



Riwaka School Board of Trustees
Minutes of the Meeting held on Wednesday 25th June 2025 via Google Meet

Present:

Adele Lidgard, Stephen Hailes, Jane Corston, Luke Hansen, Geoff Button, Chris Drummond
Secretary: Jenna Grooby

Apologies: N/A

Karakia Timatanga - Welcome

1. Meeting Administration

1.1 Present - Above

1.2 Apologies - Above

Reminder for all board members if you intend to be away from a board meeting you need to let the presiding member know. The presiding member will send your request for leave of absence to all board members to approve.

1.3 Conflicts of Interest

N/A

1.4 Adele asked the board permission to record board meetings moving forward to help with the write up of the minutes. All board agrees. Stephen/Luke

2. Principals Report - Tabled as read

The board were asked if information in the principals report was clear. The board said it can sometimes be too much .

School Dates for 2026 present to the board. Term 1 starts 3 February 2026 and term 4 ends 15 December 2026. Moved that the school term dates for 2026 be ratified, all board agrees. The dates are now ratified.

Waiting on final sign off for the property project on Pukekoikoi and Anarewa.

Full financial reports are in the drive.

Krissy O'Donnell and Glenda Bolton due to finish at the end of term 2. Sarah will go into Anarewa as she already teaches there one day a week. Tess will go into Waiaata with Annika. Recruitment underway to fill the remaining 0.4 FTE position.

3. Policy Reviews

Principal Assurances, Adele has given her assurances for policy review.

4. Administration

4.1 Stephen confirmed the May minutes are true and correct. Stephen/Jane

4.2 Inward/Outwards correspondence accepted.

4.3 Action Register N/A

4.4 In-Committee

In committee N/A

Email was sent to Board Members about Adele taking Sabbatical 2026.

With Elections coming up Stephen has asked if all information about how to be on the board can be put on Facebook, email and Hero.

Online nomination and voting process confirmed. A split constitution has been enacted to stagger terms.

Additional Agenda items

1. Board Code of Conduct, Processes and Procedures

Discussion was had about a Financial email sent to the principal. Board was reminded of their expectations with procedures to follow.

2. Training for the Board - Management & Governance

Training for board members was discussed and to take opportunities for these when they come up and all new board members should have training.

Meeting Closed: 8.15pm

Next Meeting: 7pm, 30th July 2025

Karakia Whakamutunga - Closing

Presiding Member:



Date:

14-8-25.