



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30 pm, Wednesday 24 February 2021

| | | |
|-----------|---------------------------|----------------------------|
| 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 | | |

John Etty took the Chair

1. Welcome and Karakia
 Apologies - none
 Conflict of Interest - none

Chairperson Elections

- Nominations were called for. One nomination received.
Moved that Oliver Shaw be appointed Chairperson/Seconded Kathleen Mistry
Carried

Oliver Shaw took the Chair

Deputy Chairperson Elections

- Nominations were called for. One nomination received.
Moved that Kathleen Mistry be appointed Deputy Chairperson/Seconded by Rachel Oram
Carried

Ratifications of Committees

- Asset committee Chair retained: Rachel Oram
- Personnel Committee Chair retained: Kathleen Mistry

Meeting times and dates

- Last Wednesday of each month 6pm start
- November meeting to be held early December (with no December meeting)

2. Confirmation of previous minutes [24 February](#)

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

| | |
|--|---|
| TFCC Construction quote for caretakers shed upgrade (Plan B) | Alison - completed |
| Charter 2021: Wellbeing strategy to be reviewed at February meeting | BOT - completed (see below) |
| BOT/PTA get-together 2021 | To be organised |
| BOT member to attend first PTA meeting in 2021 | |
| Funding with purpose - collaborate with PTA | |
| NELP transition (from 2021) | BOT |
| Privacy Act 2020 requirements | BOT/Leadership Team - defer to next month |
| Target 2 (Thinking): Curriculum evenings for parents to be established | Leadership Team |

3. Board

3.1 Schedule of Delegations

- Discussed and amended - agreed for sign-off

3.2 MOE Masterplanning

- Discussions underway
- Document forthcoming which will form the basis of the BOT development

4. Strategic

4.1 Analysis of Variance 2020 (a summary of various end 2020 reports) - read

- Discussed at November 2020 meeting
- Will be sent to MOE next week

4.2 Charter and Annual Plan 2021 - read

5. Principal's Report

5.1 ELL 2021 Student Achievement Review

- Presented by Erynn
- Recommendations:
 - Keep ESOL teachers consistent throughout the year in order to forge the strongest possible learning focused relationships
 - Continue ACCoS initiative to support classroom teachers with students who are currently learning English
 - Continue to identify ESOL students with learning and behaviour difficulties and develop programs to support them
 - The Inclusive Practice Leader will regularly attend team meetings for all teams
 - Supplement enrolment form for people recently or new to New Zealand to identify language, social and cultural needs
 - As part of our PLD this year teachers will be aware of the dominant language of their students and how that language is structured in comparison to English. This will ensure that explicit language instruction is provided for students, for example plurals.

5.2 Teacher Registration

- Review completed by Alison

5.3 Staff Induction

- 2021 induction complete

5.4 Refreshing the National Curriculum - read

5.4 Summary of Curriculum changes

- Agenda for next meeting

5.5 Education & Training Act Changes for Boards Summary - read

Other

- 5 International Students are currently enrolled
- Updated data shows different demographics of students
 - Florin to provide a distribution of demographics over year levels
- TOD's
 - 4 June 2021 - agreed
 - November 2021 (tbc)
- Garden project
 - Erynn to lead with assistance from staff enviro team
 - To be incorporated in the Intermediate Tech program
 - In conjunction with PTA (as a fundraising initiative)
- Learning competencies
 - Now reflect the Kohia Flower of:
 - Self awareness
 - Relating to others
 - Thinking
 - Taking Action
- Ratified

6. Asset meeting minutes

6.1 December Financial Report - read

6.2 CAMP - Year 7 & 8

- RAMS review in progress

6.3 5YA Building Update

- Learning Station completed
- Year 3 classrooms to be completed shortly and will return to Rooms 6 and 7
- Room 4 will move to Room 3, with Room 5 relocating to the hall, whilst their rooms are renovated
- Intermediate Toilets to commence mid March (alternative arrangements have been made for students)

6.4 Health and Safety

- "No pedestrian access" to be painted on driveway
- Other road markings to be updated

Catherine and Erynn left the meeting

7. In committee

The Board moved to in-committee at 8.15 pm

- **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: 24 February 2021 Time In: 8.15pm Time Out: pm

Carried

| General subject of each | Reason for passing this | Ground(s) under section |
|-------------------------|-------------------------|-------------------------|
|-------------------------|-------------------------|-------------------------|

| matter to be considered | resolution in relation to each matter | 48(1) for the passing of this resolution |
|-------------------------|---------------------------------------|--|
| Staff matters | Confidentiality of staff | 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 pm**

Meeting closed at pm

Next meeting - 24 March 2021

Confirmed as a true and accurate record:


Chairperson

24/3/21
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

| | |
|---|--------|
| Privacy Act 2020 requirements - add to March meeting agenda | Alison |
| BOT/PTA get-together 2021 | BOT |
| BOT member to attend first PTA meeting in 2021 | ? |
| Summary of Curriculum changes - add to March meeting agenda | Alison |
| Distribution of demographics over year levels | Florin |