



Kohia Terrace School
Board of Trustees Meeting Minutes
7.30 pm, 25 March 2019

Present	Ruth Wilkie (Chairperson)	Alison Spence (Principal)
	Daniel Wong	Hayley Lewis
	Kathleen Mistry	Oliver Shaw
	John Etty	Lisa Miller (Minute taker)
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
	Felecia Tomich (SLT) (until 8pm)	Xenia Looi
	Zhi Chen	Rachel Oram
	Damian Treanor	
Apologies	Sheryl McEwen	Jennifer Tupou

- **Welcome and Karakia**

Apologies: Sheryl McEwen, Jennifer Tupou

- Board photo for website - postponed until all members can attend
- Confirmation of previous minutes [February 2019](#)
- Business Arising - website figures to be provided

- **Chairperson update**

- **Submission to Tomorrow's schools review**
 - Ruth circulated a submission on behalf of COL (8 schools) for approval
 - Agreed that a submission from our BOT will be sent
 - Comments to John's report to be given by Thursday
 - Round robin email finalisation by Monday
 - Individual submissions optional
- **Property update**
 - Meeting with MOE was held on 8 March
 - Have been advised that the land is owned by UOA now and was treated as such when the process started from 2013. MOE had not explained this.
 - No legal recourse
 - MOE can request a portion of land when UoA sells the campus.
 - Accelerated Master Plan
 - MOE member will contact us soon to begin the process (with BOT having big input)
 - Could lose Intermediates and Out-of-zones to manage growth.
 - Albert Eden Local Board
 - A letter has been sent to them re campus and Board resolved to ask the Auckland Council to develop its own master plan.

- IWS internal review
 - Complete
- Board Succession

- Meeting for potential new Trustees 30 April at EGGS
 - Classroom coordinators to send an email
 - CES is acting as our Returning Officer
- Board resignations
 - Received from Michael Allan and Jayne Settle - accepted
 - Agreed to not fill the positions as is an election year
- Meeting times
 - Monthly meetings to be held on a Wednesday at 7pm
 - Next Asset Meeting to be on Monday 29 April 7.45am
- Strategic Update
 - Mana Tangata - Wellbeing
 - NZCER Wellbeing survey undertaken by all students
 - Initial analysis has been completed. Am now identifying trends in regard to ethnicity, gender and year groups
 - Shows a classroom teacher's influence from a young age
 - Data is referenced against 400 schools
 - Strategies for teachers being discussed
 - Recommendations:
 - To keep BOT updated
 - Complete the more detailed analysis
 - Mātanga Mahi - Assessment for Learning
 - PAT's have been completed for Years 3-8 (Year 3 maths still to be done)
 - Results are available for students, to see where their next learning steps are (student agency)
 - Easttle tests to be sat by students who have done well, to further inform teacher and student
- Principal's Report
 - Positive Feedback from community regarding communication, following the Christchurch tragedy
 - COL report back to Boards - Evening 2 April
 - Meeting with Muslim parents took place - constructive and worthwhile. 2 - 3 actions have been identified.
 - PAT Review
 - Reading and maths tracking above
 - Would be useful to compare schools within the COL, as to who uses PAT or Astle testing
 - Talking to Learn and Professional Accountability to be discussed next meeting
 - ESOL Funding
 - 118 ESOL students
 - Resourcing review to take place
 - Find out what other schools are doing
 - To advise next meeting
 - International Student Update. 9 students currently. Income down slightly in previous years.
 - Eden / Albert Cultural grant application update
 - Grant not successful, will not proceed
 - Ratiications - agreed
 - Principal's Report
 - The appointment of Sarid Olvera
 - The appointment of Samuel Cole
- Asset
 - Draft 2018 financials
 - Have been sent to the auditors

- 2019 Final Budget
 - Ratified
 - To be sent to CES

- Personnel
 - Appointment TA ESOL and IWS - refer Principal's report
 - Resignation of Ayla Comrie TA
 - Paid Union Meetings being done electronically

- Meeting Review
 - Comments on meeting procedures and outcomes
 - Identify agenda items for next meeting
 - Identify items for the newsletter
 - Wellbeing Survey
 - PAT Tests/3WLC
 - BOT succession/number of guests at meeting
 - Tomorrow's school review submission by BOT
 - ESOL Trends over last few years
 - Preparation for next meeting
 - Board Time Tracking - awaiting information from MOE around this
 - Correspondence in/out - need to record this better in Board proceedings.

 - Preparation for next meeting

Meeting closed at: 9.30 pm
 Next meeting - 1 May 2019 7.00pm

Confirmed as a true and accurate record: _____
Chairperson
1/5/19
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Website viewing statistics	Alison
Submission Tomorrow School's Review	John
Board Succession email	Classroom Coordinators

