



Kohia Terrace School
Board of Trustees Meeting Minutes
7.30 pm, Wednesday 1 December 2021 (via zoom)

Present	Oliver Shaw (Chairperson)	Alison Spence (Principal)
	Zhi Chen	Sheryl McEwen (Staff Trustee)
	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 3 November 2021 - approved
 Business Arising:

2022 Budget		done
<ul style="list-style-type: none"> ● remove personal and identifying details ● Follow up with NZEI re support staff 	Lisa Alison	
Capital expenditure - review what can be spent this year	Alison	done
<ul style="list-style-type: none"> ● Junior areas steps upgrade ? ● Tiger Turf (junior area) ? 		
Catch up with Gill re tender for year 5 stairs/balcony	Alison	done
Process for reporting of close contacts - to write up steps	Alison/Catherine	done
2022 BOT elections - amend co-option letters for Aisling and Willie (with new BOT election date for KTS of 7 September 2022)	Alison	done

3. **Board**

4. **Policy Review** - no review

5. **Strategic**
 - 5.1 Annual Plan (final review) - presented by Alison
 - Next steps:
 - Continue to build and share resources for Kohia Kōrero with teachers and coaches
 - Display posters for PB4L around the school (from the start of 2022)

- Work with student groups to write the 'New Student' booklets (for the start of 2022)
 - Start Samoan dance groups and continue other groups in 2022
- 5.2 English Language Learners Target - presented by Erynn
- Recommendations for 2022:
 - Complete the development of the "child speak ELLs"
 - MoE has indicated that we will be able to move away from the original ELLP matrices for assessing students and be able to use the ELLP Pathway
 - Students can set their own English language learning goals via Hero.
- 5.3 Wellbeing Target - presented by Alison
- Recommendations for 2022:
 - To continue with fortnightly Kohia Korere
 - Continue to develop the student coach involvement in Kohia Korero and playground support
 - Involvement in Mitey programme from term 2 2022
 - Cultural assembly programme to extend
 - Cultural ambassadors to be recognised with an excellence certificate
 - Extend the cultural group opportunities for students
 - Greater representation at Eden Albert cultural festival
- 5.4 Bicultural Target - presented by Catherine
- Recommendations for 2022:
 - Continue to focus on building bicultural competence with staff and students
 - Enrol in Whakamānawatia programme which has a three strand approach involving PD for staff which supports programmes for students and whanau
 - Consider the use of elements outlined in the Hikiaro schema to supplement this programme as needed
 - Continue a staff PLD programme each term
 - Ensure a 30 min te reo / tikanga formal lesson each week with learning integrated throughout the week
 - Involvement in Mitey programme from term 2 2022
 - Cultural assembly programme to extend
 - Cultural ambassadors to be recognised with an excellence certificate
 - Extend the cultural group opportunities for students
 - Greater representation at Eden Albert cultural festival
 - Powhiri/ mihi whakau each term and continue to review tikanga and the relevant te reo as a Senior Leadership Team
 - Schedule rua hui (term 1 and 3)
 - Explore ways for our Māori students to take pride in being Māori

6. Principal's Report - read

6.1 Kiwisport Review - read

6.2 Last Day of school organisation

- To be revamped

7. Asset

7.1 October Financial Report

- Awaiting receipt of 5YA final balance
- Donations received this year are much lower than budgeted
- Unused camp costs for Y7/8 to be refunded
- Teacher Aides costs include
 - Additional staff covered by MOE Grants received during the year
 - Increased costs incurred to cover bubbles
- Relieving costs for staff sickness are under budget
- Insurance claim for vandalism was received in November \$17K

7.2 2022 draft budget - approved

- \$56K surplus
- Staffing to be finalised early 2022 (teacher/teacher aide)

7.3 2022 Donation

- Fee review to \$495 - agreed
- Reduction of \$5000 in PTA budgeted income

7.4 After School Care 2022 Budget/fee review - approved

- Budget spreadsheet to be sent to Rachel for calculation accuracy

7.5 Holiday programme from 17 Dec - approved to proceed (once Ministry agrees)

7.6 Activity Fees unused this year

- To consider when setting the 2022 fees to pay

8. Personnel

8.1 Alison's 2021 Appraisal (discussed in committee)

- Exit interviews still to be done, collated and reported back to BOT

Catherine and Erynn left the meeting

9. In committee

The Board moved to in-committee at 9.02pm

- **Resolution to exclude the public:** Section 48, Local Government Official Information and Meetings Act 1987
- I move that the public be excluded from the following parts of the proceedings of this meeting
- Date: 1 December 2021 Time In: 9.02 pm Time Out: 9.21pm Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Principal's Appraisal Staff Matters	Staff confidentiality	48(1)d: That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any

		proceedings to which this paragraph applies.
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- Resolved that the meeting come out of committee at 9.21pm

10. Communications

1. How well did we accomplish the results we expected from this meeting based on the set agenda?

(Not at all well) 1 2 3 4 5 (very well)

2. How satisfied are we that the group worked well as a team?

(Not at all well) 1 2 3 4 5 (very well)

3. How satisfied are we with everyone's participation and contribution as an individual?

(Not at all well) 1 2 3 4 5 (very well)

4. What could improve our meeting process?

ZOOM meetings are more difficult. Nothing like face to face.
It is harder to get the discussions going.

Meeting closed at 9.25pm

Next meeting - 2022 tbc

Confirmed as a true and accurate record:

DocuSigned by:
Oliver Shaw
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9/3/22.

Chairperson

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

After School Care Budget spreadsheet to be sent to Rachel for calculation accuracy	Lisa/Rachel
Staff exit interviews	Personnel Committee

RECURRING AGENDA ITEMS

Privacy Act
