



Kohia Terrace School
Board of Trustees Meeting Minutes
5.30pm, Monday 12 December 2022

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

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

2. Confirmation of previous minutes 7 November 2022 - approved
 - Business Arising

BOT photo	once all members in attendance	
EOTC forms to be updated with alcohol/drugs prohibition regulations (copy wording from the policy to the EOTC form)	Alison	completed
Hazards register to be updated to include <u>one</u> hazard relating to sports, identifying potential hazards in <u>each</u> sport	H&S	completed
Alison to reply on behalf of BOT (and cc BOT) regarding the parent's communication with the incident report	Alison	completed
NZSTA Membership Matters - cannot access link	Lisa	completed

3. Board
 - Updated Board photo - to take place in 2023
 - Proposed meeting dates 2023
 - Week 3 and 8 of each term - Wednesdays 6.30 - 8.30pm - confirmed
 - Alison to confirm dates via email
 - November meeting to include the strategic and achievement reviews, with a shorter December meeting

4. Strategic

- End of year achievement review
 - Literacy Recommendations for 2023
 - Continue structured literacy teaching in the Koru team
 - Spelling programmes from Year 3 will be reviewed
 - To continue to look at ways to respond to the needs of Pasifika and Māori students in literacy (and numeracy)
 - A formal acceleration for Year 1 - 4 students for Terms 1 and 2
 - Acceleration programme for the more significant group of students in Year 5 and 6 who are achieving below expected
 - The intermediate acceleration programme will continue
 - PLD for all staff will have a writing focus school wide
 - Ensure better alignment school-wide between reading and writing, and extend to authentic literacy across the curriculum
 - Our PLD application for expertise to support the school in the continued implementation of structured literacy has been accepted
 - Maths Recommendations for 2023
 - Continue offering extension maths - 1 day a week
 - Ensure all classes are including maths daily
 - Review the revised curriculum and adapt programmes once a greater understanding is gained
 - Plan and deliver at least one authentic maths inquiry a year which utilises numeracy skills in a strand context and maths across the curriculum
 - Continue to identify students who are making limited progress and plan or confirm intervention steps, including acceleration if possible
- Draft Charter - approved
 - Progress indicators added on
 - Combined bicultural and Te Reo (Te Ao Maori)
- Target Reviews for 2022 (to be included in analysis of variance)
 - Quality practice target review
 - Recommendations for 2023:
 - Continue to use shared reading as a core element of our practice
 - Structured literacy to extend through to year 2, with a linked spelling programme used in higher year levels for whole school cohesion
 - Shift our PLD focus towards writing practice
 - Bicultural competency target review
 - Recommendations for 2023:
 - Continue to follow the Whakamānawatia programme with Years 3-8
 - Use the NZCER te reo adaptive test for all classes 4-8 at the beginning and end of 2023
 - Years 1-2 to follow a more simplified programme allowing for more repetition and consolidation of basics
 - Incorporate te reo Māori and mātauranga Māori in an authentic way across the curriculum

- Kapa haka continues to develop a wider range of waiata
- Te Ao Māori target review
 - Recommendations for 2023:
 - Continued development of te Ao Māori within our kāhui ako
 - Further PLD around mātauranga Māori
 - Continued termly KTS TV broadcasts
 - School wide matariki celebration
 - Work with council to erect an information board to acknowledge the site of Te Pou Hawaiki at the University of Auckland
 - Kāhui ako kapa haka day
- End of Annual plan review - discussed

5. Principal Report - read

5.1 Career pathway day review

- Recommendations for 2023:
 - Do the Career Hot Desking again
 - Change time (5 mins to 10 mins)
 - Reach out to the community earlier
 - Shorter rotations in the morning worked well

5.2 Kiwisport Report (presented by Rachel) - read

Other

- Student Attendance
 - Non-attendance is going to be a major area of focus for ERO in 2023
 - Guidelines needed for requests for holidays during term time

6. Asset meeting Minutes

7.1 October Financial Statement - to be reviewed by Asset Committee at next meeting

7.2 Kohia Kid Zone Monthly report - read

- January holiday programme:
 - Feedback received from parents hoping for an earlier start date
 - A survey in 2023 may assist with measuring demand for extended summer holiday programme

7.3 Draft budget 2023 - ratified

- Surplus \$3487

Other

- Shade sails quotes
 - To hold for now (will not be included in 2023 budget)
- Stairs project
 - Completion now expected mid Term 1, 2023
 - Scaffolding will be moved to allow Year 4 classrooms to move back in at beginning of Term 1

Principal's Appraisal	Staff confidentiality	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.
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8. Resolved that the meeting come out of committee at 7.25pm

9. Communication

In - none

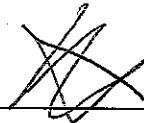
Out - none

10. Meeting Review

Meeting closed at 7.30 pm

Next meeting - 22 February 2023 6.30pm

Confirmed as a true and accurate record: _____



22/2/23

Chairperson

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

BOT photo - once all members in attendance	
Confirmation of 2023 BOT meeting dates (send email)	Alison
January holiday programme start date - to discuss with Sarah	Alison
BOT emails to be checked prior to meeting	Alison/Lisa
Phone "We chat" original host - not responding to representative of the Chinese community to gain access to the system	Alison
October Financial Statements review - next meeting	Asset Committee

RECURRING AGENDA ITEMS

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

