



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 21 September 2022

Present	Michelle Banfield	Alison Spence (Principal)
	Bharat Choudhary	Rachel Ogilvy (Staff trustee)
	Paul Kelly	Lisa Miller (Minute taker)
	Kathleen Mistry	
	Willie Rickards	
Attendees	Erynn Riesterer (IPL)	
Apologies	Catherine Palmer (DP)	

Willie Rickards took the Chair

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

Presiding Member Elections

- Nominations were called for. One nomination was received.
- Kathleen Mistry was nominated by Paul Kelly - all agreed

Kathleen Mistry took the Chair

Deputy Presiding Member Elections

- Nominations were called for. One nomination was received.
- Paul Kelly was nominated by Kathleen Mistry - all agreed

Ratifications of Committees

- Asset committee Chair retained: Paul Kelly. Bharat to join
- Personnel Committee Chair appointed: Willie Rickards. Michelle to join. Kathleen to continue.

Meetings:

- BOT meetings 2022 (Term 4)
 - Change to 5.30pm start
 - December meeting to be moved to Monday 12 December
- Asset meetings
 - Friday prior to BOT meeting 7.45am
- Personnel meetings
 - As required

1. Confirmation of previous minutes 10 August 2022

- Business Arising

Ballot advertised	Alison	done
Alison to discuss climate survey with staff	Alison	done

2. Board review - Ara Huarau School Improvement Framework

- Stewardship section review - discussed
- “Diversity” discussions especially Chinese representation and what else they can offer BOT
 - “Community” role to be reviewed by Alison/Kathleen/Paul
 - Keep open as agenda item

3. Strategic - Annual Plan term 3 update - read

4. Policy Review - nothing to review this meeting

5. Principal Report

- Roll stable
- 2023 Staffing and Equity index funding to come through tomorrow
 - Approval from asset committee for 0.7 above staffing
 - Part-time teacher roles haven’t been decided and may be impacted by staffing funding given
- Rental of classrooms from UoA
 - Funding to be tagged under 5YA
 - Work to commence first week of holidays
 - School grounds to be closed over holidays for set-up
 - KKZ entry to be re-routed during this time
- Discussion regarding review and mindfulness of community wishes regarding sexuality/other issues, and consultation to families/access to library book sections
- Teacher Registration / Support Staff police vets update - read

6. Asset meeting (meeting just prior to Board meeting)

6.1 Financial statements July/ August - discussed

6.2 Kohia Kid Zone Monthly report - read

- To investigate if it is possible to change the “Finance” wording on Hero to “donation” and other charges
- Newsletter item “Remember to look at the finance section on your Hero account”

7. Personnel

7.1 Community Survey

- Personnel to meet to do the summary to the community
- Do Q&A on website
- Start process of looking at shade options and costs
- Water curriculum
 - To note, that obligations are currently being met for swimming/water safety, with different priorities in each syndicate and/or year levels

7.2 Recruitment of new staff underway

8. Communication

In

- NZSTA Membership Matters

Out

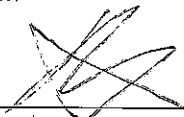
9. Meeting Review

- To include items of what's topical and in media (regarding education)

Meeting closed at 8pm

Next meeting - Wednesday 9 November 2022 5.30pm

Confirmed as a true and accurate record: _____


Chairperson

7/11/22
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

"Community" role/Representation on BOT <ul style="list-style-type: none">• To be reviewed by Alison/Kathleen/Paul• Keep as an agenda item	A/K/P Lisa
Hero Financials <ul style="list-style-type: none">• To investigate if it is possible to change the "Finance" wording on Hero to "donation" and other charges• Newsletter item "Remember to look at the finance section on your Hero account"	Alison/Florin Becca
Community survey <ul style="list-style-type: none">• Summary• Do Q&A on website• Start process of looking at shade options and costs	Personnel Alison Alison

RECURRING AGENDA ITEMS

Privacy Act
Policies coming up for review
BOT Interest Register
Community/diversity BOT representation

