



**MINUTES OF THE KAURILANDS SCHOOL  
BOARD OF TRUSTEES' MEETING  
HELD WEDNESDAY 31 MAY 2017 AT 7:00 P.M.**

**1. Administration:**

**PRESENT:** Jo Augustine, Helen Dunlop, Hayley Jespersen, Sarah Barratt-Hamilton, Carolyn Webster, Nick Summerfield, Gillian Howard, Mark Rodhouse, Jackie Taylor, Emma Best

**Apologies:** Tracy Sutherland

Minutes Secretary: Jackie Fletcher

Declaration of interest: None.

Property Update - Mark Rodhouse - progress report as read. Discussion held on new build. Board agreed to go with option 3. Prelim design phase to be started as soon as possible.

Rachel Thorpe - Report - Website up and running, ready to share with the community. Board page to be finished.

Property Report: Gillian Howard - Report as read.

Report - Jackie Taylor attached - as read

Report - Emma Best - as read.

**2. Decisions:**

**2.1** The Board agreed to go with Option 3 from the Property Report (once figures have been confirmed).

Moved: Nick Summerfield  
Seconded: Carolyn Webster

The Board moved the approval of the following items from the Property Report:

Junior Courtyard - Option 1  
Drains - to be jet blasted and all sumps cleared  
Minor remedial work on roofing  
Hall trees to be trimmed by one third

Room 25 trees to be tidied up  
Oak tree - Option 2

The Board moved that all Government Contracts (AOG) are approved.

The Board were in agreement that the School Pool, once open, will be available to the public weekends and holidays only (based on usage number restrictions).

Moved: Nick Summerfield  
Seconded: Carolyn Webster

The Board agreed and moved that the amended Credit Card Policy be adopted.

Moved: Jo Augustine  
Seconded: Hayley Jespersion

**3. Monitoring:**

- 3.1 Principal's Report: Special Programmes - Jo Augustine reported as read.
- 3.2 Cohort entry document.
- 3.3 Health & Safety Report – as read.
- 3.4 Monitor progress against budget (Monthly report).
- 3.5 Policy review - Credit Card Policy - to be updated.
- 3.6 School Pool Update - Gillian Howard as read.
- 3.7 Te Whānau Āwhina - Report as read.

**4. Discussions:**

**4.1**

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

Cohort entry.

International students - short term/long term options plus fees.

Decision on Out of Zone Ballot.

Discussion around audit implications.

**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** – The Board went In Committee at 9.05pm

8. **Outstanding Actions** - See below.

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 9.05pm

**Signed as a true and correct record:**

**Chairperson**

**Date**