



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 13 April 2022 (via zoom)

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

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

2. Confirmation of previous minutes 9 March 2022 - approved
 - Business Arising

Schedule of Delegations - to review the policy and forward to the Personnel Committee with suggestions	Aisling	done
Community Committee - to meet to work out scope and workings of the Committee	Alison/Zhi/Aisling	deferred
Charter and Annual Plan 2022 - engagement versus achievement needs to be clarified and amended	SLT	completed
Discuss with Gil regarding the possibility of portable classrooms whilst work is in progress	Alison	Did approach - no answer
MOE Bulletins to be sent to BOT members	Alison	Carried out

3. Board
 - 3.1 Schedule of Delegations - approved
 - Updated with Kiwi Park Model
 - 3.2 Returning Officer - have appointed CES again to run the process - approved
 - 3.3 OIA requests - confirmation of approval:
 - Delegation has been approved for the Principal to respond, unless the following scenarios exist, where the BOT must be advised:
 - If responding beyond the time frame stipulated in the OIA
 - If the Principal chooses not to respond
 - If the OIA request is from the media
 - 3.4 Policy updates - school docs
 - Add as a recurring agenda item for policies coming up for review
 - 3.5 Board consultation - NZSTA guidelines - read
 - Community Consultation:

- Hui and other topics to be discussed with Alison and Willie
- Biennial community survey to take place this year

4. Strategic

4.1 Maths achievement review - presented by Catherine

- Recommendations:
 - Students receive Maths instruction for at least 4 hours every week as a priority learning area
 - Additional acceleration support continues for specific students as detailed next to the table above
 - Extension programmes offered by Louise Coulter continue (1 day per week)
 - Programmes include daily 'number talks' and structured independent tasks such as direct follow up activities post workshop and daily 5
 - Online maths programmes (Mathletics, Mathseeds) are targeted to student needs and progress monitored weekly by teachers
 - Strand maths (Geometry, Measurement and Statistics) is included in Mathletics task allocation
 - Strand maths is included within classroom programmes as per the guidelines in the Maths Programme overview
 - Maths number kits are utilised in class
 - Home learning tasks include mathematical elements e.g. family of facts, place value knowledge

4.2 Annual Plan term 1 review - presented by Alison - [read](#)

5. Principal's Report - [read](#)

5.1 Mitey Board presentation (by Sir John Kirwan Foundation) - [read](#)

5.2 ERO process update

- Meeting with Robert and Senior Leadership has taken place
- Board Assurance Statement to be reviewed at sub-committee level

5.3 COVID Risk assessment Orange

- Discussion regarding mask wearing use at school
 - MOE is encouraging but not mandating mask use
 - Strongly encouraged if cases occur at school and a greater risk is perceived
 - Need to consider Teacher Aides working with children with compromised immune issues
- Health & Safety committee to consider and recommend to the Board
- The plan will be shared with the community once agreed on

Catherine left the meeting

6. Asset meeting minutes - [read](#)

6.1 2021 Draft Financial Statements

- \$7K actual deficit versus a \$40K budget deficit

6.2 Jan/Feb/Mar monthly reports - [read](#)

- Working Capital still strong
- Donations strong YTD

6.3 Camp RAMS approval

- Year 7 & 8 camp approval - in progress

6.4 Camp reviews

- Year 5 camp review - [read](#)
- Year 6 camp review - in progress

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

7. Personnel Meeting minutes - [read](#)

- SLT have looked at exit interview notes and added responses to effect change
- Principal's Performance Agreement - [read](#)
- Alison to instigate an in-person social gathering (with BOT and possibly PTA and staff)

8. Communication

Board email password changed

In - read

- NZSTA Membership Matters
- Rachel Oram resignation - [read](#)
- Email from parent - [read](#)
- MOE - thank you letter to Kura and schools - [read](#)

Out

Erynn, Sheryl and Lisa left the meeting

9. In committee

The Board moved to in-committee at 7.20pm

- **Resolution to exclude the public:** Section 48, Local Government Official Information and Meetings Act 1987
- I move that the public be excluded from the following parts of the proceedings of this meeting
- Date: 13 April 2022 Time In: 7.20 pm Time Out: 7.29 pm **Carried**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staff Matters	Staff confidentiality	48(1)d: That the exclusion of 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.

- **Resolved** that the meeting come out of committee at 7.29pm

10. Meeting Review

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)

How satisfied are we that the group worked well as a team?

(Not at all well) 1 2 3 4 5 (very well)

How satisfied are we with everyone's participation and contribution as an individual?


(Not at all well) 1 2 3 4 5 (very well)

What could improve our meeting process?

ZOOM meetings are more difficult. Nothing like face to face.
It is harder to get the discussions going.

Meeting closed at 7.30pm

Next meeting - Wednesday 25 May 2022

Confirmed as a true and accurate record:  _____ May 30, 2022
Chairperson Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Community Committee - to meet to work out scope and workings of the Committee (had been deferred till a later date)	Alison/Zhi/Aisling
Policy update - add as a recurring agenda item for policies coming up for review	Alison
Board Assurance Statement to be reviewed	Asset committee Personnel committee
Mask use wearing at school - to consider and recommend to the Board	Health & Safety Committee
To instigate an in-person social gathering (with BOT and possibly PTA and staff)	Alison

RECURRING AGENDA ITEMS

Privacy Act
Policies coming up for review