



**MINUTES OF THE KAURILANDS SCHOOL  
BOARD OF TRUSTEES' MEETING  
HELD TUESDAY 31st MARCH 2020 AT 7:00 P.M.**

**1. Administration:**

**Video conference:** The meeting was held via Zoom video conference. All attendees were able to see and hear each other for the duration of the meeting.

**Present:** Erin Namajuska, Nick Summerfield, Josh Farrell, Sarah Barrett-Hamilton, Ian Ferguson, Katharine Brown, Susanna Barthow, Jo Augustine (as observer)

**Apologies:** None

**Minute secretary:** Nick Summerfield

**Declaration of interest:** None

**2. Decisions:**

**Church lease:** agreed to the Titirangi Baptist Church's proposal that:

1. rent be reduced to \$200 per month while they are unable to use the premises; and
2. previous termination of lease retracted and lease to continue month-to-month until completion of their new build.

Nick Summerfield to ask Gillian to communicate this with the church.

**3. Monitoring:**

**3.1** Acting Principal's Report: Erin Namajuska - as read. Discussion of school's response to Covid-19. Noted that many in the community will be under significant stress. The Board thanked Erin for her hard work during a difficult time.

**3.2** Health & Safety Report – verbal report submitted. No comments.

**3.3** Property Report – as read. Board agreed hall cleaning should

proceed on the basis recommended. Board agreed it was appropriate to close budgets on the basis recommended.

- 3.4** Finance Report – as read. Noted that as a result of Covid-19 financial performance is likely to be materially worse than budgeted and that a substantial deficit is possible. Will need to keep a watching brief and take steps to reduce the impact, where we are able to do so.

**4. Discussions:**

- 4.1** Personnel Report (In Committee).

- 5. In Committee** – The Board went into committee at 8.00pm  
The Board came out of committee at 8.01pm.

- 6 Outstanding Actions** - Deferred. Note the list attached to these minutes may not be accurate.

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

**8. Meeting Closure.**

- 10.1** Evaluation of meeting - Summary.

- 10.2** Preparation for next meeting – Agenda items from Board work plan.

Meeting closed at 8.16pm

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

**Chairperson**

**Date**

### NEW ACTION – MARCH MEETING

| No. | Action  | Who | By when |
|-----|---|-----|---------|
| 1.  | Gillian to liaise with church regarding lease variation | GH  | asap    |

### OUTSTANDING ACTIONS

| No. | Action  | Who       | By when    |
|-----|---|-----------|------------|
| 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       |