



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 25 May 2022 (via zoom)

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

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

2. Confirmation of previous minutes 13 April 2022 - approved
 - Business Arising

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

3. Board
 - 3.1 Board Assurance Statement 2022
 - Discussed and completed questionnaire, in addition to the questions already answered in 2021
 - To note:
 - Attendance reporting - agreed to continue quarterly reporting
 - Application of physical restraint rules - to review

- Importantly, 2 ORS students have a tendency to run, with restraint rules needing to be clarified for staff and possible training
 - The School work environment is not without risk for Health & Safety purposes - the school can only minimise risk
 - New food safety laws to be assessed with regards to:
 - After School Care (afternoon tea provision)
 - PTA fundraisers (where selling food items)

3.2 Election and Handover to New Board

- CES has been appointed as the returning officer
- The election will be held in September and will include electronic voting
- Newsletter requests have been issued to update families contact details
- An invite will be made to potential new candidates, to attend an upcoming BOT meeting
- Keep as an agenda date
- Alison will send through future training dates for BOT members

4. Strategic - no agenda item

5. Policy Review

5.1 Health, Safety and Welfare Policies

- Staff have reviewed
 - Medicines
 - Managing Minor / Moderate Injury
 - Managing serious injury illness
 - Infectious Diseases
- Reporting and Recording Accidents and Incidents
 - A hazard identification form to be completed for an accident or near miss
 - Hazard register spreadsheet to be updated to include a section for this in lieu of an actual form
 - Includes the word "illness" as well as accident/incident
 - To query, as notifiable illnesses normally get reported to Ministry of Health, not WorksSafe
 - Board to review policy and finalise next BOT meeting

6. Principal's Report - read and ratified

6.1 Code of Practice for International Students Review 2022 - read

6.2 COVID status update reported by Alison

7. Asset meeting minutes 23 May 2022 - presented by Paul

- Junior Toilet repairs/replacement
 - Post asset meeting, have received confirmation that no funds are available from the current 5YA (any excess to go towards the R12/13 stairs project)
 - Agreed to replace the "worst" 2 toilets immediately at KTS cost - approved

7.1 April financial reports - read

7.2 Year 7 & 8 camp review - deferred till next meeting

7.3 Year 6 camp review- read

7.4 Kohia Kid Zone Monthly report - read

8. Personnel (no meeting held this month) - presented by Kathleen

8.1 Staff Well Being - discussed

8.2 Principal Well Being - discussed

Other:

- Community Survey (due out early Term 3)
 - To start looking at format
 - Keep questions as similar as possible to last surveys, for comparability purposes

9. Community discussion document - presented by Zhi

- Recommendations:
 - Appoint WeChat Managers to oversee the school WeChat group
 - Introduce a regular 'quiz' element to the school newsletter - this may be lead by head students
 - To incentivise parent support for sports, PTA and school needs e.g. road patrol (see below)
 - To acknowledge parents' contribution regularly by publicly announcing it in our communications
- Other ideas to promote community participation also discussed:
 - Publish shortfall of volunteer slots needed, particularly those currently covered by teachers (taking time away from them in the classroom)
 - Newsletter article from a current volunteer promoting personal benefits received (e.g. meeting new friends), in addition to helping the school and community
- Keep as a regular agenda item

10. Communication

In

- NZSTA Membership Matters
- MOE letters - staffing over entitlement & staffing underuse 2021 reimbursement

Out

11. 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:



Chairperson

29/06/2022

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

BOT interest register to be set up, maintained and tabled at every meeting - link to each agenda	Lisa
To instigate an in-person social gathering (with BOT and possibly PTA and staff)	Alison
Board Assurance Statement 2022 <ul style="list-style-type: none"> ● Application of physical restraint rules - to review ● New food safety laws to be assessed with regards to: <ul style="list-style-type: none"> ○ After School Care (afternoon tea provision) ○ PTA fundraisers (where selling food items) 	SLT Alison/Sarah Alison/PTA
BOT Election <ul style="list-style-type: none"> ● Invite to potential new candidates to attend an upcoming BOT meeting ● Training dates for BOT members 	Alison Alison
Health, Safety and Welfare Policies <ul style="list-style-type: none"> ● Hazard register spreadsheet to be updated to include a section for this in lieu of an actual form ● Includes the word "illness" as well as accident/incident <ul style="list-style-type: none"> ○ To query, as notifiable illnesses normally get reported to Ministry of Health, not WorksSafe ● Board to review policy and finalise next BOT meeting 	Alison/Kevin Alison BOT
Junior toilets - 2 x "worst" toilets to be replaced	Alison/plumber
Community Survey (due to go out early Term 3) - to start looking at format	Personnel
Communication discussion recommendations plus community participation incentives (see Point 9 above)	Alison/Zhi/Aisling

RECURRING AGENDA ITEMS

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