



Riwaka School Board of Trustees
Minutes of the Meeting held on Wednesday 7.30pm 8 November 2023

Present:

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

Apologies: N/A

Karakia Timatanga - Welcome

1. Meeting Administration

Welcome

1.1 Present - Above

1.2 Apologies

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

There has been a loss of staffing in 2024. Adele has sent in a review to the ministry for more staffing. Money has been put aside in the budget just in case a teacher needs to go on Bulk Grant.

Stephen/Laura

2.2 LSM Report

Last meeting with the board. The Presiding Member, LSM and principal will have an exit review meeting with the MOE adviser.

Stephen/Geoff

2.3 Draft Strategic Plan

A few more changes are still to be made. Progressing well.

2.4 Finance

Board accepts the draft budget.

Adele/Geoff

02 Bank Account to be used as the building account to keep a track on money spent.

The board agrees to the spending of the cash reserve on various non-teaching spaces at school. eg, Admin/office foyer, admin bathroom block and kitchen. There is a breakdown in the principal report.

Stephen/Luke

2. Property

Adele to get another quote for the deck outside room 9/PAC.

3. Policy Reviews

Board to go into school.docs to read policies.

Policy reviews deferred to December meeting.

Policy Review - Discretionary Leave:

All Board agree to the following changes.

1. All requests for paid leave must go to the board.
2. Principal can approve unpaid leave requests of up to two days.
3. Requests for three days or more of unpaid leave must go to the board.
4. This will take effect on 1 January 2024. Stephen/Adele

4. Administration

Stephen proposed to the Board that Jane is the Deputy Chair. All Board agrees.

4.1 Stephen confirmed the September minutes are true and correct.

Stephen/ Adele

4.2 Inward/Outwards correspondence accepted.

4.3 Action Register See attached list

4.4 Policy Review EOTC deferred to the December meeting.

4.5 School start date 1 February 2024, end date 17 December 2024. All Board agrees.

Laura/Stephen

4.6 In-Committee

Next Meeting: Wednesday 6 December 2023 7.30pm

Meeting Closed: 9.40pm

Karakia Whakamutunga - Closing

Presiding Member:



Date:

8-12-23