



Kohia Terrace School

Board of Trustees Meeting Minutes

6.00 pm, Wednesday 14 April 2021

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

1. Welcome and [Karakia](#)
 Apologies- as above
 Conflicts of Interest - none

2. Confirmation of previous minutes [24 March](#) - approved
 - Business Arising

| | |
|--|---|
| Summary of Curriculum changes - add to April meeting agenda | Alison (to add to agenda) - see below |
| Distribution of demographics over year levels | Florin- done |
| Future Planning (Succession / Co-option) - To consider and discuss at a future time | BOT - ongoing |
| New privacy policy (was a procedure) <ul style="list-style-type: none"> ● To read for discussion at March meeting | BOT/Alison (to add to agenda) - see below |
| 2021 Budget - changes to be made and ratified at next meeting | Alison/Lisa - complete - see below |
| Link to NZSTA news on agenda | Alison - done |

3. Board
 - 3.1 Future Planning (Succession / Co-option) - discussed
 - 3.2 Meeting schedule for 2021 (2 meetings per term) - agreed
 - To check school calendar and confirm dates
 - Suggested dates
 - Term 2 Week 4 26 May Week 9 30 June
 - Term 3 Week 4 19 Aug Week 9 22 Sept
 - Term 4 Week 3 3 Nov Week 7 1 Dec
 - Term 1 2022 Week 4 23 Feb Week 9 30 March

3.3 ERO Assurance Checklists - confirmed to do under these committee forums:

(Deadline of 2nd meeting in Term 2)

- Personnel - personnel, curriculum
- Asset - asset, finance, health and safety
- All- board administration

3.4 Privacy Policy - ratified

3.5 Summary of Curriculum changes - read

4. Strategic Annual plan April review - read and discussed

5. Principal's Report - read

- Demographic Distribution 2021 - read
- Health and Safety Meeting minutes - read
 - Smoke free signs deadline 11/5/21
- 5YA projects
 - in progress
 - Additional costs relating to issues identified in how the Room 1 - 4 block was attached to the Room 5 - 7 block, particularly around the toilet block. This has been an ongoing issue (the floating floor in Room 4, 5 years ago) and is reflective of very shoddy workmanship when the school was established in 1996.
- Maori Community Hui
 - Successful meeting held with goals and action plans discussed
- Ratified

6. Asset Committee (No meeting this month)

6.1 Financial Reports to 31 March 2021 - approved

6.2 School Docs - \$1500 per annum - approved to proceed

6.3 Tree quote

- Blurb to go in the next newsletter to update the community regarding the garden project plans for the tree removal which will be recycled to make garden beds, by the enviro team.

6.4 Audit 2020 - in progress

6.5 2021 Budget - ratified

- Deficit of \$39554

6.6 Kohia Kids Zone

- Have changed booking system from Aimyplus to Enrolmy - working well at this initial stage

Lisa left the meeting

7. Personnel

In committee

The Board moved to in-committee at 6.50pm

- 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: 14 April 2021 Time In: 6.50 pm Time Out: 7.00pm

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 |
|---|---|--|
| 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. |

• Resolved that the meeting come out of committee at 7.00pm

8. Communication

Reading of Board email process

In - NZSTA News

Out - none

9. Meeting Review

Meeting closed at 7.50pm

Next meeting - 26 May 2021 6.00pm

Confirmed as a true and accurate record:



Chairperson

26/5/21

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

| | |
|--|---------------------------|
| Future Planning (Succession / Co-option) - To consider and discuss at a future time | BOT - ongoing |
| To check school calendar and confirm BOT meeting dates for 2021 (2 each term) | Alison |
| Ero Assurance Checklists - deadline of 2nd meeting in Term 2 <ul style="list-style-type: none"> • Personnel - personnel, curriculum • Asset - asset, finance, health and safety • All- board administration | Personnel Asset BOT |
| Blurb in next newsletter re tree removal (and the intentions of the enviro team) | Alison |
| Smoke free signs to be installed by 11/5/21 | Kevin |

RECURRING AGENDA ITEMS

Privacy Act

