



Riwaka School Board of Trustees
Minutes of the Meeting held on Wednesday 10th May 2023 at 7:30am

Present:

Adele Lidgard, Stephen Hailes, Stevee Rhind, Luke Hansen, Chris Drummond, Geoff Button, Sherilee Swanepoel, Jenna Grooby, Laura Young

Apologies:

Karakia Timatanga - Welcome

1. Meeting Administration
Welcome

1.1 Present - Above

1.2 Apologies - All present

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

1.3 Conflicts of Interest

There were no conflicts of interest

2. Strategic Review

2.1 Principal Report

Adele presented her principal report.

Stephen/Luke

Code of Conduct

Revised code of conduct for staff was approved.

Chris/Stevee

2.2 LSM Report

LSM report presented

Adele/Laura

2.3 Finance report

Draft annual report approved.

Stevee/Stephen

March and April accounts presented.

Matters arising

1. Principal requested permission to purchase a standing desk. Stephen/Chris
2. Principal requested that the board pay for her mobile phone plan. Stephen/Laura
3. The board agreed to lease a TV for the PAC for a period of three years.
Stevee/Luke
4. The board approved the changing of all locks in the school. Adele/ Laura

5. The board appointed a committee of the board to:

- a. Review board subsidy for EOCT
- b. Review EOCT policies.

Adele/Sherilee

2.4 Property

Property report given, see action register.

3. Policy Reviews

All EOCT policies will be reviewed by the committee of the board in term 3.
Adele showed the board how to navigate school.docs and review policy online.

4. Administration

4.1 Stephen reminded the board that June will be the AGM and election of office holders.

4.2 Stephen confirmed the April minutes were true and correct.

Stephen/Stevee

4.3 Inward correspondence accepted.

4.3.1 Stevee's letter of resignation accepted.

There is now a vacancy on the board. The board agreed to elect a new board member through a process of election. The board agreed to appoint a returning officer. The board agreed to do a skills audit in the next week after the meeting to determine what skills would be desirable.

4.3.2 Letter of complaint - concussion head injury at School March 24th 2023.

Matter discussed in-committee at April meeting.

Outward correspondence - Letter from the principal to the parent who complained about the head injury.

Stephen/Luke

4.3 Action register

See attached list.

4.4 In-Committee

Jenna left at 9.30pm and the meeting went in-committee.

Next Meeting: Wednesday 7th June 2023 7.30pm

Meeting Closed 9.50pm

Karakia Whakamutunga - Closing

Presiding Member:

Date: 7-June 2023