

# 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*

---

**Agreed as a true and accurate record at Board meeting of 24 February 2026**

**Signed by Morag Ingram, Presiding Member, 27 March 2026**

A handwritten signature in black ink, appearing to read 'MI', followed by a period.