



Kohia Terrace School

Board of Trustees Meeting Minutes

6.10 pm, Wednesday 24 March 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		

1. Welcome and [Karakia](#)
 Apologies- None
 Conflict of Interest

2. In committee
 The Board moved to in-committee at 6.12pm
 - **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 March 2021 Time In: 6.12 pm Time Out: 6.36pm

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 6.36pm

3. Confirmation of previous minutes 24 February

- Business Arising

Privacy Act 2020 requirements - add to March meeting agenda	Alison - in progress <ul style="list-style-type: none"> ● New privacy policy (was a procedure) <ul style="list-style-type: none"> ○ To read for discussion at March meeting
BOT/PTA get-together 2021	BOT - deferred
BOT member to attend first PTA meeting in 2021	Kathleen - attended <ul style="list-style-type: none"> ● Thanked PTA for 2020 ● PTA agreed to 30K budget for 2021 (focus on fundraising for garden initiative) ● PTA committed to supporting staff ● 25th anniversary this year - cookbook
Summary of Curriculum changes - add to March meeting agenda	Alison - to do
Distribution of demographics over year levels	Florin - to do

4. Board

4.1 Future Planning (Succession / Co-option)

- To consider and discuss at a future time

5. Strategic

5.1 Charter & Annual Plan (final)

- Has been submitted to MOE
- Baseline data now included

5.2 Privacy Act Changes

- Alison to be the Privacy Officer - agreed
- New privacy policy (was a procedure)
 - To read for discussion at March meeting
- Offered Individual BOT email addresses - not needed - agreed

5.3 School Docs

- Cost \$1500p.a.
- Alison to meet personnel from School Docs and confirm details
- Other schools signed up have spoken favourably of the system
- Consultancy is included in the cost

6. Principal's Report - read and ratified

- Thank you to Catherine for organising treats for World Happiness Day
- 3WLC's will take place in Week 11. Agreed that the 2nd day will commence at 1pm with students either being picked up or supervised in the hall.
- Erynn has successfully acquired MOE urgent response funding to provide tutoring and remedial work for students whose lack of academic progress has been exacerbated by COVID lockdowns
- Formal licences for operators hiring the school hall, classrooms and field have been updated with a code of conduct signed for when primary and intermediate aged students are included

6.1 ESOL Review

- Presented by Erynn
- The gap between the number of Migrant and NZ ESOL students is closing
- Migrant children have the challenge of both ESOL and adapting to NZ culture

6.2 International Student Review - read

- Presented by Alison
- Fewer international students at present due to the effects of COVID-19

6.3 PAT review

- Presented by Catherine
- Recommendations:
 - Conduct a curriculum review on effective practice in literacy with particular focus on extending able learners
 - Explore ways of enriching our programmes to encourage those who are achieving at the norm level to accelerate their progress
 - Undertake a team review of reading programmes with a particular focus on instructional strategies, vocabulary extension, focussed independent and maintenance delivery

7. Asset meeting minutes (meeting just prior to Board meeting)

7.1 No financial reports this month

7.2 Kohia Kid Zone Monthly report and discussion paper - read

7.3 Code of Conduct / H&S requirements for onsite providers - see above in Principal's Report

7.4 Budget Ratification

- Changes to be made for:
 - Oscar Grant income
 - CAPEX (Device cabinets)
- To be ratified at April meeting

8. Personnel

- In-committee (see "2" above)

Other

9.1 Student Records Disposal (can be disposed of 7 years after student has left with BOT approval) - approved

- ESOL records
- Confidential records

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters
- Letter regarding Wynton Rufer soccer

Out - none

Link to NZSTA news to be included in future agendas

10. Meeting Review

Meeting closed at 7.50pm

Next meeting - 14 April 2021 6.00pm

Confirmed as a true and accurate record:



Chairperson

24/4/21

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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

RECURRING AGENDA ITEMS

Privacy Act
