



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 10 May 2023**

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

1. Welcome and Karakia
Apologies - as above
Conflict of Interest - none
2. Confirmation of previous minutes 21 March 2023 - approved
 - Business Arising

Discuss supplementary fencing options with contractor (in process)	Alison	Completed
Survey completion on proposed changes for Teacher Aide funding	BOT members	Completed
Policy review forms to be completed for: <ul style="list-style-type: none"> ● Legislation and Administration ● Privacy ● Official Information requests 	Alison	Completed
Te ao Māori testing - to provide more information for having this at the Hui on Thursday	Catherine	Completed
Student "blue" folders privacy - to be discussed at leadership meeting	Alison	Completed
Assurance from Ifire (Viv) to be obtained regarding that the alarm could not be heard in several sectors of the school	Alison	Completed

3. Board
 - 3.1 Principal contract
 - Finalised

- 3.2 PPCB Coaching and Mentoring Grant received
 - to be put towards coaching and NZPF conference costs

3.3 KKZ funding and management - review for next meeting

3.4 Board succession

- To start considering for year end

4. Policy Review

4.1 Education outside the classroom - Board review

- 2 day EOTC training course has previously been undertaken by Principal
- Procedures are in place for completing RAMS
 - Different hierarchy of risks are assessed and variables considered for each event
- Sports events outside school hours (for example, pool hire for flippaball)
 - Sports organiser has gone through safety RAMS with coaches and a lifeguard is hired
 - To be discussed with Principal cluster to find out their approach

5. Strategic

5.1 Teacher Only Day recap - summarised by Catherine

5.2 What Makes Kohia Kohia - a video clip featuring students and staff was viewed

6. Principal's Report - read

- Confirmed staffing coming out on portal shortly
- KTS personalised haka is being established and training will commence with students

6.1 Attendance Review

- Discussion regarding holidays during term time
- Reminder to be put in newsletter
- Amend wording to say "must" advise the Principal

7. Asset meeting minutes - meeting prior to the board meeting

7.1 March Financial statements - read

7.2 KKZ Monthly report - read

- Previous incidents now resolved and can be closed::
 - Playground accidents at KKZ
 - Food Allergy incident at KKZ
 - Fire alarm non-activation issue

8. Personnel

8.1 Recent appointments - ratified

- Koru team leader position (permanent)
- Junior school teacher position (permanent)
- Year 5 teacher position (permanent)
- Teacher Aide for Year 6 classrooms
- Teacher Aide to support a new HHN student

8.2 Alison Performance quarterly review - discussed

8.3 Exit interviews to take place

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters
- FlippaBall Trust application

Out

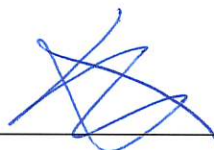
10. Other

- Criminal conviction history check
 - BOT members to apply individually on-line (Lisa will send the link) and forward result to Lisa once received
- Board members trip to treaty grounds
 - Next trip to take place 17/18 June; cost \$250 each
- Flippaball Trust application - presented by Kuang Hsiao
 - \$5567 sought to cover pool hire and sports equipment for water polo
 - BOT approved to proceed

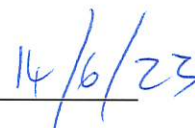
Meeting closed at 8.05pm

Next meeting - Wednesday 14 June 2023 6.30pm

Confirmed as a true and accurate record: _____



Presiding Member



Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

KKZ funding and management - review for next meeting	Personnel Committee
EOTC review - Sports events outside school hours (for example, pool hire for flippaball) - to be discussed with Principal cluster to find out their approach	Alison
Holidays during term time <ul style="list-style-type: none">● Reminder to be put in newsletter● Amend wording to say "must" advise the Principal	Alison/Catherine
Staff exit interviews	Personnel Committee
Criminal conviction history check - to send link to apply	Lisa

RECURRING AGENDA ITEMS

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

