplace, the board:

- ensures ongoing assessment of sun protection practices (e.g. shade provision and sun safety education)
- maintains current shade structures (natural and built), and prioritises shade provision in **property planning**, as appropriate
- considers sun protection when reviewing the school uniform/student dress expectations
- reviews the sun protection policy at least every three years.

Every term, the principal assures the board that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. This includes our sun protection practices as appropriate. See **Review Schedule and Board Assurances**.

Timing of sun protection practices

Our core sun protection practices (below) apply during school hours and/or activities in terms 1 and 4. During terms 2 and 3 when UVI is generally lower, students do not normally need to wear hats, apply sunscreen, or stay in the shade, unless they are outdoors for an extended period of time, or are near highly reflective surfaces such as snow. The **UV index** is a useful tool for understanding when sun protection is required.

Sun protection practices

- We ensure that sun protection is considered for all outdoor school events and activities, on-site and off-site, including sports and EOTC. We try to plan outdoor activities to

minimise exposure to the sun (UVR) during the summer (i.e. we consider timing and use of shade).

- Students and staff are encouraged to make use of shaded areas when outside. Students eat lunch in the shade or inside, as appropriate.
- We encourage students and staff to keep hydrated by drinking water.
- We require students to wear Riwaka School hats, which are available for purchase through the school office.
- We encourage students and staff to protect themselves with broad-spectrum, water-resistant sunscreen of at least SPF30.
- We encourage students to wear clothing that protects the skin (e.g. long sleeve tops, rash tops) when at risk of extended sun exposure (such as at sports days, school camps, and picnics), or when swimming outdoors.
- Staff are encouraged to model appropriate sun protection practices.

We aim to prevent sun-related harm. Any adverse events, such as sunburn or heat-stroke, may be recorded to help manage student and staff health and to collect information for risk management. See [Recording and Reporting Accidents, Injuries, and Illness](#) .

Related policies

- [Managing Injuries and Illness](#)
- [Recording and Reporting Accidents, Injuries, and Illness](#)
- [EOTC Risk Assessment and Management](#)
- [Student Uniform/Student Dress Expectations](#)

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015

Resources

- [SunSmart](#)  (Information and resources from the Cancer Society of New Zealand)
 - [UVNZ app](#) 
 - [Running a SunSmart event](#) 
 - [SunSmart Schools](#)  (SunSmart accreditation is only for primary and intermediate schools but this Cancer Society site has lots of useful information)
- WorkSafe | Mahi Haumarū Aotearoa: [Protecting workers from solar UV radiation](#) 

Hei mihi | Acknowledgement

The Cancer Society helped review the generic SchoolDocs Sun Protection policy in 2022 and SchoolDocs appreciates their valuable input.

Release history: [Term 4 2022](#), [Term 1 2020](#), [Term 1 2017](#)

Last review	Term 3 2022
Topic type	Core

Policy review form

Name of policy/procedure for review:

Reviewer type (e.g. staff member, board member, parent, student):

Your name (optional):

I've read the topic and I'd like to comment.
Please complete the questions below.

I've read the topic and I have no comments.

1. Comment on the content of this policy:

2. Comment on the implementation of this policy:

3. Rate the implementation of this policy at our school (optional):

<input type="checkbox"/>				
1	2	3	4	5
Very poor	Poor	OK	Good	Excellent

This information will be entered as an online review on SchoolDocs by a representative at the school.

If you would like to have a copy emailed to you, please provide your email address:

Thank you for your feedback. Please indicate that you have read and agreed to the [privacy statement](#) over the page, then deliver this form to the school office.

Review submission privacy statement

Please indicate that you've read and agreed to this statement by checking the box at the end of this page.

This information may be entered into the online review tool by a representative at the school. It is the school's responsibility to ensure this information is entered accurately. By entering your email, you are requesting to be sent a copy of the feedback that will be submitted on your behalf.

When you submit review feedback, SchoolDocs collects the following personal information:

- name (if supplied)
- email address (if supplied)
- your review feedback.

Providing some information is optional: you do not have to enter your name or email address. If you choose not to enter your email address, SchoolDocs can't email you a copy of your review feedback.

SchoolDocs staff and designated staff and board members at your school will be able to view your name, if supplied, so they can see who has submitted feedback. Your email address, if supplied, is only used to send a copy of your feedback and is not seen by school staff.

SchoolDocs staff collates the feedback received from schools and their communities and uses this information to improve the content of generic school policies and procedures.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.

If you'd like to ask for a copy of your information, or to have it corrected, please contact us at team@schooldocs.co.nz or on 03 977 8689.

I have read and agree to the privacy statement.

OFFICE USE ONLY

Search for the topic name on SchoolDocs and enter this information as a review.
If an email address is provided, enter this to send a copy to the reviewer.

If the topic is no longer under review, file this form as appropriate.

Entered by:

Date:

**Board Meeting Correspondence
February 2026**

INWARDS		
Date	What is it about	Who
26 November 2025	Staffing Resource for Maths and Pangarua Support - Application for 2026 Approved	Ministry Of Education
1 December 2025	All-of-Government Contract Bulletin	New Zealand Government Procurement
3 December 2025	Every Day Matters - Upcoming Term 4 2025 Reports	Every Day Matters Te Mahau
10 December 2025	5YA Funding Announcement	Ministry of Education
11 December 2025	Focus on Procurement	New Zealand Government Procurement
15 December 2025	5YA Funding - Three Year Budget Review	Southern Property Education
26 January 2026	Confirming your insurance cover - Riwaka School (01G24)	Gallagher Insurance
17 February 2026	Chrome books and Ipad purchase	Louise Fry
17 February 2026	Roll Analysis, Demographic Data and Reserve Planning	Lisa Dunn Te Whakaroputanga

Fwd: Staffing Resource for Maths and Pāngarau Support - Application for 2026 Approved

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

Wed, Nov 26, 2025 at 12:26 PM

Inwards for 2026 Board stuff

"Riwaka 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: **SMPA Staffing** <smpa.staffing@taku.education.govt.nz>
Date: Mon, Oct 6, 2025 at 3:23 PM
Subject: Staffing Resource for Maths and Pāngarau Support - Application for 2026 Approved
To: thingsforsarah@gmail.com <thingsforsarah@gmail.com>
Cc: adele.lidgard@riwaka.school.nz <adele.lidgard@riwaka.school.nz>

Reference: SMPA-App-2026-00022228

Kia ora

Thank you for your application for Structured Maths and Pāngarau support in Years 0-6.

We are pleased to inform you that your application has been approved.

Your confirmed additional staffing allocation is **0.13 FTTE**. This will be available to you for 2026 through Pourato under the name "SMPA Staffing".

We will be in touch with you soon regarding the process for monitoring and evaluating the use of this resource by the start of Term 1 2026.

If you have any further questions or need assistance regarding your approved allocation, please contact us at SMPA.staffing@education.govt.nz.

Ngā mihi

Staffing Resource for Structured Maths and Pāngarau Support Team

Te Poutāhū | Curriculum Centre

Te Tāhuhu o te Mātauranga | Ministry of Education

All-of-Government Contract Bulletin

1 message

New Zealand Government Procurement <Communications@md.procurement.govt.nz>

1 December 2025 at 15:00

Reply-To: procurement@mbie.govt.nz

To: accounts@riwaka.school.nz

[View in browser](#)



December 2025

Updates on new contracts, changes to existing contracts, supplier news and other important developments.

In this issue:

- [AoG IT hardware price alert](#)
- [AoG Travel management services updated service level agreements](#)
- [Workplace and classroom furniture contract renewal](#)
- [AoG Motor vehicles – Mercedes Benz vans update](#)

AoG IT hardware price alert

Our panel suppliers notified us that IT hardware manufacturers are set to increase prices.

Price increases are expected to take effect from Monday, 1 December 2025.

This is due to a global shortage of DDR5 memory modules and SSD storage components. These

are widely used in laptops, desktops, and workstations.

The shortage is driven by surging demand from AI data centres worldwide, which are consuming significant amounts of memory and storage. These shortages and price pressures are likely to persist throughout 2026 if the demand for AI infrastructure continues to grow.

We will continue to monitor the situation closely and keep you informed of any changes in collaboration with our panel suppliers.

AoG Travel management services update service level agreements

The Travel team has worked with providers on the AoG Travel management services contract to refresh the Service Level Agreements (SLAs) for participating agencies.

These amendments provide agencies with more robust data on the panel providers performance, with metrics that are more representative of good service. A new feature is the inclusion of the providers' Net Promotor Score, typically interpreted as an indicator of customer loyalty.

SLA data will be published quarterly. The latest results can be viewed on our website.

[Service level agreement results for travel management services](#)

A big 'thank you' to our panel of providers, and agencies who contributed to this work.

Workplace and classroom furniture contract renewal

The Workplace and Classroom Furniture contract has been renewed, extending the contract to 17 February 2029.

The contract has a panel of 11 suppliers covering workplace and classroom furniture and related services including: seating, tables, workstation accessories, furniture maintenance, repair, refurbishment, planning and design, and delivery.

On average, agencies can save 10% on workplace furniture and 16% on classroom furniture by joining this contract. There is currently no administration fee charged on this contract.

If you'd like to find out more about workplace and classroom furniture services visit our website or [email us](#).

[Workplace and classroom furniture | New Zealand Government Procurement](#)

Motor vehicles - Mercedes Benz vans update

Mercedes-Benz New Zealand has approached us for consent to transfer its contractual obligations for the sale of vans.

We've considered their request and conducted due diligence. We've decided to decline consent at this time due to elevated supply assurance risks. This means Mercedes-Benz vans will be removed from the catalogue from 1 December 2025.

We understand this reduces van options under the catalogue and would like to assure you we're working to minimise the impact of this decision. Mercedes-Benz New Zealand continues as a panel member for their range of other products.

For more information on this change [contact the team](#).



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PO Box 1473 Wellington 6140

[Privacy](#)

Fwd: Every Day Matters - Upcoming Term 4 2025 Reports

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

Wed, Dec 3, 2025 at 12:32 PM

Inwards for the board...

"Riwaka 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: **Every Day Matters** <everydaymatters@education.govt.nz>
Date: Wed, Dec 3, 2025 at 11:58 AM
Subject: Every Day Matters - Upcoming Term 4 2025 Reports
To: adele.lidgard@riwaka.school.nz <adele.lidgard@riwaka.school.nz>

Kia ora Riwaka School,

At the end of term, we will generate your provisional Every Day Matters reports based on the attendance data we have received. The report is expected to be released on Monday 22 December following the final day of Term 4.

With regard to recording attendance during strike or partial strike action, please refer to the advice on the New Zealand School Boards Association website [here](#). If your school closed or partially closed while removing asbestos-containing material, please refer to the attendance advice provided in the 21/11/2025 School Bulletin [here](#).

If we detect any issues with your data, we will email you a *Data Quality report*. This will help you identify and correct any errors in your data, before re-submitting it. Data quality reports may be sent during the term break.

Final Every Day Matters report will be released during the Term break on *Monday 19 January*. So that this final report can capture any changes you'd like to make, please ensure your updates have been made before then. Please note that **if you need to update attendance records from more than a few weeks ago**, you will need to submit a manual 'corrections file'. We will also accept a corrections file to amend your Term 4 attendance and Every Day Matters report in the early weeks of Term 1 2026.

We also please ask that **if you are in the process of changing SMS** provider, that you please ensure any *pre-recorded* attendance is removed from your old SMS before you start recording attendance data in your new SMS.

More information on daily attendance reporting, including the revised attendance codes can be found on the Ministry of Education website [here](#), for more detailed information and seminars on attendance codes, please see [here](#). Further answers to common questions are Education Counts [here](#).

Thanks once again for your support. If you have any questions about your attendance data, please feel free to contact us at everydaymatters@education.govt.nz.

Ngā mihi nui

Every Day Matters

Te Pae Aronui, Data & Insights | Te Mahau

National Office

1 The Terrace

education.govt.nz

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



Te Mahau

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Fwd: Office of Hon Erica Stanford | 5YA Funding Announcement

1 message

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

Wed, Dec 10, 2025 at 11:06 AM

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

Cc: Tim Norman <tim-schoolboard@riwaka.school.nz>, Morag Ingram <morag-schoolboard@riwaka.school.nz>

Great inwards correspondence - property money increases are always welcome!

"Riwaka 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: **Erica Stanford (MIN)** <E.Stanford@ministers.govt.nz>

Date: Wed, Dec 10, 2025 at 8:15 AM

Subject: Office of Hon Erica Stanford | 5YA Funding Announcement

To: Erica Stanford (MIN) <E.Stanford@ministers.govt.nz>

Kia ora,

As we come towards the end of the year, I wanted to share some good news about the future of school property maintenance.

Many of you have raised with me that 5YA funding is not sufficient. We have heard your concerns and I'm pleased to announce that we are increasing 5YA maintenance funding for the first time since 2010. We want you and your board to have greater certainty and flexibility to plan your property effectively so more students benefit from safe, warm and dry classrooms.

From July 2026, the base rate will rise by **50 percent** – from \$30 per square metre to **\$45 per square metre**.

In our ongoing work with the Rural Schools Association we are aware of the unique challenges smaller schools face. That's why the minimum 5YA allocation for small schools will double, from \$45,000 to \$90,000.

The first group of 450 schools will receive increased allocations from 1 July 2026. Doubling the minimum allocation is particularly significant for the smallest schools, 24 schools will double their existing funding in the first year.

Each year 20 per cent of schools receive their new 5YA budget. Over the next 5 years all schools will receive the 50 per cent uplift as their new budget lands.

This investment will support planning and deliver larger essential upgrades and modernisation over the long term. The Ministry will be providing a 5YA letter and detailed breakdown for schools entering the 5YA cycle from 1 July 2026.

This package builds on the \$58 million investment we announced in September where schools could apply to fund small projects. I'm pleased to report more than 2,400 state and state integrated schools have been paid their one-off grant to help fast-track much-needed property maintenance - like painting buildings, fixing windows and doors, and trimming old trees over summer. Thank you to those of you who have shared feedback on the positive impact this will have on your school.

Feel free to forward this email to your staff.

Ngā mihi nui,

Erica Stanford

Minister of Education



Office of Hon Erica Stanford

MP for East Coast Bays

Minister of Education

Minister of Immigration

Lead Coordination Minister for the Government's Response to the Royal Commission's Report into Historical Abuse in State Care and in the Care of Faith-based Institutions

Website: www.Beehive.govt.nz

Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

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Fwd: Focus on Procurement - December 2025

1 message

Riwaka School office <office@riwaka.school.nz>

Thu, Dec 11, 2025 at 3:16 PM

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

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

From: **New Zealand Government Procurement** <Communications@md.procurement.govt.nz>

Date: Thu, 11 Dec 2025 at 14:33

Subject: Focus on Procurement - December 2025

To: <office@riwaka.school.nz>



December 2025

Keep up to date with conversations that are happening across the public sector that focus on procurement. We welcome your feedback and suggestions for stories to include in upcoming editions.

- [Christmas message from General Manager Michael Alp](#)
- [Procuring Christmas magic](#)
- [Journeys with GETS: New Zealand Maritime School \(NZMS\) has used GETS to deliver a state-of-the-art firefighting training facility](#)
- [The Focus on People in Procurement Q and A Interviews with Alyssa Currie, Acting Manager, Procurement and Contracts, Pharmac, and Seán Barnes, Commercial Procurement Leader, New Zealand Government Procurement](#)
- [Lifting people up and giving them a 'why' – a feature on The Department of Corrections, Ara Poutama Aotearoa procurement team's Tikanga Māori Motivational Programme](#)
- [Karen English on winning Te Tohu Ratonga Tūmatanui – The New Zealand Public Service Medal](#)

- [Reframing the Dunedin Hospital job and skills hub](#)
- [Government Procurement Insights 2024/25](#)
- [Procurement Capability Index \(PCI\) reporting for 2025](#)
- [Understanding New Zealand's Procurement Workforce: Insights from the 2025 Survey](#)
- [Shifting to the new Government Procurement Rules](#)
- [Events](#)
- [Notices](#)

Kia tau te aroha mo te wā, best wishes for the season!

As the year-end draws near, I'm personally celebrating settling into my role as GM of New Zealand Government Procurement. I'm celebrating in part, because of the amazing people I've been able to meet in this role during the last 6 months, including many of you.

At nearly every meeting or conference I've attended, people are seeking strengthened links within their organisations, with business contacts, exploring the best use of data and new technologies, and looking for efficiencies.

Two of our big projects, delivered in 2025, herald change and will tick many of our collective boxes. Recently launched Procure Connect is a virtual commercial centre for businesses who want to work with government. The platform offers standard best practice, built-in flexibility, security, data insights and greater efficiencies so we're keen to move as fast as we can in 2026 to share more of its benefits with you.

In October, the Minister for Economic Growth launched the 5th edition of the Government Procurement Rules. The new Rules reflect the Government's expectations that public money is spent responsibly, efficiently, delivers public services effectively, as well as supporting New Zealand businesses. Feedback we had from users of the Rules helped shape this edition and the feedback we've had since October has been incredibly positive.

For now, though I thank you all. Please reach out if we can assist you – or you think you can assist the wider procurement community. We all survive or thrive under the same skies. Have a wonderful summer break, all the best to you and yours. I look forward to the journey next year.

Noho ora mai,

Michael Alp, General Manager NZGP

Procuring Christmas magic

We bring you 3 stories of procurement bringing the sparkle to Christmas.

[Procuring Christmas in a box | New Zealand Government Procurement](#)

[Supplier relationships key to biggest Christmas parade in the largest Pacific city | New Zealand Government Procurement](#)

[Procurement keeps Christmas running in Palmerston North | New Zealand Government Procurement](#)

Caption: Santa's Cave exhibit at Te Manawa Museum in Palmerston North. Photo: Te Manawa Museum Trust



Journeys with GETS

This is a series of in-depth stories into fascinating projects on GETS.

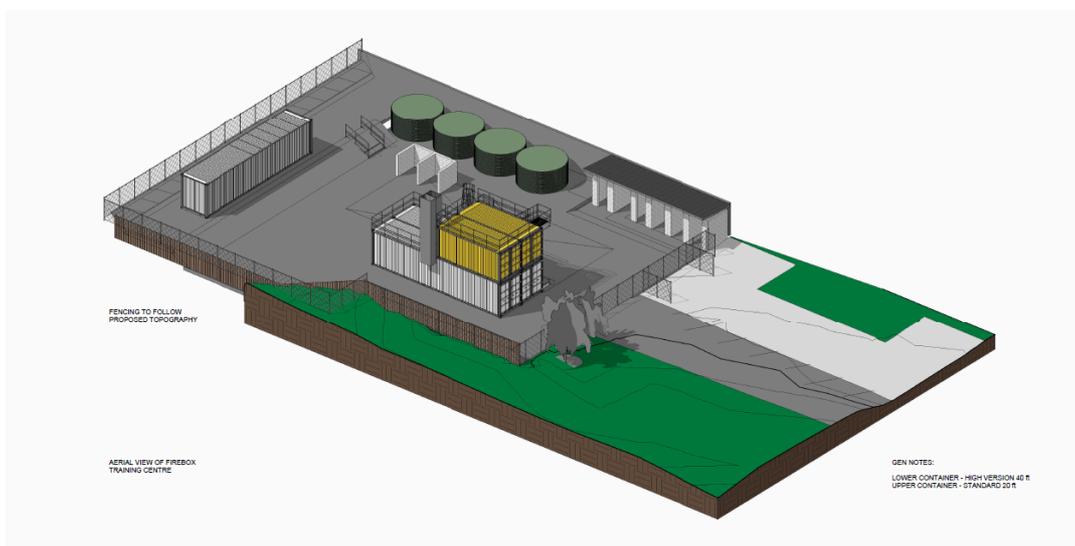
New Zealand Maritime School (NZMS) has used GETS to deliver a state-of-the-art firefighting training facility.

NZMS is owned and operated by MIT which from next year will join together with Unitec to become the country's largest on campus provider of vocational training.

Unitec and MIT Operations General Manager Dan Brady says GETS was incredibly useful for the project, the creation of a vital facility for learners entering the marine and maritime industries.

[Procuring training facilities to fight fires at sea | New Zealand Government Procurement](#)

Caption: Dimensional view of the fire training facility to be built in Auckland. Image: Supplied



The Focus on People in Procurement Q and A: Alyssa Currie and Seán Barnes

Alyssa Currie is the Acting Manager, Procurement and Contracts at Pharmac. She walks us through the intricate world of procurement in the country's drug buying agency. She touches on what led them to Pharmac, how procurement inside the agency responds when there is a shortage of medication, and what her view is on New Zealand's greatest contribution to procurement.

[Focus on Procurement interviews Alyssa Currie, Acting Manager, Procurement and Contracts, Pharmac | New Zealand Government Procurement](#)

Photo: Alyssa Currie. Photo: Supplied



And Seán talks about social procurement, helping to shift people’s mindsets, and the growing recognition that the procurement community is the critical function to address challenges like modern slavery.

[Focus on Procurement – NZGP commercial procurement leader Seán Barnes | New Zealand Government Procurement](#)

Photo: Seán Barnes: Photo: Supplied



Lifting people up and giving them a “why” brings in awards

Putting people first in the design of a complex procurement programme landed two of the biggest procurement prizes available in the Southern Hemisphere.

[Lifting people up and giving them a "why" brings in awards | New Zealand Government Procurement](#)

Photo: Left to right Tod Cooper, Emma Morrow, Charlotte Payne and Conan Manaena at the awards night that saw the Ara Poutama Aotearoa, Department of Corrections procurement team win the Best Collaborative Teamwork Project and Project of the Year at the awards.

Photo: Supplied



Karen English on winning the Te Tohu Ratonga Tūmatanui public service medal

Karen talks about her life and journey into procurement and some of the toughest negotiation rooms in the world.

[Karen English on winning the Te Tohu Ratonga Tūmatanui public service medal | New Zealand Government Procurement](#)

Reframing the Dunedin Hospital job and skills hub – case study

NZGP helped Workforce Central Dunedin (WFCD) to pivot from being solely reliant on government funding to broadening its revenue streams and drive towards business sustainability.

[New Dunedin Hospital job and skills hub – case study | New Zealand Government Procurement](#)

Government Procurement Insights 2024/25

We've published the latest government procurement insights for the 2024/25 financial year. We saw an increase in the number of agencies and schools using AoG contracts with more suppliers delivering goods and services to these government agencies.

Over 3,700 tenders were advertised in FY24/25 with 70% of these tenders advertised for a specific region.

[Government procurement insights | New Zealand Government Procurement](#)

Procurement Capability Index (PCI) reporting for 2025

The PCI is designed to assess procurement capability across a range of areas such as governance, strategy, planning, sourcing and management.

The PCI is due on 2 March 2026. The Survey Link was emailed to your contact person on 3 November 2025. You can prepare for your PCI by reviewing the questions and information via the link below.

Even non-mandated agencies can complete the PCI. By doing so, you'll be able to evaluate procurement capability against your peers, and use the results to support decision making within your agency/organisation.

If you've got any questions about your PCI, [email us](#).

[Procurement capability index](#)

Understanding New Zealand's Procurement Workforce: Insights from the 2025 Survey

Earlier this year we ran our first-ever Procurement Workforce Survey. The initiative was designed to build a clearer picture of the people working in procurement across the public sector: how they enter the profession, what skills they need, and the challenges they face.

[Understanding New Zealand's procurement workforce — Insights from the 2025 survey | New Zealand Government Procurement](#)

Shifting to the new Government Procurement Rules

We're regularly updating our website with new information and resources to help agencies transition to the new Government Procurement Rules. Latest updates include information on Rule 8 reporting.

[Shifting to the new Government Procurement Rules | New Zealand Government Procurement](#)

Economic benefit fields now in GETS

Government agencies are now able to report information about the economic benefits their procurement activities bring to the New Zealand economy. This automatically supports requirements in Rule 8 of the latest Government Procurement Rules.

[Economic benefit fields now in GETS | New Zealand Government Procurement](#)

Events

World Commerce & Contracting (WCC) – Closing the procurement value gap: how to recover lost value in contracts

Online

January 12

[Closing the Procurement Value Gap: How to Recover Lost Value in Contracts : WorldCC](#)

WCC 2026: one discipline, infinite impact

Online

January 15

[2026: One Discipline, Infinite Impact : WorldCC](#)

WCC: The power of inspiration – Launching the 2026 inspiring women cohort

Online

January 22

[The Power of Inspiration: Launching the 2026 Inspiring Women Cohort : WorldCC](#)

WCC: Closing the gap – How SMEs are using AI to gain competitive edge

Online

January 26

[Closing the Gap: How SMEs Are Using AI to Gain Competitive Edge : WorldCC](#)

CIPS Sustainable procurement

Online

January 27 – 28

[Sustainable Procurement - UK : 27 - 28 January 2026](#)

Notices

Entries are open for the CIPS ANZ Excellence in Procurement and Supply Awards 2026

Please use this link to find out more about how to enter:

[CIPS ANZ Excellence in Procurement & Supply Awards 2026](#)

A word from your editor

Thank you so much for reading Focus on Procurement. We appreciate hearing from you and what you'd like to read here so please send your comments to procurement@mbie.govt.nz. If you've enjoyed reading this month's publication, please feel free to share it with your hoamahi and encourage them to sign up for it.



Te Kāwanatanga o Aotearoa
New Zealand Government

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PO Box 1473 Wellington 6140

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Fwd: 5YA Funding – Three Year Budget Review

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

Mon, Dec 15, 2025 at 4:39 PM

Inwards correspondence

Sent from my iPhone

Begin forwarded message:

From: Southern Property <Southern.Property@education.govt.nz>
Date: 15 December 2025 at 4:19:24 PM NZDT
To: adele.lidgard@riwaka.school.nz, office@riwaka.school.nz
Cc: Glen Holland <Glen.Holland@education.govt.nz>
Subject: 5YA Funding – Three Year Budget Review

[UNCLASSIFIED]

Kia ora,

On 1 July 2022 your school was allocated a Five-Year Agreement (5YA) budget.

As you are now in year three of the five-year cycle, the Ministry has reviewed your 5YA budget, considering any changes in school roll and building size.

Please find information about this review attached.

Ngā mihi,

Southern Property

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

[<image001.png>](#)

DISCLAIMER:

This email and any attachments may contain information that is confidential and subject to legal privilege. If you are not the intended recipient, any use, dissemination, distribution or duplication of this email and attachments is prohibited. If you have received this email in error please notify the author immediately and erase all copies of the email and attachments. The Ministry of Education accepts no responsibility for changes made to this message or attachments after transmission from the Ministry.

<3217 - Riwaka School.pdf>

Fwd: Confirming your insurance cover - Riwaka School (01G24)

1 message

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

26 January 2026 at 04:21

Please put this into Inwards for Board

"Riwaka 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: **Maria Haverfield** <Maria.Haverfield@ajg.co.nz>
Date: Thu, Oct 30, 2025 at 9:27 AM
Subject: Confirming your insurance cover - Riwaka School (01G24)
To: principal@riwaka.school.nz <principal@riwaka.school.nz>



We've renewed your insurance

Hello Adele,

I'm pleased to confirm your insurance cover for Riwaka School has been renewed for the period 31/10/2025 to 31/10/2026.

My recommendation

I recommend your cover stays with the Gallagher Schools Insurance Programme because the cover remains appropriate, and it continues to provide comprehensive cover at a competitive price for your school

The liability insurances are underwritten by Vero Liability Insurance Limited; the property insurance and cyber insurance are underwritten by Offshore Market Placements Limited

(OMPL) which is a specialist underwriter on behalf of Lloyds and the motor vehicle insurance is underwritten by Ando Insurance Group Limited. OMPL is a related company of Gallagher.

What you're covered for

The attached policy schedule details what you're covered for, sums insured, excesses and other important information.

Please check this information carefully to make sure the details are correct and contact me if you have any questions.

The schedule should be read together with the policy wording (your insurance contract). To view the policy wording, visit ajg.co.nz/policy and enter the wording code from your attached policy schedule (found in the policy details section) into the search box.

Warranties and other conditions

There are specific terms or conditions that apply to your cover. In particular I want to draw your attention to:

- **Unmanned Aerial Vehicles/Remotely Piloted Aerial Systems/Drones Endorsement; Communicable Diseases Exclusion:** Details about them are included in the Liability policy schedule.

Please make sure you understand these warranties or conditions because if you don't comply with them, it may affect your ability to make a claim

We're here for you when you have a claim

As claims experts, we do our utmost to get your claim sorted as fast and fuss-free as possible. To make sure things are put right for you, we're ready to advocate with the insurer on your behalf, using our specialist claims expertise and long-standing insurer relationships.

For general insurance claims, please call 0800 252 461 or email claims.team@ajg.co.nz. For more information on our claims process visit ajg.co.nz/claims.

Paying your invoice

Your invoice is attached so please pay 14/11/2025.

Our product providers

When arranging insurance for our clients, we deal with insurers which provide products via insurance brokers. These are listed in our [terms of business and important disclosure information](#).

CHECKLIST

- Check your policy schedules
- Please pay your invoice in full by 14/11/2025

ATTACHMENTS

- Your policy schedule and invoice

Thank you for choosing Gallagher Schools Programme

Thank you for choosing Gallagher to protect your school. We look forward to assisting you again over the coming year.

Kind regards, Maria



Maria Haverfield NZCFS Level 5
Broker - Commercial



Gallagher 9 McGlashen Ave, Richmond, Nelson 7020
+64 3 543 9855 | +64 27 276 1351
maria.haverfield@ajg.co.nz | ajg.co.nz



The information in this message and in any attachments may be confidential. If you are not the intended recipient of this message, you must not read, forward, print, copy, disclose, or use in any way the information this message or any attachment contains. If you are not the intended recipient, please notify the sender immediately and delete or destroy all copies of this message and any attachments.

2 attachments



RIWAKASCHOOL_Client Invoice_CLN21101G24_I04785041_1081438019.pdf
140K



RIWAKASCHOOL_Policy Schedule_CLN21101G24_I04785041_1081438019.pdf
658K

Tax Invoice

Riwaka School
20 School Road
RD 3
Motueka 7198

Cover Reference: 1081438 / 019
Effective Date: 31/10/2025
Invoice Date: 23/10/2025
Invoice Number: I04785041
GST Number: 87-749-657

SUMMARY

Transaction Description

2025-2026 Renewal Schools Package

Amount Due	\$3,390.93
Company Earthquake	\$1,619.20
Fire and Emergency Levy	\$250.35
NHI Levies	
Subtotal	\$5,260.48
GST	\$789.07
TOTAL DUE (NZD)	\$6,049.55

Payment is due within 14 days of invoice date.

In accordance with your instructions, we have arranged placement of your insurance as detailed in the attached documents. The Amount Due may include office charges and commission as previously advised. Our Arrangements with insurers with whom your insurance is placed allow us to earn investment income from handling premiums in accordance with the Insurance Intermediaries Act 1984.

PAYING YOUR BILL



DIRECT

Please pay:
Payee: Arthur J. Gallagher & Co (NZ) Limited
Account: NZD 01 1839 0159564 00.

To easily match our records with your payment, please include:

Particulars: 01G24
Code: I04785041
Reference: RIWAKASCHOOL



CREDIT CARD

Paying your insurance bill by credit card is simple, easy, and secure.

Visit ajg.co.nz/pay-online to make a payment using Visa or Mastercard. Please note, a 1% fee applies to all credit card payments.



REGULAR PAYMENTS PLAN

Pay your bill in instalments with our regular payments plan offered by Monument Premium Funding. Interest, administration fees, and terms and conditions apply. Speak with your broker for more information or visit ajg.co.nz/pay-online/pay-monthly.

INVOICE DETAILS

Reference	Description	Invoice Amount (incl GST)
1081438 / 019	Schools Asset	\$1,149.71
1081438 / 019	Schools Liability	\$1,158.05
1081438 / 019	Business Interruption	\$521.18
1081438 / 019	Schools Contents	\$3,220.61

CLIENT REFERENCE: 211-01G24
BROKER: Maria Haverfield

Certificate of Schools Overcode Property Insurance

Material Damage

This schedule forms part of your Policy Wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

This Insurance is underwritten by certain Underwriters at Lloyd's, London.

This Certificate is issued by the Coverholder identified within this Certificate in accordance with the authorisation granted to the Coverholder under the Binding Authority Agreement with the Unique Market Reference stated within this Certificate.

You or your representative can obtain further details of the Lloyd's syndicate numbers and the proportions of this Insurance for which each of the Underwriters at Lloyd's is liable by requesting them from the Coverholder. In the event of loss, each Underwriter (and their Executors and Administrators) is only liable for their own share of the loss.

You should read this Certificate carefully and if it is not correct contact the Coverholder. It is an important document and you should keep it in a safe place with all other documentation relating to this Insurance.

This Certificate confirms that in return for payment of the premium as agreed, the Insurer's named in the Policy Schedule have agreed to insure the Insured named in the Policy Schedule, in accordance with the policy wording specified in the Policy Schedule and any endorsement attaching to this policy.

POLICY SCHEDULE

THE INSURED	CLIENT NO.	COVER NO.
Riwaka School and/or their Boards of Trustees and/or any other designated party, for their respective rights and interests.	01G24	1081438
THE INSURER	% OF COVER	INSURER POLICY NO.
Certain Underwriters at Lloyd's led by: Tokio Marine Kiln Syndicates Limited, Syndicate 510 Lloyd's Unique Market Reference B1262BW0083725	100	
PERIOD OF INSURANCE	From 31/10/2025 to 31/10/2026 at 4:00pm; Local Standard Time	
TERRITORIAL LIMITS	Anywhere in New Zealand	

MATERIAL DAMAGE

Location	School Road Riwaka 7198	
Playground playing structures and associated playing equipment fixed outdoors	Reinstatement Value	\$100,000
Other structures (less than \$20,000 any one item)	Reinstatement Value	\$10,000
Other site improvements	Reinstatement Value	\$150,000

Total Material Damage Sum Insured

\$260,000

POLICY DETAILS

Policy Wording Gallagher OMPL Tomorrow's Schools Material Damage (Overcode Property) policy October 2025

To obtain a copy of this policy wording please visit www.ajg.co.nz/policy-documents and enter the following code in the search engine OPSCH1025.

Standard Material Damage Policy Clauses

MD01 Acts of Civil Authorities	Included
MD02 Alternative Residential Accommodation	Included
MD03 Asbestos	Included
MD04 Buildings Third Party Usage	\$2,000,000
MD05 Capital Additions	\$100,000
MD06 Change of Temperature	Included
MD07 Claims Assessment	Included
MD08 Club or Committee Property	Included
MD09 Contractual Value	Included
MD10 Currency	Included
MD11 Designation of Property	Included
MD12 Electrical Damage	\$10,000
MD13 Excess	Included
MD14 Expediting Costs	Included
MD15 General Average	Included
MD16 Glass and Sanitary Fixtures owned by the Crown	\$50,000
MD17 Goods and Services Tax (GST)	Included
MD18 Gradual Damage	\$10,000
MD19 Hazardous Substance Emergency Charges	\$50,000
MD20 Hazardous Substance Emergency Expenses	Included
MD21 Keys and Locks	Included
MD22 Landslip and Subsidence	\$500,000
MD23 Other Interests	Included
MD24 Other Premises Storage	Included
MD25 Professional Fees	Included
MD26 Property in the Care Custody or Control of the Insured	Included
MD27 Property in the Course of Construction	\$250,000
MD28 Property Sold	Included
MD29 Protection Costs	Included
MD30 Redundant Plant	Included
MD31 Reinstatement of Amount of Insurance	Included
MD32 Reinstatement Memorandum	Included
MD33 Removal of Debris	Included
MD34 Repair or Reinstatement by Insured	Included
MD35 Reservoirs, Tunnels and Bridges	\$100,000
MD36 Residential Property - Natural Disaster Damage	Included
MD37 Rewards	Included
MD38 Smoke Damage	Included
MD39 Sustainable Rebuilding Costs	Included
MD40 Temporary Removal	Included
MD41 Theft	Included

MD42 Transit of Property	\$20,000
MD43 Undamaged Foundations	Included
MD44 Unharmful Property	Included

Optional Material Damage Policy Clauses

MD45 Buildings 100% Owned by the Crown	Excluded
MD46 Constructive Loss	Excluded
MD47 Machinery Breakdown	Excluded
MD48 Pressure Vessel Clause	Excluded

ENDORSEMENTS AND / OR CLAUSES

Nil

DEDUCTIBLES / EXCESSES

Primary Schools

Burglary/Malicious Damage/Vandalism	\$1,000
Additional Burglary excess if a monitored intruder alarm is not installed and operational in a building subjected to Burglary Theft (Clause MD41)	\$500
	\$1,500

Secondary and Other Schools

Burglary/Malicious Damage/Vandalism	\$1,000
Additional Burglary excess if a monitored intruder alarm is not installed and operational in a building subjected to Burglary Theft (Clause MD41)	\$1,000
	\$2,000

All Schools

Any loss for which no other Excess is shown	\$500
Keys & Locks (Clause MD21)	\$1,000

Natural Disaster (Earthquake, volcanic activity, hydrothermal activity, subterranean fire, tsunami, geothermal activity, or fire caused by any of these):

The Regions of Northland, Auckland and the Districts of Dunedin City and Clutha:	1% of the Location Sum Insured, subject to a minimum of \$1,000
The District of Christchurch City for buildings constructed post 2004 and any Insured Property located in them:	1% of the Location Sum Insured, subject to a minimum of \$1,000
The Region of Wellington:	5% of the Location Sum Insured, subject to a minimum of \$5,000
In all Regions for buildings constructed prior to 1935 and any Insured Property located in them:	10% of the Location Sum Insured, subject to a minimum of \$10,000
The Rest of New Zealand:	2.5% of the Location Sum Insured, subject to a minimum of \$2,500

The Natural Disaster Excess applies to the combined Material Damage and Business Interruption loss from any one event at each Common Location. Where the Insured Property is residential property covered by Natural Hazards Cover under the Natural Hazards Insurance Act, the amount of the Natural Disaster excess is reduced by the amount of the payment from the Natural Hazards Commission.

Location Sum Insured - for the application of the Natural Disaster Excess this means the total Insured Property Sum Insured for Natural Disaster at each Common Location.

Common Location - means a common physical location where the Insured Property is linked to achieve a common business purpose at that location.

Regions - means the areas of land in the Regions and Districts as defined in the Local Government New Zealand (LGNZ) Regional and Districts boundaries map.

LAW AND JURISDICTION

Law and Jurisdiction applicable to the contract (being the law which will be used to determine a dispute relating to this insurance policy and the territory in which any dispute relating to this insurance policy will be heard):

New Zealand

PREMIUM / TAXES

Refer to the invoice issued by **Arthur J. Gallagher & Co (NZ) Limited**

CONTACT

In the event that you wish to make a claim or if you have an enquiry in respect of your insurance, please contact your broker:

ARTHUR J. GALLAGHER & CO (NZ) LIMITED

Website: www.ajg.co.nz

AUTHORISED SIGNATORY

Dated: 23 October 2025

Signed by:
Matthew Park



Coverholder

Name and address of the Coverholder:

ARTHUR J. GALLAGHER & CO (NZ) LIMITED

Level 4, 100 Beaumont Street, Auckland

New Zealand

This Certificate is only valid if it bears the signature of the Coverholder, on behalf of certain Underwriters at Lloyd's

INSURER RATINGS

Insurer	Cover (%)	Rating	Agency
Certain Underwriters at Lloyd's (B1262BW0083725) led by Tokio Marine Kiln Syndicates Limited, Syndicate 510	100	AA-	S&P

The Standard & Poor's (S&P) Insurer financial strength rating scale is:

AAA	(Extremely Strong)	BBB	(Good)	CCC	(Very Weak)
AA	(Very Strong)	BB	(Marginal)	CC	(Extremely Weak)
A	(Strong)	B	(Weak)	NR	(Not Rated)
				R	(Regulatory Supervision)

Note: The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The ratings scale above is in summary form. The full version of this rating scale can be obtained from the Standard and Poor's website.

Lloyd's Underwriters are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

CLIENT REFERENCE: 211-01G24
BROKER: Maria Haverfield

Schools Contents Insurance

Material Damage

This is an outline of cover for your school. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

THE INSURED	CLIENT NO.	COVER NO.
Riwaka School and/or their Boards of Trustees and/or any other designated party, for their respective rights and interests	211-01G24	1081438-019-04
THE INSURER	% OF COVER	INSURER POLICY NO.
Certain Underwriters at Lloyd's led by: Tokio Marine Kiln Syndicates Limited, Syndicate 510 Lloyd's Unique Market Reference B1262BW0083725	100	1190710
PERIOD OF INSURANCE	From 31/10/2025 to 31/10/2026 at 4:00pm; Local Standard Time	
TERRITORIAL LIMITS	Anywhere in New Zealand	

CONTENTS INSURANCE FOR YOUR SCHOOL

Location School Road Riwaka 7198

Schedule of Insured Property

Insured Property	Basis of Settlement	Sum Insured
Contents including Stock	Reinstatement Value for Contents and Indemnity Value for Stock	\$600,000

Please note:

- The Contents of all State schools insured by the Insurer are included under one insurance policy.
- The sum insured for Loss or Damage caused by fire including fire following Natural Disaster is subject to a limit of \$60,000,000 any one event and in the aggregate during the Period of Insurance for all claims from all participating schools insured under the policy.

If a claim resulting from fire is made by any of the Insureds that, if paid in full, would result in the limit of \$60,000,000 being exceeded (when aggregated with prior claims made by any of the Insureds), then that claim (or part thereof) will only be met to the extent that it does not cause the sum insured to be exceeded.

POLICY DETAILS

Policy Wording Gallagher OMPL Tomorrow's Schools Material Damage (Contents) policy October 2025

To obtain a copy of the policy Schedule and policy wording, please visit www.ajg.co.nz/policy-documents and enter the following code in the search engine CNSCH1025.

Standard Material Damage Policy Clauses	Limit
MD01 Acts of Civil Authorities	Included
MD02 Capital Additions	\$100,000
MD03 Change of Temperature	Included
MD04 Claims Assessment	Included
MD05 Club or Committee Property	Included
MD06 Contractual Value	Included
MD07 Currency	Included
MD08 Designation of Property	Included
MD09 Electrical Damage	\$10,000
MD10 Excess	Included
MD11 Expediting Costs	Included
MD12 General Average	Included
MD13 Glass and Sanitary Fixtures owned by the Crown	\$50,000
MD14 Goods and Services Tax (GST)	Included
MD15 Gradual Damage	\$10,000
MD16 Hazardous Substance Emergency Charges	\$50,000
MD17 Hazardous Substance Emergency Expenses	Included
MD18 Keys and Locks	Included
MD19 Landslip and Subsidence	\$500,000
MD20 Livestock	\$5,000
MD21 Money	
Section A	\$20,000
Section A during the first 7 days of recognised periods of school fees collection	\$50,000
Section B	\$5,000
Section B 72 hour period from the commencement of a fair or fundraising activity	\$15,000
MD22 Other Interests	Included
MD23 Other Premises Storage	Included
MD24 Personal Effects	Included
MD25 Professional Fees	Included
MD26 Property in the Care Custody or Control of The Insured	Included
MD27 Property in the Course of Construction	\$250,000
MD28 Protection Costs	Included
MD29 Records, Art and Student's Work	Included
MD30 Redundant Plant	Included
MD31 Redundant Stock	Included
MD32 Reinstatement Memorandum	Included
MD33 Removal of Debris	Included
MD34 Repair or Reinstatement by Insured	Included
MD35 Restoration and Reproduction Costs	Included
MD36 Rewards	Included
MD37 Smoke Damage	Included
MD38 Spoilage	\$10,000
MD39 Temporary Removal	Included
MD40 Theft	Included
MD41 Transit of Property	\$20,000
MD42 Unharmful Property	Included
MD43 Unmanned Aerial Vehicles (UAVs) - per vehicle including attached accessories and associated control systems	\$5,000
MD44 Watercraft	Included
Optional Material Damage Policy Clauses	
MD45 Computer Breakdown	

(a) Loss or Damage to computer or electronic control equipment	\$20,000
(b) Loss or Damage to computer system records	\$10,000
MD46 Constructive Loss	Excluded
MD47 Machinery Breakdown	Excluded
MD48 Pressure Vessel Clause	Excluded

ENDORSEMENTS AND / OR CLAUSES

Nil

DEDUCTIBLES / EXCESSES

Primary Schools

Burglary/Malicious Damage/Vandalism	\$1,000
Additional Burglary excess if a monitored intruder alarm is not installed and operational in a building subjected to Burglary Theft (Clause MD40)	\$500
	\$1,500

Secondary and Other Schools

Burglary/Malicious Damage/Vandalism	\$1,000
Additional Burglary excess if a monitored intruder alarm is not installed and operational in a building subjected to Burglary Theft (Clause MD40)	\$1,000
	\$2,000

All Schools

Any loss for which no other Excess is shown	\$500
Accidental damage (excluding damage resulting directly or indirectly from fire, weather perils, Natural Disaster, Burglary, theft or malicious damage) to handheld electronic equipment and laptops	\$150 per item
Keys & Locks (Clause MD18)	\$1,000

Natural Disaster (Earthquake, volcanic activity, hydrothermal activity, subterranean fire, tsunami, geothermal activity, or fire caused by any of these):

The Regions of Northland, Auckland and the Districts of Dunedin City and Clutha:	1% of the Location Sum Insured, subject to a minimum of \$1,000
The District of Christchurch City for buildings constructed post 2004 and any Insured Property located in them:	1% of the Location Sum Insured, subject to a minimum of \$1,000
The Region of Wellington:	5% of the Location Sum Insured, subject to a minimum of \$5,000
In all Regions for buildings constructed prior to 1935 and any Insured Property located in them:	10% of the Location Sum Insured, subject to a minimum of \$10,000
The Rest of New Zealand:	2.5% of the Location Sum Insured, subject to a minimum of \$2,500

The Natural Disaster Excess applies to the combined Material Damage and Business Interruption loss from any one event at each Common Location. Where the Insured Property is residential property covered by Natural Hazards Cover under the Natural Hazards Insurance Act, the amount of the Natural Disaster excess is reduced by the amount of the payment from the Natural Hazards Commission.

Location Sum Insured – for the application of the Natural Disaster Excess this means the total Insured Property Sum Insured for Natural Disaster at each Common Location.

Common Location – means a common physical location where the Insured Property is linked to achieve a common business purpose at that location.

Regions – mean the areas of land in the Regions and Districts as defined in the Local Government New Zealand (LGNZ) Regional and Districts boundaries map.

LAW AND JURISDICTION

Law and Jurisdiction applicable to the contract (being the law which will be used to determine a dispute relating to this insurance policy and the territory in which any dispute relating to this insurance policy will be heard):

New Zealand

PREMIUM / TAXES

Refer to the invoice issued by **ARTHUR J. GALLAGHER & CO (NZ) LIMITED**.

CONTACT

In the event that you wish to make a claim or if you have an enquiry in respect of your insurance, please contact your broker:

ARTHUR J. GALLAGHER & CO (NZ) LIMITED

Website: www.ajg.co.nz

AUTHORISED SIGNATORY

Dated: 23 October 2025

Signed by:
Matthew Park



Coverholder

Name and address of the Coverholder:
ARTHUR J. GALLAGHER & CO (NZ) LIMITED
Level 4, 100 Beaumont Street, Auckland
New Zealand

This Certificate is only valid if it bears the signature of the Coverholder, on behalf of certain Underwriters at Lloyd's

INSURER RATINGS

Insurer	Cover (%)	Rating	Agency
Certain Underwriters at Lloyd's (B1262BW0083725) led by Tokio Marine Kiln Syndicates Limited, Syndicate 510	100	AA-	S&P

The Standard & Poor's (S&P) Insurer financial strength rating scale is:

AAA	(Extremely Strong)	BBB	(Good)	CCC	(Very Weak)
AA	(Very Strong)	BB	(Marginal)	CC	(Extremely Weak)
A	(Strong)	B	(Weak)	NR	(Not Rated)
				R	(Regulatory Supervision)

Note: The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The ratings scale above is in summary form. The full version of this rating scale can be obtained from the Standard and Poor's website.

Lloyd's Underwriters are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

CLIENT REFERENCE: 211-01G24
BROKER: Maria Haverfield

Certificate of Schools Business Interruption Insurance

Business Interruption

This schedule forms part of your Policy Wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

This Insurance is underwritten by certain Underwriters at Lloyd's, London.

This Certificate is issued by the Coverholder identified within this Certificate in accordance with the authorisation granted to the Coverholder under the Binding Authority Agreement with the Unique Market Reference stated within this Certificate.

You or your representative can obtain further details of the Lloyd's syndicate numbers and the proportions of this Insurance for which each of the Underwriters at Lloyd's is liable by requesting them from the Coverholder. In the event of loss, each Underwriter (and their Executors and Administrators) is only liable for their own share of the loss.

You should read this Certificate carefully and if it is not correct contact the Coverholder. It is an important document and you should keep it in a safe place with all other documentation relating to this Insurance.

This Certificate confirms that in return for payment of the premium as agreed, the Insurer's named in the Policy Schedule have agreed to insure the Insured named in the Policy Schedule, in accordance with the policy wording specified in the Policy Schedule and any endorsement attaching to this policy.

POLICY SCHEDULE

THE INSURED	CLIENT NO.	COVER NO.
Riwaka School and/or their Boards of Trustees and/or any other designated party, for their respective rights and interests	01G24	1081438
THE INSURER	% OF COVER	INSURER POLICY NO.
Certain Underwriters at Lloyd's led by: Tokio Marine Kiln Syndicates Limited, Syndicate 510 Lloyd's Unique Market Reference B1262BW0083725	100	
PERIOD OF INSURANCE	From 31/10/2025 to 31/10/2026 at 4:00pm; Local Standard Time	
TERRITORIAL LIMITS	Anywhere in New Zealand	

BUSINESS INTERRUPTION

Location	School Road Riwaka 7198	
Indemnity Period	12 months	
Item No	Item Insured	Sum Insured
1	Gross Profit	\$0

2	Gross Revenue	\$0
3	Gross Rentals and Management Fees Receivable	\$0
4	Payroll – Dual Basis	\$0
5	Wages	\$0
6	Additional Increased Cost of Working	\$100,000 Except item 6 (d) computer breakdown \$10,000
7	Severance and Redundancy Payments	\$0
8	Accounts Receivable	\$0
9	Goodwill	\$0
10	Claim Preparation Costs	\$20,000
11	Redeployment Expenses	\$0
	Total Business Interruption Sum Insured	\$120,000

POLICY DETAILS

Policy Wording Gallagher OMPL Tomorrow's Schools Business Interruption policy October 2025

To obtain a copy of this policy wording please visit www.ajg.co.nz/policy-wordings and enter the following code in the search engine BISCH1025.

Standard Business Interruption Policy Clauses	Limit
BI01 Accumulated Stocks	Included
BI02 Acts of Civil Authorities	Included
BI03 Adjustment of Premium	Included
BI04 Alternative Index	Included
BI05 Contractual and Legal Commitments	\$100,000
BI06 Customers and / or Suppliers Premises	Included
BI07 Departments	Included
BI08 Deterioration of Undamaged Stock	Included
BI09 Fumes, Gases, and Toxic Chemicals	Included
BI10 New Business	Included
BI11 Prevention of Access	Included
BI12 Provision of Services	Included
BI13 Reduced Margin	Included
BI14 Reinstatement of the Amount of Insurance	Included
BI15 Salvage Sale	Included
BI16 Turnover Elsewhere After Damage	Included

The maximum liability of the Insurer from one or a combination of the following clauses is the lesser of 10% of the Business Interruption sum insured or \$1,000,000.

BI02 Acts of Civil Authorities
BI06 Customers and / or Suppliers Premises
BI09 Fumes, Gases, and Toxic Chemicals
BI11 Prevention of Access
BI12 Provision of Services

ENDORSEMENTS AND / OR CLAUSES

Nil

DEDUCTIBLES / EXCESSES

Any loss for which no Excess is shown:

\$Nil

Natural Disaster:

If loss or damage happens to property insured under the Insured's Material Damage policy the Material Damage Excess applies to the combined Material Damage and Business Interruption loss.

Deferment Periods (The period for which the Insured is not insured. The Indemnity Period commences after the Deferment Period).

The Deferment Period for Item 6 (d) Additional Increased Costs of Working resulting from computer breakdown is 24 hours.

The following clauses have a Deferment Period of 14 days for any loss arising from Natural Disaster:

BI02 Acts of Civil Authorities
BI06 Customers and / or Suppliers Premises
BI09 Fumes, Gases, and Toxic Chemicals
BI11 Prevention of Access
BI12 Provision of Services

The following clauses have a Deferment Period of 24 hours for any loss caused by perils other than Natural Disaster:

BI02 Acts of Civil Authorities
BI06 Customers and / or Suppliers Premises
BI09 Fumes, Gases, and Toxic Chemicals
BI11 Prevention of Access
- Except part (c), Transport routes, ports, airports or railways anywhere in New Zealand, which has a Deferment Period of 48 hours.
BI12 Provision of Services

LAW AND JURISDICTION

Law and Jurisdiction applicable to the contract (being the law which will be used to determine a dispute relating to this insurance policy and the territory in which any dispute relating to this insurance policy will be heard):

New Zealand

PREMIUM / TAXES

Refer to the invoice issued by **Arthur J. Gallagher & Co (NZ) Limited**.

CONTACT

In the event that you wish to make a claim or if you have an enquiry in respect of your insurance, please contact your broker:

ARTHUR J. GALLAGHER & CO (NZ) LIMITED

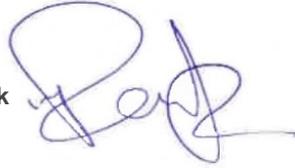
Website: www.ajg.co.nz

AUTHORISED SIGNATORY

Dated: 23 October 2025

Signed by:

Matthew Park



Coverholder

Name and address of the Coverholder:

ARTHUR J. GALLAGHER & CO (NZ) LIMITED

Level 4, 100 Beaumont Street, Auckland

New Zealand

This Certificate is only valid if it bears the signature of the Coverholder, on behalf of certain Underwriters at Lloyd's

INSURER RATINGS

Insurer	Cover (%)	Rating	Agency
Certain Underwriters at Lloyd's (B1262BW0083725) led by Tokio Marine Kiln Syndicates Limited, Syndicate 510	100	AA-	S&P

The Standard & Poor's (S&P) Insurer financial strength rating scale is:

AAA	(Extremely Strong)	BBB	(Good)	CCC	(Very Weak)
AA	(Very Strong)	BB	(Marginal)	CC	(Extremely Weak)
A	(Strong)	B	(Weak)	NR	(Not Rated)
				R	(Regulatory Supervision)

Note: The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The ratings scale above is in summary form. The full version of this rating scale can be obtained from the Standard and Poor's website.

Lloyd's Underwriters are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

CLIENT REFERENCE: 211-01G24
BROKER: Maria Haverfield

Policy Schedule

School Liability

This schedule forms part of your Policy Wording. Please refer to the policy document for the full terms, conditions and exclusions relating to this insurance.

THE INSURED	CLIENT NO.	COVER NO.
Riwaka School	211-01G24	1081438-019-02
THE INSURER	% OF COVER	INSURER POLICY NO.
Vero Liability Insurance Ltd	100	
PERIOD OF INSURANCE	From 31/10/2025 to 31/10/2026 at 4:00pm; Local Standard Time	

POLICY DETAILS

Policy Wording	Schools Liability Policy Wording VL POL SCHOOL 112022
	To obtain a copy of this policy wording visit www.ajg.co.nz/policy-documents and enter the following code in the search engine SCVRL1122.
Roll Number	180

PUBLIC LIABILITY

Limit of Indemnity

Public Liability	Limit any one Occurrence	\$10,000,000
Products Liability	Limit in the aggregate	\$10,000,000
Territory		New Zealand & Australia
Jurisdiction		New Zealand & Australia

Policy Extensions

Advertising Liability	\$1,000,000
Fire Protection Costs	\$1,000,000
Hazardous Substance Emergency	\$1,000,000
Product Recall	\$100,000
Property in Care, Custody or Control	\$500,000
Punitive or Exemplary Damages	\$1,000,000 (\$2m annually)
Unmanned Aerial Vehicles	\$1,000,000
Motor Vehicles Vicarious Liability Extension	\$1,000,000
Watercraft - Rowing Hulls	Included

Endorsement

It is hereby noted and agreed that in respect of this Public Liability section the following applies:

It is a Condition Precedent to Indemnity under this section that in respect of the ownership, operation or use of any unmanned aerial vehicle (UAV), remotely piloted aerial systems (RPAS) or drone, (howsoever called) the following conditions apply:

1. That the UAV, RPAS and/or drone is owned by the Insured School
2. That the UAV, RPAS and/or drone is being used for official school business
3. That all such activity is suitably supervised by a trained and/or experienced operator

For the avoidance of doubt this section will absolutely exclude cover for liability arising out of the ownership, operation or use of any unmanned aerial vehicle (UAV), remotely piloted aerial systems (RPAS) or drone, (howsoever called) within 4 kilometres of any aerodrome and/or controlled airspace. Subject otherwise to Memorandum 12 of this section.

Excess

Standard		\$250
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EMPLOYERS LIABILITY

Limit of Indemnity	Any one claim and in the aggregate	\$1,000,000
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Policy Extensions

Overseas Visits		Included
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Endorsements and/or Clauses

Nil

Excess

Standard	Each and every claim including costs	Nil
Where Commissioner has been appointed	Each claim brought under Employment Relations Act	\$10,000

PROFESSIONAL LIABILITY

Limit of Indemnity	Any one claim and in the aggregate	\$1,000,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only

Policy Extensions

Unintentional Breach of Copyright		\$250,000
Costs of Ombudsman's and Teachers Council Inquiries		Included
Public Relations Expenses		\$50,000
Internet Liability		\$250,000

Endorsements and/or Clauses

Nil

Excess

Standard	Each and every claim including costs	\$1,000
Where Commissioner has been appointed	Each claim brought under Employment Relations Act	\$10,000

FIDELITY

Limit of Indemnity	Any one claim and in the aggregate	\$100,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only

Endorsements and/or Clauses

Nil

Excess

Standard	Each and every claim including costs	\$1,000
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EMPLOYMENT DISPUTES

Limit of Indemnity	Any one claim and in the aggregate	\$500,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only

Policy Extensions

Employment Dispute Injunctions and Reinstatements Defence Costs		Included
Fines and Penalties		Included
Dishonest Employee		Included

Endorsements and/or Clauses

Nil

Excess

Standard	Each and every claim including costs	\$5,000
Where Commissioner has been appointed	Each claim brought under Employment Relations Act	\$10,000

STATUTORY LIABILITY

Limit of Indemnity	Any one claim and in the aggregate	\$1,000,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only

Policy Extension

Private Prosecutions brought under Health & Safety at Work Act

Endorsements and/or Clauses

Nil

Excess

Standard	Each and every claim including costs	\$500
Private Prosecutions brought under Health & Safety at Work Act 2015		\$1,000 minimum

LEGAL EXPENSES

Limit of Indemnity	Any one claim and in the aggregate	\$100,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only
Endorsements and/or Clauses		
Nil		
Excess		
Standard	Each and every claim including costs	\$500

FEE PROTECTION

Limit of Indemnity	Any one pupil	\$12,000
Annual limit of Indemnity	Per School (including costs)	\$50,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only
Endorsements and/or Clauses		
Nil		
Excess		
Standard	Each and every claim including costs	\$1,000

TEACHER CRIMINAL DEFENCE COSTS

Limit of Indemnity	Any one teacher and in the aggregate per teacher	\$100,000
Territory		New Zealand Only
Jurisdiction		New Zealand Only
Endorsements and/or Clauses		
Nil		
Excess		
Standard	Each and every claim including costs	Nil

DEFENCE COSTS

Limit of Indemnity	Any one claim and in the aggregate over all Underlying Policies during the Period of Insurance	\$100,000
Endorsements		
Nil		
Excess		
Standard		Nil

POLICY EXCLUSIONS

Communicable Diseases Exclusion

With respect to Agreement E - Employment Disputes the Company shall not indemnify the Insured in respect of any claim or award of damages, fines, penalties or other costs directly or indirectly caused or contributed to, by, or arising from any communicable disease, including but not limited to the Coronavirus disease (COVID-19), mandatory vaccination requirements or vaccination status of any person.

Insuring Agreement H – Amendment to Definition

It is noted and agreed that in respect of Agreement H - Fee Protection, Definition 1(b) is amended to read:

(b) the administrator as defined in the Code.

INSURER RATINGS

Insurer	Rating	Agency
Vero Liability Insurance Ltd	AA-	S&P

The Standard & Poor's (S&P) Insurer financial strength rating scale is:

AAA	(Extremely Strong)	BBB	(Good)	CCC	(Very Weak)
AA	(Very Strong)	BB	(Marginal)	CC	(Extremely Weak)
A	(Strong)	B	(Weak)	NR	(Not Rated)
				R	(Regulatory Supervision)

Note: The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The ratings scale above is in summary form. The full version of this rating scale can be obtained from the Standard and Poor's website.

REFERRAL REMUNERATION

We sometimes pay a share of our remuneration to others who refer you to us. Remuneration is brokerage from insurers with whom your insurance is placed and/or fee income for our services.

FAIR INSURANCE CODE

If you have a general insurance policy underwritten by a member of the Insurance Council of New Zealand (ICNZ), your insurer will be committed to complying with the Fair Insurance Code. The Fair Insurance Code is a code of conduct developed by ICNZ, which sets out the standard of service member companies must provide to their customers.

A list of ICNZ members and a copy of the Fair Insurance Code can be found at www.icnz.org.nz.

DUTY OF DISCLOSURE

The insurance cover that has been arranged for you is based on the information you provided. Because that information is material to the insurer providing your insurance, you must advise any changes or any information that could affect the insurer's acceptance of your insurance. If you don't disclose or you misrepresent any material information your insurance could be invalidated and any claim may not be paid.

While your duty of disclosure applies before you take out an insurance policy or when you renew a policy, you should also advise us of any material change or circumstance if something comes to light during the period of your insurance. Examples of such disclosures could include structural alterations to a building, un-occupancy of insured premises, the installation of new equipment; a change in business operations or many other such changes.

Your duty of disclosure is crucial in maintaining your insurance protection. If you are unsure about any aspect of it please contact us for guidance.

16/02/2026

To the Riwaka School Board of trustees

Hello and happy 2026 School year.

I am writing to you to inform you about a donation the school received in September 2025 for new devices including chrome books and iPads to the value of \$36801.70.

Bill and Marama Stevens have a long association and family history with Riwaka School and the farming community. They wanted to donate some money to Riwaka School. But only where there was a "need" not a want. They also had a meeting with Adele earlier in 2025 about it.

I spent a few months researching, what other schools in our district had in place with devices. Teachers throughout the school were interviewed and gave feedback on what they thought was important. Senior leadership gave feedback and included a "wish list" for the school. As a parent I knew there was a need for the children that had learning difficulties, and they needed additional assistance with learning and technology, they needed to have access to their own individual devices.

In 2026 Motueka High School, along with all other high schools and colleges in the Nelson/Tasman region became BYOD schools. (Bring your own device). This meant that the year 8 students need to be fully competent and confident using devices and education programs prior to starting high school.

All these things considered we determined there was a "need" at Riwaka School for Number #1 new student devices. (IPad and chromebooks) and number #2 a device program going forward. (To note: the devices are for education purposes for students, and not for the school library, administration or staff computers, as that is funded separately)

Bill, Marama, Adele and I had a meeting to discuss the donation; part of that donation condition was that the GST component amount of \$ 4800.22 was to be put into its own account to start a Riwaka School Device program. This was agreed by all parties.

It took a few months to finalise; on the 1st September it was all agreed. Adele ordered the devices through Noel Leeming Commercial; they sent the invoice to the school. On the 8th September Bill and Marama made payment to the school of \$36801.70. These devices were delivered, and then on the 12th September, these were presented to the entire school at an assembly. This was such a special and exciting day for the school community.

These new devices, are excellent technology, are upgradeable and so should be able to last a very long time. The device program moving forward will ensure there will be funding to replace and upgrade the devices for the next decade.

This is really great for our school and a huge boost to the learning capabilities for the students.

What I am wanting the BOT to now do, is to ensure that there is a separate bank account setup for devices, with the GST amount of \$4800.22, which was a condition.

Secondly we need the BOT and senior leadership to decide how to continue to add funds to the device account annually. As the aim is to ensure that money is always being put aside for future student devices.

This could be done through fundraising efforts or the BOT approve a certain amount annually to go into this account. Which I feel is the better option.

I totally appreciate that funding is always tight, but I think it is imperative that the BOT look to the future and ensure the school going forward can provide the necessary funds for the devices.

Anyway I'm really happy to see the devices at the school for the children. This is really positive for the School. If you have any questions I am available at any time if you would like to discuss further. I have attached a copy of the invoice, for your information.

Wishing you all a great 2026.

Regards

A handwritten signature in black ink, appearing to read 'Louise Fry', written in a cursive style.

Louise Fry

0275705933

Noel Leeming
a division of The Warehouse Limited
26 The Warehouse Way
Northcote
PO Box 91146, Auckland
0800 737 5223

Tax Invoice
Printed: 26/8/2025



Bill To:
Riwaka School 20 School Road RD 3 Motueka Home Phone: (03) 528 9376 Mobile Phone: 021 812 843 Cust. no.: 4983253

Delivery Instructions:
Riwaka School Adele Lidgard Home Phone: (03) 528 9376

Invoice	Created	Salesperson
161981693	19/8/2025 09:21:11	HAYDEN L

PO Number	Ref
Adele	

SKU	Model	Product or Service Description	Warranty Period	List Price (Exc GST)	Invoice Price (Exc GST)	Quantity	Total Line Discount (Exc GST)	Amount (Exc GST)
238755	MD4A4X/A	Apple 11-inch iPad Wi-Fi 128GB - Blue	1 Year	607.83	568.01	20	-796.35	11,360.17
232172	CR1104CGA-N0010 2	Asus 11.6inch HD Chromebook /N100/8GB/64GB - 2Y Warranty	2 Years	520.87	378.75	50	-7,106.09	18,937.39
230203	3S-2454	3sixT Rugged iPad Folio Case - iPad 10.9 Gen 10	1 Year	43.47	32.95	20	-210.43	658.96
237399	JAMF6MONTH	Tech Solutions Jamf School from August through to 1st Feb of following year	1 Day	4.75	4.75	20	0.00	94.96
230898	CHROMEENROLL+	Tech Solutions NC* Chromebook Enrolment + (ChromeOS)	1 Day	13.00	13.00	50	0.00	650.00

SKU	Model	Product or Service Description	Warranty Period	List Price (Exc GST)	Invoice Price (Exc GST)	Quantity	Total Line Discount (Exc GST)	Amount (Exc GST)
230899	IPADENROLL+	Tech Solutions NC* iPad Enrolment + (Jamf)	1 Day	15.00	15.00	20	0.00	300.00
Total Discount:								-8,112.87
Invoice Subtotal:								32,001.48
GST:								4,800.22
Invoice Total:								36,801.70

GST Number: 41-482-354

Bank Account: 02-0108-0348500-00

Prices are exclusive of GST unless otherwise stated. List Price is reflective of the national supplier list price and does not reflect any advertised specials or promotions at a national or local level. Payment will be required before delivery occurs unless the client has an existing authorised charge account with Noel Leeming Group. Ownership of the product(s) will pass to the buyer only after payment has been made in full. Returned products will require a Goods Return Authority and must be in original condition with packaging unopened, restocking fees of 15% apply. Cancellation of products which have been ordered and received by Noel Leeming are subject to restocking fees of 15%. Products that are custom ordered from factory cannot be cancelled or returned once order is placed, except where goods are faulty. Freight will be at the customer's expense. If there is an error in pricing, in a product description, name or product image in any of our communications, Noel Leeming reserves the right to contact you and agree appropriate changes to the quote or order. If an alternative option is not agreed upon with you, we may cancel the quote or order and we will refund you any amounts already paid for that quote or order. You acknowledge that you are in trade and agree that any quote or order made with us for goods and services (as applicable) are supplied and acquired in trade. You agree that the Consumer Guarantees Act 1993 and sections 9, 12A, 13 and 14(1) of the Fair Trading Act 1986 will not apply to the supply of goods and services under this quote or order.



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

Fwd: Roll Analysis, Demographic Data and Reserve Planning

1 message

Morag Ingram <morag-schoolboard@riwaka.school.nz>
To: Jenna Grooby <jenna.grooby@riwaka.school.nz>

Tue, Feb 17, 2026 at 6:16 PM

Inwards correspondence for the Board pack please.
Thank you.

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

From: **Lisa Dunn** <ldunn@tewhakaroputanga.org.nz>
Date: Tue, 17 Feb 2026 at 3:43 pm
Subject: Roll Analysis, Demographic Data and Reserve Planning
To: morag.ingram@gmail.com <morag.ingram@gmail.com>

Kia ora Morag,

I want to acknowledge the proactive approach you and your Board are taking to better understand the decline in your school roll.

This reflects thoughtful governance and a genuine commitment to making informed, strategic decisions.

It is important to recognise that your school is not alone in experiencing this challenge. Across Aotearoa there is a documented decline in primary-aged children, with smaller cohorts moving through the system nationally. This demographic shift is placing downward pressure on rolls, particularly at the primary level.

In addition, recent reductions in employment and reported layoffs within your region are likely contributing factors. Economic contraction can have a direct and measurable impact on enrolments. A commonly referenced estimate is that employment loss equates to approximately 1.1 school-aged children per affected family. Even a relatively small number of redundancies can therefore translate into noticeable roll movement.

From a practical perspective, it may be helpful to seek detailed demographic data. In my role as a trustee of a school trust that provides financial scholarships to boarders, we approached the MOE for population projections by school year level. The Ministry was able to provide primary-aged population numbers broken down by year. I will look through my files to see if I have a copy. Your Board may wish to contact the Ministry directly via the NMWC Network team for access to similar data to inform your planning – specific to your local area.

On a related financial governance matter, I would also encourage the Board to confirm with the Ministry the formula used by both the Ministry and ERO when assessing a school's required level of financial reserves as part of financial stability reviews. Having clarity around the reserve calculation methodology will assist the Board in understanding expectations and planning appropriately in the context of roll fluctuation as well as your annual budgeting and review.

Undertaking this work in a structured and data-informed way positions the Board to respond strategically rather than reactively. It demonstrates strong stewardship and a clear focus on long-term sustainability.

Please contact me if you have any further questions or require clarification.

Ngā mihi,

Lisa

