



Kaurilands School
Te Kura Ōkaurirahi



**MINUTES OF THE KAURILANDS SCHOOL
BOARD OF TRUSTEES' MEETING
HELD WEDNESDAY 29 MARCH 2017 AT 7:00 P.M.**

1. Administration:

PRESENT: Jo Augustine, Helen Dunlop, Hayley Jespersen, Sarah Barratt-Hamilton, Carolyn Webster, Nick Summerfield, Emma Best

Apologies: No apologies

Minutes Secretary: Jackie Fletcher

Declaration of interest: Carolyn Webster

Emma Best presented to the Board on data. Document attached.

2. Decisions:

2.1 Application for grant for school pool – as attached

Motion1: Helen Dunlop moved that this application be approved:

Seconded: Carolyn Webster

2.2 Tuck Shop proposal. Decision made regarding tuck shop providers. Nick Summerfield will draw up contract, school kitchen to be certified, providers to organise. Rental cost – annual review.

Motion 2: Nick Summerfield moved that the tuck shop provider position be offered to Kelli Anne Officer and Clair Cheetham

Seconded : Hayley Jespersen

3. Monitoring:

3.1 Principal's Report: Jo Augustine reported as read.

3.2 Health & Safety Report – as read.

3.3 Monthly financial report. Updates attached.

3.4 Property Update – Mark Rodhouse as read.

3.5 Personnel Report – as read.

3.6 Policy Review – Finance policies stay the same with the addition of the Credit Card policy. Nick to formulate. International student policy to be reviewed at May meeting.

4. Discussions:

- 4.1 Te Whānau Āwhina update – attached.
- 4.2 Defibrillator donation– thank you to Care 4 Kidz.
- 4.3 Website – success criteria. Helen Dunlop questioned ongoing maintenance and whether this can be managed in-house.
- 4.4 New build – discussion, Jo to speak to Liona for more information on use of 5YA

5. Identify Agenda items for next meeting. (Review ongoing actions).

6. Administration:

- 6.1 Confirmation of Minutes – as read.
- 6.2 Confirmation of Actions – as above.
- 6.3 Correspondence – no further correspondence.

7. **In Committee** –No in committee.

8. **Outstanding Actions** – See attached sheet.

9. **New Actions:** - Attached.

10. Meeting Closure.

- 10.1 Evaluation of meeting– Summary.
- 10.2 Preparation for next meeting – Agenda items from Board work plan.

Meeting closed at 9.50pm.

Signed as a true and correct record:

Chairperson



Date

31/5/2017