



**MINUTES OF THE KAURILANDS SCHOOL  
BOARD OF TRUSTEES' MEETING  
HELD TUESDAY 27 NOVEMBER 2018 AT 7.00 P.M.**

**1. Administration:**

**PRESENT:** Jo Augustine, Carolyn Webster, Hayley Jespersion, Sarah Barratt-Hamilton, Nick Summerfield, Ian Ferguson, Jody Becerra Karakia

Minutes Secretary: Jackie Fletcher

Declaration of interest: None

**2. Decisions:**

**2.1** Health & Safety policy - written changes to be implemented.

**2.2** Rachel Thorpe is currently named as the account holder for the school Visa account, as Rachel is leaving this needs to be altered.

It was agreed that the Business Visa be adjusted and the Visa be issued in the name of Jo Augustine who will be the account holder. The Board agreed the limit be changed to \$1,500.

Moved: Nick Summerfield

Seconded: Carolyn Webster

**3. Monitoring:**

**3.1** Principal's Report: Jo Augustine - as read.

**3.2** Health & Safety Report – as read.

**3.3** Monitor progress against budget (Monthly report) - as read.

**3.4** Property update - report as read.

**3.5** Policy review:

Policies 9, 11, 13. No changes to these policies.

**4. Discussions:**

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.

7. **In Committee** - No In committee.

8. **Outstanding Actions** - see below.

9. **New Actions:** - See below.

**10. Meeting Closure.**

10.1 Preparation for next meeting – Agenda items from Board work plan.

Meeting closed at 8.22pm

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

**Chairperson**

**Date**

## New Actions - November Meeting

1.	Look at Complaints Policy - this must be put on website - under contact section.	JA/RT	Complete
2.	Follow up when the CCC will be issued <b>WITH URGENCY</b>	JA	asap
3.	Investigate height of platforms behind Rooms 10 and 11 as to whether they need to be reduced or steps can be put in.	JA/GH	asap
4.	Fence - Need to know how many lineal metres and the cost. Who is currently paying for the temporary fencing and how much has been spent to date. Cheapest solution to temporary fencing.	GH	asap
5.	Put audited accounts on website - under our school section. (see attached and scan)	JF/RT	Complete
6.	School fee notices ready to go.	GH	Complete
7.	reminder email regarding pool keys for sale	JF	Ongoing newsletters until the end of term
8.	Reminder final board meeting at school at 5.30 lti booked for 6.30 - Monday 17th December.		
	Jo, Hayley & Jody to meet to talk about Tapasā and potential PD in 2019 - will revisit at February meeting to include Grant O'Connor (new Associate Principal)	JA/CW/JB	February 2019