



**MINUTES OF THE KAURILANDS SCHOOL
BOARD OF TRUSTEES' MEETING
HELD TUESDAY 25TH AUGUST 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: Jo Augustine, Nick Summerfield, Josh Farrell, Sarah Barrett-Hamilton, Ian Ferguson, Katharine Brown, Susanna Barthow
Karakia

Apologies: None

Declaration of interest: None

Minute Secretary: Jackie Fletcher

Erin Namajuska presented the Mid Year Data to the Board. The Board thanked Erin for her presentation.

2. Decisions:

2.1 Year 4 School Camp. The Board discussed and endorsed the decision to cancel the Year 4 school camp due to the current Covid 19 situation.

2.2 The Board approved the cost of \$2,000 for repairs to Room 4's roof.

Moved: Nick Summerfield

Seconded: Ian Ferguson

2.3 The Board agreed that the September meeting be brought forward to Tuesday 22nd September due to the original date being in school holidays. A decision will be made in the week before whether the meeting will be held at school or will be a Zoom meeting. Jo to change the date of the Finance meeting to the week prior.

2.4 The Board agreed that Care 4 Kidz Limited should be granted a renewed right to use the school hall to provide its before and after school care and school holiday programmes, with the rental unchanged from the current rent (\$15,600 (plus GST) per annum).

3. Monitoring:

3.1 Principal's Report - as read.

3.2 Health & Safety Report – no report submitted due to Jackie Taylor's absence. All points in Workwise audit are in the process of being dealt with.

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

3.4 Property update - discussed Library and other upcoming projects. Report as read.

3.5 Policy 13 Relationship between Chair and Principal. As read.

4. Discussions:

4.1 Personnel Report (In Committee).

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. **In Committee** – The Board went into committee at 8.41pm
The Board came out of committee at 8.45pm.

8. **Outstanding Actions** - See below.

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 8.47pm

Signed as a true and correct record:

Chairperson

Date

OUTSTANDING ACTIONS - JULY MEETING

4.	Monthly report to Board regarding progress against Workwise Executive Summary action points.	JA	Complete
5.	Discussion to be held with Angela Little (Workwise) to ensure that all Ministry requirements regarding Health & Safety have been addressed in her report (dated July 2020).	JT	
6.	Review action points from Whānau Hui and Fono (2019) to provide feedback to the Board.	JA	Defer

NEW ACTIONS AUGUST MEETING

1.	H&S representative on behalf of teachers. Jo will email teachers to find out who would be willing to volunteer for this.	JA	Asap
2.	H&S. More guidance required on how many representatives required.	NS	In due course
3.	NS will correspond with Project Manager (through Jo) to air concerns.	NS	Complete
4.	NS/Jo A/Jackie A to meet with Project Manager prior to new projects to clarify issues.	NS/Jo A Jackie A	As and when
5.	Email from BOT thanking GH.	NS	Complete
6.	NS to sign Policy 13.	NS	In due course
7.	JA to advise Care4Kidz September renewal of Agreement to go ahead with no rent increase. NS to draft Agreement.	JA/NS	In due course
8.	Decision to be made for next meeting on 22nd September whether via Zoom or at school. TBA	JS/NS	In due course
9.	Jo to speak with Accountant regarding next financial meeting to be moved forward.	JA	asap