



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 18 September 2023**

Present	Michelle Banfield	Alison Spence (Principal)
	Faavae Gagamoe	Rachel Ogilvy (Staff trustee)
	Dal Jandu	Lisa Miller (Minute taker)
	Kathleen Mistry (Presiding member)	
	Willie Rickards	
	Faavae Gagamoe	
	Martin Zhang	
Attendees		
Apologies	Paul Kelly	John Holmes

1. Welcome and Karakia

Apologies - as above
Conflict of Interest - none

2. Confirmation of previous minutes 2 August 2023 - approved

- Business Arising

Te Tiriti o Waitangi Board Training 18 September - to check with Philippa how she would like to be involved	Alison	Following this meeting
School docs proforma policy regarding dogs at school to be brought to next meeting	Alison	See agenda
Policy Reviews (Inclusive Education, Māori Educational Success, Learning Support) <ul style="list-style-type: none"> ● Feedback to Kathleen or straight to Schooldocs ● To be discussed with leadership team 	BOT members Alison	Actioned Amendment to Inclusive Education made

Fencing - to send email to Melissa (Property Advisor) advising of the situation of a student from the July holiday programme escaping from the school grounds (through holes in the current fencing)	Alison	Likely to start Sept holidays
Sun shade options to be considered at next meeting - add to agenda	Alison	See agenda

3. Board

3.1 Succession

- Zoom in-committee meeting taken place on 28 August considering gaps and needs for Governance, skill set and cultural needs, for potential new members
 - Obtained clarifications from NZSTA as to rules of bringing in new members
 - Asset Committee new members:
 - “Selected” John Holmes based on his background with property
 - “Co-opted” Dal Jandu and Martin Zhang based on their background with finance, and Faavae Gagamoe for his Pasifika background
 - Will need one of the members to adopt the role of KKZ co-ordinator
 - Personnel Committee new member”
 - “Co-opted” Faavae Gagamoe for his Pasifika background and role in the community
 - Eligibility forms for all new members have been signed and code of conduct accepted (via email or hard copy)
 - Letters and criminal checks to be completed for new members

4. Policy Reviews - approved

- Inclusive Education
- Maori Educational Success
- Learning Support

5. Strategic

5.1 quarterly update Annual plan - read

6. Principal's Report

6.1 Wellbeing/working dogs at school policy - proposed by Kerry Hales

- Current policy reading
 - Current KTS Policy wording
 - Model School Dogs at school
- BOT support to start looking at the process - approved
- Conditions required:
 - Dog to be registered and licensed and able to support the needs of children
 - Council requirements adhered to including registration and responsible dog owner obligations
- Liaise with other schools who have a wellbeing dog and their policies

6.2 Restraint Approvals - requested by Kerry Hales (for a child with medical and

behavioural needs)

- Need compliance with routines and schedules, including toileting and feeding
 - "Stop and flop" method and task refusal employed by the child
 - Need to be able to lift the child to their feet, with no eye contact and guiding them to where they should be going
 - Parent has giving consent to do this
 - Require BOT support to continue doing this for all Teacher Aides involved (Eloise, Helga, Kim, Sapphire) - approved
- MOE restraint policy course has been undertaken by Kerry and one of the Teacher Aides (who can identify the difference between restraint and support)
 - The other teacher aides will also attend this course

6.3 Student request for recycling bins - postpone to next asset committee meeting to review

6.4 TOD dates 2024 - approved

- Term 2: Friday 31 May
- Term 4: Tuesday 29 October

Other

- Moderation of writing assessments with other COL schools has been valuable with good discussions
- School values and the "bricks" portrayal have been altered slightly to reflect the school's current environment
- Consultations with parents on curriculum (on disco night) gave good feedback
- Attendance review
 - more families have contacted Alison (with planned holidays during term time), since communication was sent out
 - From now, if no explanation or contact with Alison, attendance will be marked as truant - approved
- MOE confirmed staffing for 2024 is based on a roll of 373 students (this is 0.6 teacher and 1MU down from 2023)
- Camp reviews have been undertaken by parent survey *with increasing costs each year as required. K Mistay*
 - 86% agree to as carry on as we are - approved by BOT
 - Urban camp for Intermediate children (every 2nd year) will include Rotoroa Island conservation and Beach Ed only

7. Asset meeting minutes

7.1 Financial statements - July 2023 - read -

7.2 Shade Sail quote and plans - discussion deferred till next meeting

7.3 KKZ Monthly report - read

- KKZ community survey to be completed next year

● Security Cameras

- Have been installed to monitor after-hours activity on site
- Will only record in the evening and during the night
 - Alison to have access
 - Data to be erased after 2 weeks
- Will be active during the day for viewing only
- Paul will go through the Y5 camp RAMS with new members at the next Asset Committee meeting
- 2024 staffing plan

- Option 2 (1.33 @ \$70000 = \$93100 for learning support (0.3), maths (0.15), music (0.2) and flexibility in staffing if no relievers are available) - approved

8. Personnel

8.1 Exit interview report - to be discussed at next Personnel meeting

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters

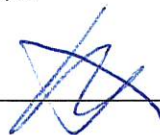
Out

10. Meeting Review

Meeting closed at 7.15pm

Next meeting - Wednesday 25 October 2023 6.30pm

Confirmed as a true and accurate record: _____



Kristy 25/10/23

Presiding Member

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Student request for recycling bins - postpone to next asset committee meeting to review	Asset Committee
Shade Sail quote and plans - add to next meeting's agenda	Alison
Go through the Y5 camp RAMS with new members at the next Asset Committee meeting	Paul/Asset Committee
Exit interview report - to be discussed at next Personnel meeting	Personnel Committee

RECURRING AGENDA ITEMS

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