

Postal Address
1 Cutts Crescent
Paremoremo
NORTH SHORE CITY
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Telephone 09 413 9808
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MINUTES OF THE BOARD MEETING HELD ON 17th JUNE 2024

Present: Rachael Kemball, Katrina Hart, Liz de Kort, Derek Morrow,
James Hawkes

Minutes: Kalene Meumann

Meeting opened at 5.35 pm.

1. OPENING

1.1 Karakia - All

2. ADMINISTRATION

2.1 Apologies – Nil

2.2 Confirmations of Previous Minutes

Resolved -The minutes of 14th May 2024 are taken as read and confirmed and are a true and accurate record.

Liz / Katrina

Carried

3. MATTERS ARISING

Task	Responsible	Due Date
Website needs to be brought up to date.	Rachael / Claire	Ongoing

4. ACTION ITEMS

Task	Responsible
5YA funding will not cover replacing/repairing the alarm. The alarm system is getting worse in the meantime. A meeting with Tymen is needed to discuss further funding.	Derek / Liz
Board Member Selection – an email is to be sent out advising the community of Rachael's resignation, as well as the casual parent vacancy on the board which will be filled by selection. The community will have 28 days to request a by election	Kalene / Liz
Principal Appointment – Alan Curtis has been appointed to carry out the principal recruitment process.	Liz

5. BUSINESS

5.1 Principal's Report

Resolved – The Principal's Report is received, and information noted

Liz / James

Carried

5.2 Finance Report

Resolved – The Financial Report as at the 31st May 2024 is received, and information noted.

Liz / James

Carried

5.3 Banking Staffing

Resolved – The Banking Staffing Report as at the 11th June 2024 is received, and information noted.

Liz / James

Carried

5.4 Health and Safety

Resolved – The Health and Safety information is received, and information noted.

Liz / James

Carried

5.5 Principal Resignation

Resolved – The Board accepts the resignation of Rachael Kemball as of the 13th October 2024.

Liz / James

Carried

5.6 Sick Leave

Resolved – The Board approves extending sick leave for Rachael Kemball until 13th October 2024.

Liz / James

Carried

5.7 Acting Principal

Resolved – The Board approves Katrina Hart to act as Acting Principal until 13th October 2024.

Liz / James

Carried

5.8 Strategic Plan

Resolved – The update on the Strategic Plan is received and noted.

Liz / James

Carried

5.9 Teacher-Aide Funding

Resolved – The Board approves the sum of \$34000 to cover teacher aides until the end of the school year.

Liz / James

Carried

5.10 EOTC

Resolved – The Board has had oversight of EOTC proposal for ripper rugby and mud run.

Liz / James

Carried

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5.11 Audit Report

Resolved – The Board accepts the Audit Report for the 2023 Financial Year.
Liz / Derek **Carried**

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5.12 Audit Compliancy

Resolved – The Board ratifies a new Sensitive Expenditure & Gifts Policy in order to make us compliant with the auditors.

Liz / James

Carried

5.13 Creditors

Resolved – The Board approves the proposal from Alan Curtis at Governance Management Strategists to carry out the principal recruitment process for a sum of \$5600 excluding GST.

Liz / James

Carried

5.14 Selection of new Board Member

Resolved – The Board has resolved to fill the casual parent vacancy on the Board by a process of selection.

Liz / James

Carried

6.0 GENERAL BUSINESS

6.1 In-Committee Session

Resolved – That the Board moves into Committee at 6.37

Liz / Rachael

Carried

Resolved – That the Board moves out of Committee at 6.51

Liz / Katrina

Carried

7.0 CLOSING

7.1 Karakia - All

Upcoming Meeting:

Tuesday 6th August 2024 at 5.30 pm

Meeting Closed:

6.52 pm

Signed: _____

Date: _____

Liz de Kort

Presiding Member – RidgeView School Board