



## MINUTES OF THE KAURILANDS SCHOOL BOARD MEETING

HELD TUESDAY 22 FEBRUARY 2022 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:** Jo Augustine, Nick Summerfield, Sarah Barrett-Hamilton, Ian Ferguson, Katharine Brown, Jaimee Kirby-Brown, Susanna Barthow.

#### **Pepeha**

**Apologies: No apologies.**

Declaration of Interest: None.

### 2. Decisions:

Resolution to fill staff trustee vacancy by holding by-election  
Agreed date for by-election of staff member  
Select Returning Officer

The Board agreed to move to fill the staff trustee vacancy by holding a by-election

Election Date: 27th April 2022

Returning Officer: Jackie Fletcher

Moved: Nick Summerfield

Seconded: Sarah Barrett-Hamilton

The Board moved to take on the SchoolDocs proposal.

Moved: Nick Summerfield

Seconded: Jaimee Kirby-Brown

The Board agreed and moved that Erin Namajuska will deputise as Principal in the case of the Principal being absent from school.

Moved: Nick Summerfield  
Seconded: Susanna Barthow

The Board confirmed that Jan Hill will be Principal's Appraiser for 2022.

**3. Monitoring:**

- 3.1 Principal's Report - as read.
- 3.2 Business Manager's Report - as read.
- 3.3 Health & Safety Report - as read.
- 3.4 Financial Report - no report submitted.

**4. Discussions:**

- 4.2 Personnel Report (In Committee).

**In Committee** – The Board went into committee at 8.15pm.

The Board came out of committee at 8.23pm.

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

**6. Administration:**

- 6.1 Confirmation of Minutes – as read.
- 6.2 Confirmation of Actions – as above.

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

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

**9. Meeting Closure.**

- 9.1 Evaluation of meeting - Summary.
- 9.2 Preparation for next meeting – Agenda items from Board Work Plan.

Meeting closed at 8.28pm

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

**Chairperson\_\_\_\_\_Date**