



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00 pm, Wednesday 30 June 2021

Present	Oliver Shaw (Chairperson)	Alison Spence (Principal)
	John ETTY	Sheryl McEwen (Staff Trustee)
	Paul Kelly	Lisa Miller (Minute taker)
	Kathleen Mistry	
	Rachel Oram	
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
	Travelwise Students (x 3) and parents	
Apologies	Zhi Chen	

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

Update from Travelwise students (Poppy, Rosanna and Ruthie)

- What has been happening this year
 - Back to school campaign - Slow down around schools
 - Pedestrian crossing awareness
- Upcoming projects
 - Park and Walk/Scoot linked to a possible Walking School Bus
 - Funky Feet
 - Travelwise Tree

Travelwise students and parents left the meeting

2. Confirmation of previous minutes 26 May 2021 - approved

- Business Arising:

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	completed
MOE masterplan report - send feedback letter to MOE	Oliver/ Alison	completed
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	completed

To obtain a quote for the replacement and the installation of a proper gate and also the corner field gate	Alison/ Kevin	MoE to cover (awaiting report from MOE) - see asset meeting minutes
MOE licence agreements - to check with Property Advisor regarding Point 12 (2 days notice period)	Alison	No property advisor at the moment - no further action

3. Board

3.1 ERO Assurance Statements

- Meeting with Richard (ERO) in early Term 3
 - Key discussion points to highlight to him (with what progress has been made at KTS since the last ERO review in 2016):
 - Bicultural journey
 - Target school (inclusive practise/ESOL)
 - Student wellbeing

3.2 NZ Curriculum Refresh - NZSTA update - [read](#)

- If proceeds, may have an impact on staffing and budgeting for 2022

4. Strategic

4.1 Annual Plan Mid year review - [read](#)

- Wellbeing
 - Next steps:
 - Continue to build and share resources for Kohia Korero with teachers and coaches
 - Create posters for PB4L to be displayed around the school
 - Work with student groups to write the 'New Student' booklets
 - Start Cook Island and Samoan dance groups in Term 3 and continue consultation regarding starting other groups
- ESOL
 - Next steps
 - Funding was received to release five teachers for two days to work through the ELL Pathways - this should go ahead in Term 3
 - Roll out a trial of using Speaking Progressions in the classroom to obtain feedback from staff on students' agency/ownership of the pathways
- Local Curriculum
 - Next steps:
 - To finish maths deep dive and complete the teaching handbook regarding best practice in maths
 - To review teachers goals in maths at the end of the term
 - To undertake a second in class review of maths practice
 - Mid term 3 to move to literacy focus
- Bicultural
 - Possible Goals;
 - Whole school learns a haka - either Ka mate, ka mate or Tika Tonu
 - Resourcing for Reo lessons
 - Volunteer to make the resources for the lessons?
 - Review the phrases being shared each week
 - Release time for the Te Reo Rōpu in Term 3

5. Principal's Report
 - 5.1 Travel Wise update - [read](#)
 - 5.2 Maths Curriculum development update
 - Research undertaken by SLT into current pedagogical theory
 - Two staff meetings and a TOD held for maths PD
 - Observations of practice across the school followed by feedback discussions
 - Peer coaching into goals around maths practice undertaken, with reflection on progress
 - New teaching handbook being co-constructed by teachers
 - 5.3 2022 Term dates
 - Option B [approved](#) (start date 3 February, end date 16 December)
 - 5.4 Privacy Act Guidelines for staff - [read](#)
 - To discuss with staff
 - 5.5 ERO pathway - see 3.1 above
 - 5.6 NZQA - joint application for FFP
 - 5.7 Proposed 2022 TOD's - [approved](#)
 - 11 March (Wk 6 T1)
 - 3 June ACCOS (wk 5 T2)

- Ratifications - [agreed](#)
 - Appoint 2 x part time Teacher Aides on a fixed-term contract until the end of 2021
 - Appoint a fixed-term teacher for one day a week for music and junior CRT release
 - Ratify the Principal's Report

6. [Asset meeting minutes](#) (meeting just prior to Board meeting)
 - 6.1 Kohia Kid Zone Monthly report - [read](#)
 - 6.2 May 2021 Financial Report - [read](#)
 - 6.3 Balance Sheet - [approved](#)
 - 6.4 Cash Flow Budget 2021 - [read](#)

7. Personnel meeting minutes- [read](#)
 - 7.1 COVID immunisations - MOE guidance
 - BOT will support "enabling" of staff to get COVID-19 vaccination under MOE guidelines
 - Alison to advise staff
 - 7.2 Health & Safety Risk assessment
 - Delegated to the Principal (from BOT)
 - Kathleen to call NZSTA to check when guidance to BOT's will be given

8. Communication
 - 8.1 School Auditors Arrangements 2021 - 2023

9. Other
 - 9.1 NZSTA 2021 Issues
 - 9.2 School Docs
 - To go live at the beginning of Term 3 - [ratified](#)

Meeting closed at 8.00pm

Next meeting - 18 August 2021 6.00pm

Confirmed as a true and accurate record:


Chairperson

25/08/2021

~~25/08/2021~~

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

May meeting minutes (signed) put on the website	Lisa/Becca
Privacy Act Guidelines for staff - to be discussed with staff	Alison
Covid-19 vaccinations - MOE guidelines - to advise staff	Alison
Health & Safety risk assessment - to contact NZSTA as to when guidance will be given to BOT's	Kathleen

RECURRING AGENDA ITEMS

Privacy Act