



Kohia Terrace School
Board of Trustees Meeting Minutes
7.30 pm, Wednesday 3 November 2021 (via zoom)

Present	Oliver Shaw (Chairperson)	Alison Spence (Principal)
	Rachel Oram	Sheryl McEwen (Staff Trustee)
	John Etty	Aisling Weir
	Paul Kelly	Willie Rickards
	Kathleen Mistry	
Attendees	Catherine Palmer (DP) (minute taker)	Erynn Riesterer (IPL)
Apologies	Zhi Chen	Lisa Miller

1. Welcome and Karakia
 Apologies - Zhi Chen, Lisa Miller
 Conflict of Interest - None

Welcome to Willie and Aisling to their first meeting as BOT members

2. Confirmation of previous minutes 25 August 2021 - approved
 - Business Arising

Co-option BOT members (Aisling Weir and Willie Rickards)	Alison to approach	completed
Clarify vaccination level status of all staff members	Alison	completed
To check with MOE that the quote for the front gate meets their requirements for short term children safety	Alison	completed
Roof paint and clean to be completed during school holidays	Alison to organise	completed

3. Board

3.1 Health Order - NZSTA guidelines

- Step 1: Provide information
 - Health notice mandating vaccination, anyone on-site from 16 November must be vaccinated
- Step 2: Gather information
 - Staff have been officially informed (last week) by Alison - noting conditions
 - Health notice mandating vaccination, anyone on-site from 16 November must be vaccinated
 - Alison has completed the vaccination register, evidence of vaccination must be shown and stored (under Privacy Act conditions)
 - No need to gather and store records for children at the moment

3.2 Board Elections 2022

- Now to be held between 5/9/22 - 23/9/22
 - KTS BOT election date 7 September 2022 - agreed
 - Alison will amend co-option letters for Willie and Aisling
- To Use CES as Returning Officer (approx. cost \$1500) - agreed

4. Policy Review - no review

5. Strategic

5.1 2022 Charter (draft)

- Charter is similar to 2021
- Curriculum
 - Has been prioritised to the top goal
- Multilingual learners
 - Was paused mid 2021 and will restart in 2022 (Kahui Ako focus)
 - At least one more year on this - due to delays in 2021
 - Ministry is changing the funding matrix - our work builds on this
 - Specialist teaching will be provided to our English Language Learners
- Bicultural focus
 - To be continued as are still in the early stages
 - During 2022 we will build in growing understanding for students
- Wellbeing
 - No longer a strategic goal
 - Will continue to monitor due to the current situation with Covid and lockdowns
- Local curriculum
 - Will continue as have only just begun the key review of each learning area
 - English, Social Science and Science are all up for review in 2022 - flexible grouping (the second Kahui Ako focus) will be embedded within this

6. Principal's Report - read

- Additional teacher staffing available with increased roll (BOT funding no longer required for 2022)
- 5 international students confirmed for next year (one overseas based student paying 50% of fees)
- An application to be reimbursed for payments made to KKZ staff over the lockdown has been made
- 3 bubbles at school are set up for students needing to be there
- Process to be established for potential contact
 - No positive case within the community, no need to notify
 - Close contact - insist on a negative test before return - no requirement to notify
 - Casual contact no need to notify
 - Alison and Catherine will write up the steps for future situations

6.1 Distance Learning Review

- Completed during Term 3 holidays
- Good community response
- Positive actions from teachers have made a difference, which include:
 - More instructional teaching on zoom
 - Small group workshops

- Daily sessions including 'help desk' time
(To note, workload has increased for teachers due to these additional measures, but is being monitored)
- Homework books have been sent out to some families (appraiser was very impressed by this approach)
- Some privacy protection measures have been addressed after some feedback

6.2 Auckland Transport Update - [read](#)

6.3 End of year reporting

- A basic judgement around achievement will be completed, with no report to the BOT
- A thorough assessment review will be undertaken in early 2022 with plans to respond to student needs
- Staffing has been allocated for additional support/acceleration for students into 2022, and budget amendments made, depending on needs arising

7. Asset

7.1 September Financial Report

- Currently in surplus but end of year expenses will go out later in the year
- Income is down, but some savings have been made due to lockdown (e.g. sick leave)

7.2 2022 draft budget

- At present, showing a surplus - further adjustments to be finalised
- Capital expenditure
 - Includes Macbook replacements
 - To review what can be spent this year
 - Steps upgraded by junior area
 - Tiger turf (junior area)
- To remove personal and identifying details from the Budget
- Alison to follow up with NZEI about support staff

7.3 Property update

- SYA completed - MOE have been invoiced, awaiting receipt of final settlement
- Alison to catch up with Gill re tender for year 5 stairs/balcony
- Fencing work starts 4 Nov

7.4 MSD OSCAR grant (see principal's report)

- Have received confirmation that our funding application is successful, but no further information to date

8. Personnel

8.1 Staffing 2022 update

- Exit interviews (with personnel committee) will be offered to staff leaving at the end of 2021
- Summarised feedback from all exit interviews in recent years will be given to the BOT

8.2 ASL application support

- One staff member is applying to be an Across School Leader with ACCOFS -
- Release required for up to 2 days a week out of the classroom (no cost to school) - disruption to the class will be minimised

- Application supported by BOT: Alison proposed, Kathleen seconded

9. Communications

- 9.1 Letter received by the Board
- 9.2 NZSTA 2021 Issues

10. In committee

The Board moved to in-committee at 8.35pm

- 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: 3 November 2021 Time In: 8.35 pm Time Out: 9.11pm

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 9.11pm

11. Return to school

- Alison is attending an online APPA forum tomorrow
- An announcement from MOE is expected late this week/early next week
- Consultation with the community will take place, followed by a special BOT meeting next week to discuss the plan for the return to school.

Meeting closed at 9:18pm

Next meeting - Wednesday 1 December 2021 6.00pm

Confirmed as a true and accurate record:


Chairperson

05/12/2021
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

2022 Budget <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

<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
Process for reporting of close contacts - to write up steps	Alison/Catherine
2022 BOT elections - amend co-option letters for Aisling and Willie (with new BOT election date for KTS of 7 September 2022)	Alison

RECURRING AGENDA ITEMS

Privacy Act
