



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 2 August 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	John Holmes (parent)	Dal Jandu (parent)
	Anna Hartley (Koru team leader) <i>till 7.15pm</i>	Martin Zhang (parent) <i>arrived 7.45pm</i>
Apologies	Catherine Palmer (DP)	

1. Welcome and Karakia
 Apologies - as above
 Conflict of Interest

2. Confirmation of previous minutes 14 June 2023 - approved
 - Business Arising

Staff exit interviews	Personnel committee	In process - refer personnel section
Criminal conviction history check - to send link to BOT members to apply	Lisa/BOT	Yes
possible full Board PLD on Te Tiriti o Waitangi - to check what options with Willie	BOT/Willie	To confirm date - see below
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	completed
Safety docs are to be filed with the RAMS (for EGGS pool use with flippaball)	Rachel	completed

3. Board

3.1 Te Tiriti o Waitangi Board Training

- To take place at extended meeting on 18 September
- Alison to check with Philippa how she would like to be involved

3.2 Board succession

- To cover vacancy of elected member who has recently left the Board
 - Notice to be sent to community advising them of this
 - Bi-election to take place if 10% of eligible voters ask for one within 28 days of notification
- Can also choose to co-opt up to 2 more members
 - must have more elected members than co-opted ones

4. Policy Review (Inclusive Education, Māori Educational Success, Learning Support)

- BOT members can give any feedback to either Kathleen, or straight to schooldocs
 - if no comment from BOT members, these policies can be closed and approved
- To be discussed with the leadership team

5. Strategic

5.1 Mid year achievement review

- Writing/Reading
 - Actions and recommendations
 - Teachers to identify target students who will be the focus of intervention
 - STEPS will continue
 - Maintain clear communication between learning support teachers and class teachers on what is being taught
 - Ensure daily writing takes place in all classrooms
 - Moderate our writing at year 3, 6 and 8 initially with ACCOS and then possibly neighbouring schools
 - Check in on in class support for those who are not low enough for learning groups
 - Ensure Reading Eggs is being used as part of our literacy rotations (Koru and Harakeke) daily
 - Review what is being planned for purposeful 'follow up' tasks
 - Teachers track reading eggs and mathletics every 5 weeks in team meetings and assign specific lessons.
 - Allocate short Reading Eggs refresher for teachers
 - Pohutukawa team have already initiated a 15 minute targeted writing programme
 - Initiate a weekly reminder for teachers
 - Adopt a weekly celebrate writing with senior leadership
- Maths
 - Actions and recommendations
 - New group to be introduced in term 3 for Year 5
 - Regular basic facts focus in all classes

- Consider a maths home learning book for 2024

6. Principal's Report - read

- Fencing update
 - There has been a delay in securing funding for the fencing from MOE
 - Will continue updating KTS on the situation
 - Alison to send email to Melissa (Property Advisor) advising of the situation of a student from the July holiday programme escaping from the grounds (through holes in the current fencing)
- Sun shade options to be considered at next meeting

6.1 2024 school year

- Option C (start Thursday 1 February, finish Tuesday 17 December) - approved
 - If decide to have a teacher only day, the end date will be extended

6.2 2024 Ballot

- Option 2 has been removed as having 10 balloted spaces for Year 2 students is not achievable
- BOT agrees to either option 1 and 3
 - Approved to ballot for Years 0, 1 and 2
 - Number of spaces to ballot for each year group to be confirmed at a later date prior to the ballot

6.3 Staffing 2024

- Requested 1.0 teacher over and above MOE allocation - approved

6.4 Dogs at school policy in relation to wellbeing dogs being allowed at school

- Decision to be made at the next meeting
- If allowed, would need a change in policy
- School docs proforma policy regarding dogs at school to be brought to next meeting

7. Asset meeting minutes

- Playground audit report recommends a test to verify head injury compliance every two years
- Mid year budget review now finalised
- Watercare backflow refit installation required

7.1 Financial statements - May/June 2023 - read

7.2 2023 projected balance sheet - approved at asset meeting

7.3 KKZ Monthly report - read

8. Personnel

8.1 Staff exit interviews

- In progress

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

10. Meeting Review

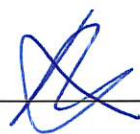
11. Other

- Kathleen has voted on behalf of BOT for the NZSTA Board (but not for the president role)
- Parents attending this meeting to email the BOT email if they are interested to be co-opted/elected to the Board, or reach out to any current BOT members if they have any questions

Meeting closed at 8.40pm

Next meeting - Monday 18 September 6.30pm

Confirmed as a true and accurate record: _____

 K Mistry 18/9/23

Presiding Member

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Te Tiriti o Waitangi Board Training 18 September - to check with Philippa how she would like to be involved	Alison
School docs proforma policy regarding dogs at school to be brought to next meeting	Alison
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
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
Sun shade options to be considered at next meeting - add to agenda	Alison

RECURRING AGENDA ITEMS

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