



Kohia Terrace School Board of Trustees Meeting Minutes 7.00 pm, 1 May 2019

Present	Ruth Wilkie (Chairperson)	Alison Spence (Principal)
	Daniel Wong	Hayley Lewis
	Kathleen Mistry	Oliver Shaw
	John ETTY	Jennifer Tupou (from 7.30pm)
	Sheryl McEwen	Lisa Miller (Minute taker)
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
	Nicola Zimmerman (Accos Leader)	
	Zhi Chen (parent)	
Apologies		

1. Welcome and Karakia

Apologies: None

2. Confirmation of committees, meeting times

- Confirmation of previous minutes March 2019 - agreed
- Business Arising
 - Website viewing statistics - discussed - to continue tracking each month
 - Submission Tomorrow School's Review - sent by John including all suggestions by Board members
 - Board succession email - sent by Classroom Co-ordinators

3. Chairperson update

- IWS internal review summary
 - Agreed to write to STA of issue and resulting impacts, also with regards to health and safety requirements versus the educational needs of an IWS child - Possibly a joint COL letter. Board chair will draft.
 - SENCO training underway
- Board photo for website - postponed until new Board elected
- Hautu (Board self-review)
 - Hui with Maori community was held on 30 April
 - Confirmed new Karakia school-wide (including at BOT meetings)
 - Staff development continuing
 - Powhiri introduced to welcome new families each Term
 - Kapa Haka joining local schools to celebrate Matariki
 - Kohanga Reo at the University is another potential point of contact
 - 9 Maori students at present
 - Reporting is complex and there is a need to be careful to ensure anonymity
- Board get-together - to be organised
- May Board meeting - date change to Monday 27 May

4. Strategic Update

- Mana Tangata - Talking to Learn

- Hard to assess
 - Recommendations
 - Test EOY (comparisons/what difference has been made)
 - Community/parent involvement/understanding - advise "why"
 - "Tips" advice to parents (after the collaborative learning)
 - Mātanga Mahi - Professional Accountability
 - Reflective Practise is strong
 - To clarify the "Why" of why we are looking at teacher agency is important and to ensure teacher buy-in - maybe a COL discussion also
 - Teacher release for professional learning to be undertaken, for curriculum area observation (in the individual teacher's goal area)
 - Next report due end September
 - Annual Plan Update
 - All planned actions are on track. The one area that needs to be improved is regularly updating with parents on the various initiatives through the newsletter
5. Principal's Report - read
- Camp Reviews - complete
 - Year 6 service trip proposal
 - Lego Show
 - Check who can organise this, now that Helen has left the school (check with Helen re organisation records that she can hand-over)
 - Possibly a PTA fundraiser with funds going to a designated school in Tonga
 - Agreed to support Opotiki for a service trip
 - Separate fundraising (from the Lego Show) to be organised to cover Koha for the Marae and subsidised trip costs
 - Possibility of a local Opotiki school coming to Auckland
 - Ratifications - agreed
 - Principal's Report
 - The appointment of Abigail Blanchett (Teacher Aide)
6. Asset
- International Students
 - We have 2 more students, in addition to those budgeted for
 - BOT FTE hours tracking - Board has been asked to track these again, despite tracking that was done not being used.
 - New auditors (RME) visited full day 1 May
 - Thorough process
 - Report due 31 May
7. Personnel
- Paid union meetings next week
 - Spread out over 4 different meetings
 - School will not be closed
 - Potential strike action to be confirmed
8. Communications- see correspondence register in agenda
- In: STA News
 - Out: None
9. Meeting Review
- Meeting start at 7pm working well
 - Identify items for the newsletter
 - Hautu review
 - Elections/nominations for new BOT
 - Reporting to Learn and Accountability Reports

Meeting closed at: 9.00 pm
Next meeting - 27 May 2019 7.00pm

Confirmed as a true and accurate record: *Ruth Millar* *27/5/19.*
Chairperson Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Letter to STA re IWS students/COL submissions	Ruth
Board get-together	Ruth
Lego show organisation - discuss with Helen	Alison/PTA
Year 6 service trip proposal	Alison
Kohanga reo at UoA	Alison to make contact
Follow up with CES on whether BOT can certify no paid work for Board members other than as remunerated by Board fees.	Alison