



## MINUTES OF THE KAURILANDS SCHOOL BOARD MEETING HELD TUESDAY 25 MARCH 2025 AT 7PM

### 1. Administration:

**PRESENT:** Jaimee Kirby-Brown, Erin Namajuska, Hayley Jespersen, Megan Hawkins, Shane Mareroa, Trinette Giborees-Smith, Jo Augustine, Anne Boniface and Trudi Biggs (Minutes Secretary).

**Karakia**

**Apologies:** None

**Declaration of Interest:** None

**Minutes of the previous meeting.** Motion that the minutes of the previous meeting dated 4 March 2025 be accepted as true and correct.

Moved by: Jaimee Kirby-Brown

Seconded by: Trinette Giborees-Smith (passed unanimously)

### 2. Decisions: None

### 3. Monitoring:

**3.1** Principal's Report - as read. Discussion was held around outsourcing the Returning Officer role for this year's triennial school board elections to Schooled.

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

**3.3** Business Manager's Report - as read. The conversion of Rooms 14 and 15 is going well and is on track to be completed by the end of this term.

**3.4** Financial Report - as read.

- 3.5** Policies - SchoolDocs policies reviewed this term are Health, Safety and Welfare Policy, Safety Management System, Risk Management and Healthcare. The existing Visitors policy is to be updated to read "All visitors to the site, except those dropping off or picking up students before and after school, are asked to sign in at the school office". No other changes required.

**4. Discussions:**

**In Committee** – The Board went into committee at 7.59pm.

**4.1** Personnel Report

The Board came out of committee at 8.27pm.

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

**6. Outstanding Actions:** None

**7. New Actions:**

- 7.1 More information on appointing Schooled as Returning Officer for the 2025 triennial elections will be emailed to all Board members so that a decision can be made.

**8. Meeting Closure.**

**8.1** Evaluation of meeting - Summary.

**8.2** Preparation for the next meeting – Agenda items from the Board Work Plan

Karakia

Meeting closed at 8.29pm.

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

**Presiding Member** \_\_\_\_\_ **Date** \_\_\_\_\_