

KIMBOLTON SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING

Date:

3rd August 2026

1. Present:

Greg Codyre, Wayne Jenkins, Kirsty Early, Josh Brennan, Sara Martin, Nat Masters, Fiona Quarrie and Judy Rush.

Kirsty read a Karakia.

2. Apologies:

Nil.

3. Late Items

The Term 2 attendance report came in late so will be brought up at the next meeting.

4. Minutes of the Previous Meeting:

Documentation: Minutes of the BOT meeting held on 22nd June 2026.

Recommendation: That the minutes of the meeting held on 22nd June 2026, subject to amendments, be confirmed as a true and correct record.

MOVED: Wayne Jenkins

SECONDED: Josh Brennan

Carried.

5. Matters arising from the Minutes

The staff jackets are being well used and look great.

6. Principal's Report

Taken as read.

Correspondence - a letter was received from the Healthy Lunches pilot offer.

2026 Statement of Financial Position and Cash Flow. Greg presented these for approval by the Board.

Greg proposed that the wording in the Expenditure Policy be amended to read as follows *'Any operating or capital expense over \$1000 (excl GST) that is unbudgeted or over budget is approved by the board. This is to be done unanimously via email, or majority vote in a meeting. Competitive quotes are obtained for capital items or operating expenses, for lease or purchase, over \$1000 (excl GST).'*

We have \$25,000 in the 5YA budget to spend. Greg has checked with our Property advisor and would like to use these funds to renew the staffroom bench, sink and taps, and install an extractor fan in the process.

We would ask Shane from Proarch Services to manage the project and would get 2 quotes for the job.

The Kimbolton School sign is now up on the corner of Grammar St. We would still like to put one on the corner of Fleury St to view if heading south.

The new classroom furniture is due next Wednesday.

The work to install the firewall in the old resource room has been completed and came in well under the quote. We are now compliant with the work requirement notice.

Greg & Kirsty will be holding an information afternoon for parents of children who have never attended school yet. This will be held on 27th August.

RESOLUTION: That the Board accept the Statement of Financial Cash Flow and Balances

MOVED: Greg Codyre

SECONDED: Kirsty Early

Carried.

MOTION: That the Board approve the amendment to the Expenditure Policy as follows -

'Any operating or capital expense over \$1000 (excl GST) that is unbudgeted or over budget is approved by the board. This is to be done unanimously via email, or majority vote in a meeting. Competitive quotes are obtained for capital items or operating expenses, for lease or purchase, over \$1000 (excl GST).'

MOVED: Greg Codyre

SECONDED: Josh Brennan

Carried.

MOTION: That the Board commits the remainder of our 5YA money to upgrading the staffroom cupboards, replacing the sink and taps and adding an extractor fan.

MOVED: Greg Codyre

SECONDED: Fiona Quarrie

Carried.

Recommendation: That the Principal's report be received.

MOVED: Greg Codyre

SECONDED: Wayne Jenkins

Carried.

7. Presiding Members Report:

Taken as read -

It is good to see the school field is growing nicely.

Sport NZ has just released its Active Bodies, Active Minds report. This supports earlier research from Ero demonstrating increasing time allocated to physical activity can positively impact school engagement and success. School boards play a key role in enabling increased physical activity through not only property planning, but also creation of positive inclusive environments for all students.

With the general election being held on Saturday 7 November, NZSBA is reminding its members that the Code of Conduct for State Board Members requires board members to be politically impartial in their roles as board members.

Recommendation: That the Presiding Member's Report be received.

MOVED: Wayne Jenkins

SECONDED: Nat Masters

Carried.

8. Finance Report:

Account Balances:

Cheque Account - \$197,586

Construction Contract Retention - \$0.00

Online Saver - \$44,512

Results as at 30 June 2026

For the month of June the deficit totals (\$7,987) compared with the budgeted deficit of (\$6,095). For the year to 30 June 2026 the surplus totals \$28,306 compared with the budgeted surplus of \$18,166. This is six months through the year, or 50% of the way through the financial year, with 49% of budgeted revenue received, and 46% of the budgeted

expenditure spent. The school has a working capital of \$303,658 and total uncommitted funds of \$275,520

Recommendation: That the Finance Report and the June financials be received and accepted, and payments approved.

MOVED: Sara Martin

SECONDED: Josh Brennan

Carried.

9. Property Report:

The new grass on the field was mowed for the first time last weekend. It may need some Nitrogen added. This was discussed and hopefully we can source some via Board members leftovers, or perhaps approach FarmSource again?

Sara suggested a thank you to PGG Wrightson & FarmSource for their work towards regrassing the field. A drone photo including the children was suggested.

MOTION: That the Property Report be accepted.

MOVED: Josh Brennan

SECONDED: Wayne Jenkins

Carried.

10. Bus Report

The June Bus Health & Safety report was presented.

Naomi injured her leg on 22nd June so has been unable to drive. She has an MRI scan appointment this Friday. This will hopefully determine whether she will be able to safely drive the school bus or whether surgery is required. Sara and Nat have been relief driving for Naomi in the meantime.

We received our quarterly funding in July.

We have an audit coming up next week. Nat queried the question about communication in 'non-coverage' areas. We don't currently have a policy on this but could go into a policy as a procedure.

Recommendation: That the Bus Report be received.

MOVED: Nat Masters

SECONDED: Kirsty Early

Carried.

11. Health & Safety Report

Nothing to report.

12. General Business

Nil.

MEETING CLOSED: 8.15pm

13. Date of Next Meeting:

Monday 14th September 2026 at 7.00pm

Venue: Kimbolton School

Minute Secretary – Judy Rush

Signed _____

Date _____