Kohia Terrace School
Board of Trustees Meeting Minutes
6.30 pm, Wednesday 28 October 2020

Present	Oliver Shaw (Chairperson)	Alison Spence (Principal)
	Zhi Chen	Sheryl McEwen (Staff Rep)
	John Etty	Lisa Miller (Minute taker)
	Paul Kelly	
	Kathleen Mistry	
	Rachel Oram	
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
Apologies		

1. **Welcome** and Karakia
   Apologies - None
   Conflict of Interest - None

2. **Confirmation of previous minutes** 23 September 2020 - approved
   - Business Arising

School app - Aimy Plus to be linked in	Alison/Becca - complete
To summarize FAQ's and answers and report them to community (after survey results analysed further)	Personnel Committee - see below (meeting held 28 October)
To organise an additional BOT/School leadership meeting in Term 4 to discuss additional "values"	Alison - date set for next month (may cover some in this meeting)

3. **Board**
   - N/A this month

4. **Principal's Report** - read
   4.1 Inclusive Practice Review 2020 - presented by Erynn
   - Thorough and detailed report with further discussion ensued
   - 2021 planning
     - ORS funding in progress
     - Work to create a tracking system specifically for STEPS web and Hear Builder
     - Implementing an accelerated learning programme
     - Teacher Aide Professional Development

   4.2 Curriculum Policy Review Summary
   - Extended Curriculum (GATE) Procedure - to be rewritten
   - School Attendance (a new procedure)
     - Discussed and revised
     - To consult with the community

- Enrolment - reviewed in 2019
- Home Learning - to be reviewed
- CWSN - reviewed
- ESOL - reviewed
- Attendance Registers - reviewed

4.3 Values discussion paper
- Robust discussion took place
- As a next step, to speak to students Y3 and above and ask their perspectives

4.4 New ERO review process
- Alison attended a meeting on 27 October
  - 1 reviewer allocated to each school
    - Ongoing review, with reviewer working alongside the school and offering support if needed
    - More participation and collaboration from both parties
  - Still focused on equity opportunities for students
  - Action planning (not just evaluative)

Ratifications - <u>agreed</u>
- Principal's report
- Kerry Hales as the new Koru team leader.
- The following permanent positions:
  - Anna Hartley
  - Toni O'Connor
  - Jo Bateman
  - Anusha Chebbi
- The following fixed-term positions:
  - Nygel Knighton
  - Tara Jones
  - Alice Ash
  - Laura Clack
  - Lisa Peterson (terms 3 and 4)
  - Charlotte Winstone-Houghton (term 1)

5. Strategic Update

5.1 Nothing to update this meeting

6. Asset meeting minutes - <u>read</u>

6.1 Health and Safety Meeting Minutes - <u>read</u>

6.2 5YA update - Awaiting MOE approval (hoping to commence mid November)

6.3 Kohia Kids Zone report - to report in November

6.4 September financial report
- Surplus and Working Capital YTD looks good

6.5 Draft budget discussed

6.6 Fixed Asset Register and Depreciation Rates letter - <u>approved</u> (no changes required)

7. Personnel Committee

7.1 Community survey draft summary
- Meeting held at 5.30pm Wednesday 28 October

- Discussions had re communication to community, with further feedback from BOT members to be conveyed by Monday 2 November

8. **Communication**
   Reading of Board email process
   In
   - NZSTA Membership Matters
   - NZSTA Knowledge Hub
   - response letter to Year 3 re working in hall

   Out
9. Meeting Review / Newsletter items
   - Community Survey

Meeting closed at 8.20pm

Next meeting - Wednesday 2 December 2020 (lengthy meeting, as no meeting later in December - start time 6pm with dinner included)

Confirmed as a true and accurate record: _____ 02/12/2020
Chairperson Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

School values review - to speak to students Y3 and above and ask their perspectives	Leadership Team
Community survey draft summary - feedback by Monday 2 November	BOT Members
Extended Curriculum (GATE) - to be rewritten	Leadership Team
School Attendance procedure (new) - to consult with community	Alison
Home Learning Procedure to be reviewed	Leadership Team