



Kohia Terrace School
Board of Trustees Meeting Minutes
7.30 pm, Wednesday 25 August 2021 (via zoom)

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

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

2. Confirmation of previous minutes 30 June 2021 - approved

- Business Arising

May meeting minutes (signed) put on the website	Lisa/Becca	Completed
Privacy Act Guidelines for staff - to be discussed with staff	Alison	Completed
Covid-19 vaccinations - MOE guidelines - to advise staff	Alison	No guidelines from MOE as yet
Health & Safety risk assessment - to contact NZSTA as to when guidance will be given to BOT's	Kathleen	Expected September

3. Board
 - 3.1 ERO meeting 1 (with Robert on 5 August 2021)
 - ["Overview of process"](#) discussed
 - Currently in "exploring and focusing/designing" stage
 - Next steps:
 - Next meeting to take place at the end of September
 - 3.2 [ERO Assurance Statements - Summary of actions](#)
 - To decide what needs to be addressed moving forward

3.3 Decile review - agreed to no review

4. Policy Review (SchoolDocs)

- Concerns and Complaints
 - Persistent or Vexatious Communications Policy
 - To be reviewed by Alison and Kathleen and forwarded to School docs for possible inclusion
- Behaviour Management
 - Alison and Catherine will review to check it agrees with process
 - Will make any recommendations to the BOT

5. Strategic

5.1 Mid year achievement review

- Presented by Catherine
- Reading - future actions:
 - A number of English language learners across the school are visible in the data in both Asian and Pacific ethnicity groups. Funding has been granted for five staff members to attend a 2 day ministry funded programme that will support teacher understanding of language learning. Our ACCOS work this year is focusing on building student understanding of this process.
 - Students with suspected learning needs are being followed up
 - Making Words will be introduced as a learning support / acceleration tool in Koru team from term 3
 - We will continue to allocate private SPELD tutoring within class time.
 - Intermediate acceleration programmes continue in lieu of languages, with a wider group based on this data review
- Writing - future actions:
 - Koru: writing programme review : daily writing. In Year 2 and 3 the teachers need to ensure the students are doing the editing
 - Harakeke: review of team-wide spelling programme and consider a published piece of writing regularly that has been edited for surface features in detail (spelling, grammar, punctuation)
 - Pohutukawa: acceleration group to include additional students
 - Continue to monitor the small group of Māori learners who are showing limited progress
- Maths - future actions:
 - Continue allocating time for Rachel's acceleration programme
 - Continue funding Louise for her enrichment classes
 - Observe all teachers for the second time to review progress as a result of the Maths PLD over terms 1 and 2 to identify next steps
 - Complete the maths teaching handbook for teachers which details the school approach to maths teaching and expectations
 - Visit of a school within our Kahui Ako who has achieved a big jump in maths results
- Catherine to provide a comparison for each year group against 2020 mid year achievement results

6. Principal's Report - read

- Ratified

- Staffing 2022
 - 3 x Fixed Term teacher roles
- Staff appointments 2021
 - Kohia Kids Zone Assistant Manager
 - Teacher Aide
 - Part-time teacher
- Principal's Report
- July roll return has been submitted to MOE
 - Will determine the staff allocation for 2022 (this will be known by 25 September)

6.1 Ballot 2022

- To ballot:
 - Year 0:
 - Priority 2-5 (4 students)
 - Priority 6 (2 students)
 - Year 1:
 - Priority 2-5 (6 students)
- Ballot for Year 7 students to be determined after confirmation from 4 current Year 6 students) Ideal roll for intermediate is 81 students.

6.2 Registration and Police Vet update - [read](#)

7. Asset meeting minutes - no meeting this month

7.1 Kohia Kid Zone Monthly report - [read](#)

7.2 Financial Report (June and July)

- On target for working capital
- Cash Expenses %ages shown on Narrative Report (Page 4) - check with CES for the purpose of this

7.3 5YA budget reconciliation

- To email the Asset Committee once confirmation has been received from Gil

7.4 Mid year budget review - [read](#)

- With Covid-19 Level 4 restrictions in place again, need to ensure expenditure is tightened, as we did last year

7.5 Property Modifications - fencing report and recommendations

- Discussed short and medium term solutions prior to MOE implementing their fencing solutions
- Areas 1 and 7 need to be addressed - [agreed](#)

7.6 Room 10 - 13 deck and stairs report - [read](#)

7.7 Auditor contract (RMS)

- Increase of 15% 2022 & 3% increase each subsequent year to 2023
- [Approved](#)

7.8 Insurance Claim from MOE

- Have already followed up, to do so again

7.9 Health and Safety Committee

- Junior area maintenance
 - Quote received for \$4600+GST to replace the front steps, and paving and removal of rotten seating
 - Most likely to postpone to next year
- Priority to address tree limbs

7.10 Cyclical Maintenance

- Quote received from Carus:
 - Painting of roof (main block) \$19K (budgeted \$12K)
 - Important to maintain, per guarantee conditions
 - Painting of exterior (main block) \$54K (budgeted \$35K)
 - After feedback from the school, Carus may re-quote
 - To obtain another quote

8. Personnel

8.1 Staffing 2022

- 1 BOT funded teacher - approved

8.2 Appointment Checklist x 2 staff appointments - read

9. Communications

9.1 NZSTA 2021 Issues

9.2 MOE Signed Property Masterplan Report - read

- Included recommended amendments from BOT

Meeting Review


1. How well did we accomplish the results we expected from this meeting based on the set agenda?
(Not at all well) 1 2 3 4 **5** (very well)
2. How satisfied are we that the group worked well as a team
(Not at all well) 1 2 3 4 **5** (very well)
3. How satisfied are we with everyone's participation and contribution as an individual?
(Not at all well) 1 2 3 4 **5** (very well)
4. What could improve our meeting process?

ZOOM meetings are more difficult. Nothing like face to face meetings.

Meeting closed at 9.22pm

Next meeting - 22 September 2021 6.00pm (29 September may be a better date tbc)

Confirmed as a true and accurate record:

 29/09/2021
Chairperson Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS

	Date	
Persistent or Vexatious Communications Policy <ul style="list-style-type: none"> • To be reviewed and forwarded to School their concerns and complaints policy) 	29/9/21	Alison/Kathleen
Comparative data for each year group to 2020 d achievement report)		Alison/Catherine
Behaviour Management Policy (SchoolDocs) <ul style="list-style-type: none"> • To be reviewed with recommendations for BOT 		Alison/Catherine
Insurance claim - to follow up (again)		Alison
Cash Expenses %ages shown on Narrative Report (Page 4) - check with CES for the purpose of this		Lisa

5YA budget reconciliation <ul style="list-style-type: none">To email the Asset Committee once confirmation has been received from Gil	Lisa
Cyclical Maintenance (painting of roof and exterior of main blocks) - to obtain another quote	Alison
Fencing modifications - to organise for areas 1 and 7	Alison

RECURRING AGENDA ITEMS

Privacy Act
