



**Kohia Terrace School
Board of Trustees Meeting Minutes
5.30pm, Monday 7 November 2022**

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

1. Karakia
Apologies - as above
Conflicts of Interest - none
2. Confirmation of previous minutes 21 September 2022 - approved
 - Business Arising

"Community" role/Representation on BOT <ul style="list-style-type: none"> ● To be reviewed by Alison/Kathleen/Paul ● Keep as an agenda item 	A/K/P Lisa	Discussed
Hero Financials <ul style="list-style-type: none"> ● To investigate if it is possible to change changing the "Finance" wording on Hero to "donation" and other charges ● Newsletter item "Remember to look at the finance section on your Hero account" 	Alison/ Florin Becca	Cannot change Done
Community survey <ul style="list-style-type: none"> ● Summary ● Do Q&A on website ● Start process of looking at shade options and costs 	Personnel Alison Alison	Completed Completed Awaiting quote

3. Board
 - NZ Curriculum Refresh
 - Board are aware of the requirements in the curriculum refresh
 - BOT members (max. 2 per Board) have been invited to Waitangi on 26/27 November to enhance the education of Te Tiriti o Waitangi
 - Kathleen to attend (\$250 cost) - approved.
 - Draft Code of Conduct - read - no response necessary
 - Photo - to be taken at the next meeting when all members present

- NZSTA membership continuation \$740 per year - approved
4. Strategic
- Draft Profile Statement
 - Feedback noted from BOT consultation
 - Will discuss further at the next meeting with Robert (ERO) and finalise with BOT afterwards
 - Expected to be included on both the school and ERO websites by the end of the year
 - Draft Charter - approved
 - 2022 Annual plan progress will be reported at December meeting
5. Policy Review (Board review)
- Health, Safety and Welfare Policy - approved
 - EOTC forms to be updated with alcohol/drugs prohibition regulations (copy wording from the policy to the EOTC form)
 - Alcohol/Drugs and Other Harmful Substances - approved
 - Swimming Off Site - approved
 - Caregivers need to give a valid reason for child's non-participation
6. Principal Report - read
- 2023 staffing - BOT to subsidise 1.1 FTE teacher \$72600 - approved
 - Questions for the website to be developed
 - Inclusive Practice Review - presented by Erynn - read
 - Gratitude expressed to Erynn for the work undertaken with students and Teacher Aides
7. Asset meeting Minutes
- September Financial statements - read
 - Kohia Kid Zone Monthly report - read
 - Accident review/incident report
 - Hazards register to be updated
 - Alison to reply on behalf of BOT (and cc BOT) regarding the parent's communication with the incident report
 - 2023 draft budget - in progress
 - To be ready for ratification at December meeting
 - Alison to reply on behalf of BOT (and cc BOT) regarding the parent's communication with the incident report
 - Tree audit - look at completing every 2 years
8. Personnel - last meeting took place on 25 October 2022
- Community Survey summary - read
 - Staff wellbeing - discussed
 - Following a parent's query, a health consultation survey to be sent to the community
 - Leave requests - to be signed
9. Communication
- In
- NZSTA Membership Matters

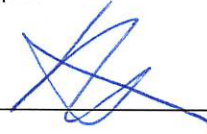
Out

10. Meeting Review - Good meeting

Meeting closed at 7.25pm

Next meeting - Monday 12 December 2022 5.30pm

Confirmed as a true and accurate record:



12/12/22

Chairperson

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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
Hazards register to be updated to include <u>one</u> hazard relating to sports, identifying potential hazards in <u>each</u> sport	H&S
Alison to reply on behalf of BOT (and cc BOT) regarding the parent's communication with the incident report	Alison
NZSTA Membership Matters - cannot access link	Lisa

RECURRING AGENDA ITEMS

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