

Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 29 June 2022

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)
	Kerry Hales (Staff - Mitey presenter)	Toni O'Connor (Staff - Mitey presenter)
	Michelle Banfield (parent)	Bharat Choudhary (parent)
Apologies		

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

1. Confirmation of previous minutes 25 May 2022 - approved
2. Business Arising

BOT interest register to be set up, maintained and tabled at every meeting - link to each agenda	Lisa	Linked to agenda
To instigate an in-person social gathering (with BOT and possibly PTA and staff)	Alison	done
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	All signed off
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	Invite in newsletter

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 Worksafe ● Board to review policy and finalise next BOT meeting 	Alison/Kevin Alison BOT	Completed Awaiting feedback from Schooldocs
Junior toilets - 2 x “worst” toilets to be replaced	Alison/plumber	completed
Community Survey (due to go out early Term 3) - to start looking at format	Personnel	underway
Communication discussion recommendations plus community participation incentives (see Point 9 above)	Alison/Zhi/Aisling	underway

Mitey (Shared understanding of mental health) Presentation - facilitated by Kerry and Toni

- Activity undertaken to determine what being mentally healthy means to BOT members
- A collation of BOT members, staff and students views will be brought back to next BOT meeting

Kerry and Toni left the meeting

3. Board

3.1 Board election

- online ballot - agreed (to note, this includes manual option as well)
- Next BOT to consider for the following election:
 - Can decide on how many members to vote on (between 3 and 7)
 - Consultation in newsletter etc needs to take place
 - Selection/co-option of additional members a possibility as well

3.2 Meeting 5 change of date - change to Week 3, Term 3


4. Strategic - annual plan mid year review

- Quality Literacy Practice
 - TOD was spent on literacy
 - Teachers have videoed themselves teaching a guided reading session or a shared book with further coaching
 - The need for students to be talking more within the lessons is the most common theme
 - ACCOS Flexible Grouping Initiative in progress
- Te ao Māori
 - ACCOS meetings and an ACCOS hiko have taken place
 - KTS is to host the next te Ao Māori ACCOS meeting
- Bi-cultural Competency
 - Staff continue to attend the online Te Reo PD - Whakamānawatia
 - Staff hui was held with staff

- A personal pepeha for staff and students, and a school pepeha have been developed
 - 3 community kapa haka performances are scheduled for Matariki
5. Policy Review
- Behaviour Management - approved
6. Principal's Report - read
- Mid year roll predicted to be 376 students
 - this determines the MOE staff allocation for 2023
 - by comparison, we were funded for 413 students in 2022, so there will be a drop in funded staffing for 2023
 - Road parking outside of school has become a hazard, especially with those picking up children, parking on yellow lines and blocking visibility beside the pedestrian crossings - messages will be included in the newsletter and also via Wechat
- 6.1 Mental wellbeing statement (Mitey)- see above
- 6.2 Science report - read
7. Asset meeting minutes - attached
8. Personnel
- 8.1 Staff Wellbeing - discussed
- 8.2 Principal Wellbeing
- BOT supports application for sabbatical programme in 2023
- 8.3 Staff survey
- To include Kohia Kids Zone staff
- Community survey - discussed and refined
- Project raised funding/working capital
 - Oliver and Alison - to clarify questions
 - School Values (Section 4)
 - Kathleen/Aisling - to add logical points
 - Questions 1/2/3
 - Change to Koru/Harakeke/Pohutukawa (so not easily identifiable)
9. Chinese Community Lead
- To advertise in newsletter
 - Looking for one or two community members to take the lead role in enhancing the sense of community between the school and our Chinese community
 - Ideally one parent would be able to speak Mandarin and English with another being a Cantonese and English speaker
10. Communication
- In
- NZSTA Membership Matters
- Out
11. Meeting Review

Meeting closed at 7.50 pm

Next meeting - Wednesday 10 August 2022 6pm

Confirmed as a true and accurate record:  November 23, 2022
Chairperson Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

<p>Health, Safety and Welfare Policies - Includes the word "illness" as well as accident/incident</p> <ul style="list-style-type: none"> o To query, as notifiable illnesses normally get reported to Ministry of Health, not WorksSafe 	<p>Awaiting feedback from Schooldocs</p>
<p>Road Parking on Kohia Terrace - safe measures to be advised to the community via newsletter/Wechat</p>	<p>Alison/Zhi</p>

RECURRING AGENDA ITEMS

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