



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 9 March 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	
	Rachel Oram	
	Willie Rickards	
	Aisling Weir	
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
Apologies		

Willie Rickards took the Chair

1. Welcome and Karakia

- Apologies - none
- Conflicts of Interest - none

Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Oliver Shaw be appointed Presiding Member/Seconded by Rachel Oram
Carried

a.

Oliver Shaw took the Chair

Deputy Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Kathleen Mistry be appointed Deputy Chairperson/Seconded by Paul Kelly
Carried

2. Confirmation of previous minutes (2 December 2021) - agreed

- Business Arising

After School Care Budget spreadsheet to be sent to Rachel for calculation accuracy	Lisa/Rachel	complete
Staff exit interviews	Personnel Committee	complete

3. Board

3.1 Schedule of Delegations

- Risks assessment (under the Children's Act)
 - Clarification was made regarding the vetting process - the BOT is notified if a risk is identified (with Privacy Act regulations adhered to)
- Aisling will review the policy and forward to the Personnel Committee with suggestions
- Agreed to use the current policy until a new one has been agreed and signed

3.2 Ratification of Committees - agreed

- Asset Committee
 - Chairperson: Rachel Oram
 - Members:
 - Oliver Shaw
 - Paul Kelly
- Personnel Committee
 - Chairperson: Kathleen Mistry
 - Members:
 - John Etty
 - Willie Rickards
- Community Committee (new)
 - Members:
 - Zhi Chen
 - Aisling Weir
 - Alison, Zhi and Aisling to meet to work out scope and workings of the Committee

3.3 Meeting times and dates 2022 - agreed

- 9 March
- 13 April
- 25 May
- 29 June
- 17 August
- 21 September
- 9 November
- 14 December

- To note, Board election has now been moved to September 2022

4. Strategic

4.1 Analysis of Variance 2021 - read, agreed and signed off

4.2 Charter and Annual Plan 2022 - read

- Engagement versus achievement needs to be clarified and amended

5. Principal's Report - read and ratified

- 17-20 less students are predicted for 2022 (this will have an impact on staffing for 2023)
- International Student roll will also have an impact from next year (with 3 out of the 5 current students being in Year 8))

5.1 Student Achievement Review - Literacy

- Recommendations for interventions to support literacy learning
 - Classroom Level
 - Team leaders to lead team through the Learning Talk Framework to identify various criteria
 - Teacher planning to detail targeted teaching of action points
 - Celebration and sharing of successful changes to practice
 - Team leaders to monitor and review
 - Team Level
 - Look into Inconsistency over literacy assessment - look at the whole picture specific to team area
 - Do we all understand what the key indicators of each level are?
 - Staff PLD Term 2
 - Sharing of Sheena Cameron/Louise Dempsey resources to support programmes
 - Fortnightly PLD on literacy practice to inform curriculum handbook
 - Interventions
 - Erynn to apply to RTLB for identified students
 - Advertise for a replacement TA (one going on maternity leave) to support students i.e. Year 4
 - Targeted Support
 - Leadership Support
 - Special acknowledgement of the SLT with this support, was expressed from the BOT
 - To employ a part-time teacher for an additional day a week (0.1) to provide acceleration programmes to identified students - agreed
 - BOT also agreed to an additional half a day (0.05) teacher (or \$ equivalent) as Alison sees fit, to support literacy learning

5.2 Teacher Registration - read

- Report to be reviewed by Personnel Committee in future

5.3 Staff Induction - read

- Report to be reviewed by Personnel Committee in future

5.4 ELL Review - presented by Erynn

- Recommendations:
 - Continue to identify ESOL students with learning and behaviour difficulties and develop programs to support them
 - The ESOL facilitator will regularly attend team meetings for all teams to ensure her programme supports what is happening in the classroom
 - The ELLPS will have robust analysis prior to the August 2022 funding round to counter any anomalies that may have occurred during the instability of the past two years.
 - Either the ELLPs Pathway (MoE) or the Pathway for Learning English at KTS will be used by English language learners and

teachers to support agency, goal setting and as a measure of progress made

6. Asset Meeting minutes

6.1 December 2021 Interim Report - approved

- Expected \$24K surplus (subject to any CES final adjustments) compared with \$40K budgeted deficit

6.2 CAMP - Year 5 and 6 RAMs for approval - in progress

6.3 Room 12/ 13 Building Update - in progress

- Alison to discuss with Gil regarding the possibility of portable classrooms whilst work is in progress

6.4 Final Budget 2022 - approved

- Surplus \$7673

6.5 Kohia Kid Zone Monthly report - read

7. Personnel Meeting minutes

7.1 Alison Performance agreement - complete

7.2 Exit interview summary and recommendations - read

8. Communication

Reading of Board email process

In

NZSTA Membership Matters

Out

To send MOE bulletins to BOT members

9. 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 7.50pm

Next meeting - Wednesday 13 April 2022



13 April 2022

Confirmed as a true and accurate record: _____

Chairperson

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Schedule of Delegations - to review the policy and forward to the Personnel Committee with suggestions	Aisling
Community Committee - to meet to work out scope and workings of the Committee	Alison/Zhi/Aisling
Charter and Annual Plan 2022 - engagement versus achievement needs to be clarified and amended	SLT
Discuss with Gil regarding the possibility of portable classrooms whilst work is in progress	Alison
MOE Bulletins to be sent to BOT members	Alison

RECURRING AGENDA ITEMS

Privacy Act
