



**MINUTES OF THE KAURILANDS SCHOOL  
BOARD OF TRUSTEES' MEETING  
HELD TUESDAY 27th FEBRUARY 2018 AT 7:00 P.M.**

**1. Administration:**

**PRESENT:** Jo Augustine, Carolyn Webster, Hayley Jesperson, Sarah Barratt-Hamilton, Nick Summerfield, Ian Ferguson

**Apologies:** None

Minutes Secretary: Jackie Fletcher

Declaration of interest: None

**2. Decisions:**

**2.1 Board Chair election:**

Motion 1: **Election of the Chairperson:** Jo Augustine called for nominations. Sarah Barrett-Hamilton nominated Carolyn Webster. There being no other nominations, Carolyn Webster was unanimously voted in as Chairperson.

Seconded: Nick Summerfield.

**2.1** Property - Report as read.

**2.2** Property recommendations.

Update on building project. Jo Augustine updated the Board on building works, on time, change to sink area, two small wet areas proposed, no extra costs, weekly meetings happening, new server room built, server moving this weekend. Asbestos Management Plan quote received.

The Board moved the small change in procedure around wording for Police Vetting - policy.

Decision re Mini I-Pads - buy or lease.

The Board moved the decision to buy 203 Mini-Ipads.

Moved: Carolyn Webster

Seconded: Sarah Barrett-Hamilton

### **3. Monitoring:**

**3.1** Principal's Report: Jo Augustine - as read.

**3.2** Health & Safety Report – As read.

**3.3** Monitor progress against budget (Monthly report) - as read. Jo Augustine reported on end of 2017 financials. Predictions for 2018. Budget: Areas to watch - International students, update on Church, fundraising. Nick Summerfield to carry on attending Finance Meetings from March.

The Board moved that the budget be accepted for 2018. .

Moved: Nick Summerfield

Seconded: Carolyn Webster

**3.4** Property update - report as read.

**3.5** Policy review - amendment - Health & Safety Procedure 8.4 EOTC. The board were in agreement to this amendment.

### **4. Discussions:**

**4.1** Personnel Report (In Committee).

**4.2** New MOE form for Board to complete each meeting.

**4.3** Strategic Plan 3 year overview, annual goals and MOE Analysis of Variance and NAG2A(b) documents. Jo discussed the documents with the Board.

The Board moved that the 2018 Strategic Plan be accepted.

Moved: Carolyn Webster

Seconded: Sarah Barrett-Hamilton

**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.

**6.3** Correspondence – Further correspondence - Auditors in school 28th March.

7. **In Committee** – The Board went into committee at 7.58pm  
The Board came out of committee at 8.32pm.
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 9.20pm.

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

**Chairperson**

**Date**