



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 14 June 2023

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

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

2. Confirmation of previous minutes 10 May 2023 - approved
 - o Business Arising

KKZ funding and management - review for next meeting	Personnel Committee	Discussed at asset and in 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	Completed - see below
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	drafted
Staff exit interviews	Personnel Committee	To do
Criminal conviction history check - to send link to apply	Lisa	To do

3. Board
 - 3.1 2022 Audited accounts complete with recommendation from auditors to use Toolkit software for ease of manual administration with payroll
 - Have since subscribed to Toolkit at cost of \$800 p.a.
 - 3.2 KKZ funding and management

- Funding and fee structure discussed at asset meeting
 - Management to be discussed in-committee
- 3.3 Board succession
- Looking at potential candidate
 - Will advertise in newsletter if no success
- 3.4 Code of Conduct for State School Members
- Read, approved and following the code of conduct
 - Will pursue some PLD - possible full Board PLD on Te Tiriti o Waitangi - to check what options with Willie
4. Policy Review
- Education Outside the Classroom - approved
 - Sports events outside school hours (for example, pool hire for flippaball)
 - No options/solutions offered by other schools in discussion
 - BOT have considered risk and mitigating factors, and are satisfied with current procedures:
 - Lifeguard employed and at least 2 parents are in the pool with the children
 - RAMS signed
 - Safety docs are to be filed with the RAMS
 - Children are not "learning" to swim
 - Only KTS children at sessions
 - Parent in charge who ensures another parent is there if absent
5. Strategic
- 5.1 Local Curriculum Update - Pedagogies/ consultation
- 5.2 Annual Plan Update - read
6. Principal's Report
- "Gifts for staff" has been added to School Docs with guidelines given for the value of the gift, which is attributable to the length of service - approved
 - MOE funding for the school fencing is still pending
- 6.1 Maths Curriculum (Maths and statistics)v- presented by Catherine
- Practical example provided with decoding/deciding/defending derived solutions
- 6.2 Attendance letter to community
- Letter to be sent on behalf of the Board reminding families of attendance regulations
 - Website to be updated for clarity on what is required when requesting leave (duration/location/length of leave etc)
- 6.3 Camp Consultation
- To be modified based on feedback from the Board, before sending to the community
7. Asset meeting minutes - meeting prior to the board meeting
- 7.1 April Financial statements - read
- 7.2 KKZ Monthly report -read

- 8. Personnel
 - 8.1 Sabbatical application - discussed

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

Rachel, Catherine and Lisa left the meeting

In committee

The Board moved to in-committee at 8.25pm

- **Resolution to exclude the public:** Section 48, Local Government Official Information and Meetings Act 1987
- I move that the public be excluded from the following parts of the proceedings of this meeting
- Date: 14 June 2023 Time In: 8.25 pm Time Out: 8.40pm Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staff matter	Staff confidentiality	48(1)d: That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

Resolved that the meeting come out of committee at 8.40pm

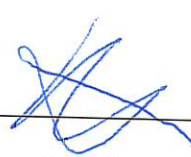
10. Meeting Review

- Maths curriculum overview was great, with a practical demonstration

Meeting closed at 8.40pm

Next meeting - Wednesday 2 August 2023 6.30pm

Confirmed as a true and accurate record:



Presiding Member

2/8/23

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Staff exit interviews	Personnel committee
Criminal conviction history check - to send link to BOT members to apply	Lisa/BOT
possible full Board PLD on Te Tiriti o Waitangi - to check what options with Willie	BOT/Willie
Attendance letter to community <ul style="list-style-type: none">● Letter to be sent on behalf of the Board reminding families of attendance regulations● Website to be updated for clarity on what is required when requesting leave (duration/location/length of leave etc)	Alison
Safety docs are to be filed with the RAMS (for EGGs pool use with flippaball)	Rachel

RECURRING AGENDA ITEMS

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