



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00 pm, Wednesday 26 May 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		
Apologies	Catherine Palmer (DP)	Erynn Riesterer (IPL)

1. Welcome and Karakia
 Apologies - as above
 Conflicts of Interest - none

2. Confirmation of previous minutes 14 April 2021 - approved
 - Business Arising

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)	completed
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 	<u>Ongoing</u> Personnel Asset BOT
Blurb in next newsletter re tree removal (and the intentions of the enviro team)	completed
Smoke free signs to be installed by 11/5/21	completed

3. Board
 - 3.1 MOE masterplan report
 - Alison and Oliver to provide a feedback letter to MOE - to include:
 - reference to the BOT's original preference of redevelopment of the current site (and the purchase of more land) , to retain the character and history of the school, as communicated to MOE
 - change to the description of the 5YA works completed being more in line with "flexible learning" not "open plan teaching spaces"

- minor changes to the document on a few small details that were not 100% accurate

3.2 Summary of Education and Training Act changes - discussed

3.3 Effective Governance - read

3.4 Proposed changes to ballot priorities - submissions required by 16 June 2021

- BOT group submission
 - Oliver to email list of questions (using screenshot)
 - BOT agreement of responses via email
- Individual submissions if desired

3.5 ERO preparation - self-audit checklist

- Board Administration
 - Alison to tidy up content and bring back to next meeting
- Sub-committees to convene - Alison will set dates

4. Strategic

4.1 No report this month

5. Principal's Report

- Additional paragraph insert for Te Tiriti o Waitangi school-wide programme updates
- Board co-option: Multicultural recommendation
 - Proposed: Alison
 - Seconded: Kathleen
 - All in favour
- MOE has been contacted to assess for full fencing
 - To obtain a quote for the replacement and the installation of a proper gate and also the corner field gate
- School docs underway
 - Current policies and procedures to remain in place

5.1 Attendance Review - read

5.2 EEO review - read

5.3 Privacy Act Guidelines for staff have been completed

- To be communicated to staff
- Alison/Florin/Rachel to review amendments on enrolment form

6. Asset meeting

6.1 April Financial Reports

- Surplus YTD
- Donations slightly ahead of same time last year
- FFP fees increase agreed
- No charge for advertising in the newsletter
- New Entrant teacher commencing mid June
- Classroom renovations to be completed in 2-3 weeks time
- Entity UPS quote - Alison to follow up
- MOE license agreements in progress
 - To check with property advisor regarding Point 12 (2 days notice period)
- 5YA will include sliding windows for Rooms 10 and 11 ventilation

6.2 Kohia Kid Zone Monthly report - read

6.3 2020 Financial Statements - tabled

- Audited accounts submitted 19 May 2021
- 6.4 Auditors Management Letter - [read](#)
 6.5 Representation letter - [read](#)

7. Personnel

7.1 Update given regarding PTA fundraisers/garden initiatives

8. Other

8.1 ERO checklist

- Alison to tidy up content and bring back to next meeting
- Sub-committees to convene - Alison will set dates

9. Communication

Reading of Board email process
 In - NZSTA News
 Out - none

10. Meeting Review

Meeting closed at 7.55pm

Next meeting - 30 June 2021 6.00pm

Confirmed as a true and accurate record:



Chairperson

30/06/21

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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
ERO checklist <ul style="list-style-type: none"> • to tidy up content and bring back to next meeting • Sub-committees to convene - dates to be set 	Alison Alison
MOE masterplan report - send feedback letter to MOE	Oliver/Alison
Changes to ballot priorities <ul style="list-style-type: none"> • BOT group submission <ul style="list-style-type: none"> ○ Email list of questions (using screenshot) ○ BOT agreement of responses via email • Individual submission if wish to 	Oliver BOT BOT
To obtain a quote for the replacement and the installation of a proper gate and also the corner field gate	Alison/Kevin
MOE licence agreements - to check with Property Advisor regarding Point 12 (2 days notice period)	Alison

RECURRING AGENDA ITEMS

Privacy Act