



**Kohia Terrace School**  
**Board of Trustees Meeting Minutes**  
**6.00pm, Wednesday 10 August 2022**

Present	Oliver Shaw (Presiding Member)	Alison Spence (Principal)
	Kathleen Mistry	Sheryl McEwen (Staff trustee)
	John ETTY	Willie Rickards
	Paul Kelly	
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
	Kerry Hales (Staff)	
	Michelle Banfield (Parent)	Bharat Choudhary (Parent)
Apologies	Aisling Weir	Zhi Chen
	Rachel Ogilvy	Lisa Miller

1. Welcome and Karakia  
 Apologies - as above  
 Conflict of Interest - none
  
1. Confirmation of previous minutes 29 June 2022 – approved
2. Business Arising - no actions

Health, Safety and Welfare Policies - Includes the word "illness" as well as accident/incident <ul style="list-style-type: none"> <li>● to query, as notifiable illnesses normally get reported to Ministry of Health, not WorkSafe</li> </ul>	Alison	Lodged with Schooldocs
Road Parking on Kohia Terrace - safe measures to be advised to the community via newsletter/Wechat	Alison/Zhi	Newsletter 2/8

3. Principal's Report - read
  - Roll is steadily increasing (including a family of Afghani refugees)
  - NZSTA Training session for new BOT members to be held on 28 September at 6pm
  - Chinese community liaison is doing well
  - A leak has occurred in the admin/office area - repairs will be needed
  - The new equity and isolation index will be the basis for 2023 fundin - our 2023 funding will be based on this
  - MOE school condition assessment
  - Two factor authentication will be added to staff google sign in process
  - Celebrating success in intervention groups
  - Roll return has been lodged

- Attendance review - read

### 3.1 Ballot recommendations

- Option 3 (approved):
  - 2 x Y2 classes - ballot for 4 - 5 (from current year 1 list )
  - 2 x Y1 classes - ballot for
  - 1 x Y0 class mid year
- Numbers will be confirmed later in the year

### 3.2 2023 term dates

- Teachers have requested option B - ratified by Board:
  - Term 1: 1 February to 14 April
  - Term 2: 24 April to 30 June
  - Term 3: 17 July to 22 September
  - Term 4: 9 October to 15 December

## 4. Strategic - mid year achievement review

### Discussion Points

- Good progress evident in reading
- General reduction of students achieving at or above in writing - country trend
- Impact of lockdown on writing achievement for Year 2 and 3 students very evident in the data
- Maths PL has supported maths achievement
- ESOL numbers increased

### Recommendations:

- Follow up those students who require further investigation and those who have reached a plateau in their progress.
- Re-allocate support groups and acceleration programmes across the school for reading, writing and maths using teachers and teacher aides, including Rachel, Maria, Catherine and Erynn.
- Continue to encourage strategies such as flexible grouping, shared reading and number talks that cater for and stretch all levels within a class group
- An additional 9 students will be added to the STEPS programme taking total of active users to 13
- Continue to use Louise's expertise in offering extension for high achieving learners in maths
- Continue to build extension for able learners in literacy programmes such as literacy circles, speeches, documentary making
- To recommend an additional TA for ESOL support (Sheryl is working 3 days a week whereas Sarid in 2021 worked 5.) **4 x 2 hours (Mon - Thurs) and 9.00- 12.30 every second Friday; Total budget \$3800**

Thank you to the leadership team on the work for this report.

Kerry left the meeting at 6:40pm

## 5. Board

### 5.1 Board election

We have 6 people standing so an election will take place.  
People with desired skill sets may be co-opted.

## 6. Policy Review

- Student Safety and Wellbeing
  - Child Protection

No recommendations for change suggested
  - Sun Protection

No recommendations for change suggested
- Staff Wellbeing
  - Harassment

The school docs policy does include some of our desired aspects protecting staff from vexatious parents (we submitted to them a few years ago). No further recommendations suggested.

## 7. Asset meeting minutes -

June financial report + June Narrative  
Kohia Kid Zone Monthly report

Parking controls are working when a staff member is outside

Donations at 81% of budget

Review of capital spending will catch up

Net budget looking positive so able to support ESOL TA

Year 5 Balcony - small additional spend may be needed

KTS Kid zone - good profit, strong attendance mid week, more non Kohia students attending. Working on a registered food plan. Holiday programme will stay open until 6.

Alison will work with the team on meeting expectations.

## 8. Personnel

8.1 Staff Wellbeing - discussed

8.2 Staff survey

Recommendations

1. Discuss with staff what support for working with special needs students looks like.
2. Explore with staff what has enhanced morale and work load balance, what else can be done by the school and what individuals can do (teams)
3. PLD
  - a. Teachers: Review current strands and what changes have been made for 2023
  - b. TAs: ensure regular meetings

## Discussion

Support with students with special needs always comes up, as ESOL students - we are adding a TA to help with ESOL; discussions within staff around the different tiers that are used to allocate support

PLD is another factor - too much, however there are no trends to indicate what to take away. Our charter informs the PLD we run with staff. The time commitment for what we planned this year is greater than anticipated.

Workload - the timing of the survey hit a busy few weeks - Three way learning conferences, calendar art all at the same time.

We would like to offer release to teachers if we have spare money towards the end of the year - particularly classes with high numbers and stress times (reports, learning posts). Summary will be shared with staff, Alison and Sheryl will speak at team meetings.

9. Communication

In

- NZSTA Membership Matters

Out

10. Meeting Review


11. Other business

- Alison proposed a board dinner to farewell departing members

Meeting closed at 7.15 pm

Next meeting - Wednesday 21 September 2022 6pm

Confirmed as a true and accurate record: \_\_\_\_\_



Chairperson

K Mistry 21/9/22

Date

**BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED**

Ballot advertised	Alison
Alison to discuss climate survey with staff	Alison

**RECURRING AGENDA ITEMS**

Privacy Act
Policies coming up for review
BOT Interest Register
BOT Election 2022
Community discussion and goals