



**MINUTES OF THE KAURILANDS SCHOOL  
BOARD OF TRUSTEES' MEETING  
HELD TUESDAY 25th FEBRUARY 2020 AT 7:00 P.M.**

**1. Administration:**

**PRESENT:** Erin Namajuska, Nick Summerfield, Josh Farrell, Sarah Barrett-Hamilton, Ian Ferguson, Katharine Brown, Susanna Barthow Karakia

**Apologies:** None

Minutes Secretary: Jackie Fletcher

Declaration of interest: None

**2. Decisions:**

2.1 Election of Chair.

Susanna Barthow nominated Nick Summerfield to be appointed as the Board Chair.

Moved: Ian Ferguson

Seconded: Katharine Brown

No other nominations were received. Nick Summerfield was declared elected unopposed.

2.3 Board meeting dates were confirmed for 2020.

**3. Monitoring:**

3.1 Principal's Report: Erin Namajuska - as read.

Discussed Strategic Plan.

3.2 Health & Safety Report – No report submitted.

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

Budget revisited, reduction in revenue from International Students due to Coronavirus.

Ian Ferguson proposed that the 2020 updated Budget be approved and signed off.

Moved: Nick Summerfield

Seconded: Sarah Barrett-Hamilton

**3.4** Property update - report as read.  
SIPS and LSC spaces.

Erin explained to the Board the extra cost to be added to Capex. Autex wall covering and Acoustic paneling for Room 23, \$10,550.

The Board were in agreement to this further cost.

Moved: Sarah Barrett-Hamilton  
Seconded: Katharine Brown

The Board are happy with the exterior repainting plan.

The Board agreed that the remainder of the SIP funding should, in the first instance, be used for conversion of the Resource/Photocopy Room into an MLE, subject to a formal proposal being received for their consideration.

Finance meetings - Tuesday at 11.30 (week prior to Board meeting) with Ian Ferguson to carry on as Finance Rep.

Late addition to Agenda - recommendations for Architects. The Board is happy to go with the Property Manager's recommendation of Buchan Group.

**4. Discussions:**

- 4.1 Personnel Report (In Committee).
- 4.2 Policy - New Social Media policy.

**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 –** The Board went into committee at 7.54pm  
The Board came out of committee at 8.04pm.

**8. Outstanding Actions -** No outstanding actions.

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

**10. Meeting Closure.**

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

Meeting closed at 8.14pm

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

**Chairperson**

**Date**

**NEW ACTIONS - FEBRUARY MEETING**

<b>No.</b>	<b>Action</b>	<b>Who</b>	<b>By when</b>
1.	H & S Reports to be submitted on a monthly basis (even when nothing to report).	JT	monthly
2.	Annual Report - spelling of Sarah's name is wrong and BOT term expires 2022 - to be amended. Ian has further questions to ask Gillian	GH	asap
3.	Take out full name in property report - change to initials	GH	asap
5.	Social Media Policy	Josh F	due course
6.	Sarah to forward a copy of GBHS social media policy for ideas.	SB-H	
7.	Advise staff upcoming parent evening regarding ILE's.	EN/Josh F	asap
8.	Make up list of BOT names and phone numbers.	Jackie F	Complete