



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Tuesday 21 March 2023

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

1. Welcome and Karakia
 Apologies - none
 Conflict of Interest - none
2. Confirmation of previous minutes 22 February 2023 - approved
 - Business Arising

Share the individual committee (Personnel and community/Asset, finance and risk) policies outlining their roles and responsibilities	Alison	completed
BOT induction session with newly co-opted member (Tarissa)	Alison	completed
Discuss supplementary fencing options with contractor	Alison	In process

3. Board
 - 3.1 Good Employer Statement for annual report - read
 - 3.2 "Proposed changes for funding Teacher Aides" consultation document
 - Feedback to be given via online survey
4. Policy Review - to be completed as below
 - Legislation and Administration Policy
 - Implementation of this policy at our school: Excellent

- No further comments
 - Privacy
 - Implementation of this policy at our school: Good
 - No further comments
 - Student “blue” folders privacy - to be discussed at leadership meeting
 - Official information
 - Implementation of this policy at our school: Excellent
 - No further comments
5. Strategic
- 4.1 Annual Plan review - [read](#)
- Te ao Māori testing - will share this at the Hui on Thursday (Catherine will provide more information)
6. Principal's Report - [read](#)
- Confirmation given of policy protocol adhered to on appointment of new staff
 - 2 examples of recent appointments provided
 - Fire alarm system - assurance from lfire to be obtained regarding that the alarm could not be heard in several sectors of the school
 - ESOL review (presented by Erynn)- [read](#)
7. Asset meeting minutes - [read](#)
- Financial statements - Jan/Feb 2023 - [read](#)
8. Personnel
- Committee to meet before next BOT meeting
 - New appointments confirmed
 - Inclusive Practice Leader
 - Maternity leave position
 - Exit interviews to be undertaken
 - Review of Principal’s performance appraisal and professional development
9. Other
- Ed psych reports
 - [Approved](#) to dispose up to 2019 (paper copies)
 - Digital copies kept from 2020
 - New BOT members to be vetted - Ministry of Justice: Criminal Conviction History

Erynn left the meeting

10. In committee

The Board moved to in-committee at 7.40pm

- **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: 21 March 2023 Time In: 7.40 pm Time Out: 8.15pm [Carried](#)

General subject of each	Reason for passing this	Ground(s) under section
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matter to be considered	resolution in relation to each matter	48(1) for the passing of this resolution
Health and safety	Staff and student 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.

1. Resolved that the meeting come out of committee at 8.15pm

11. Communication

Reading of Board email process

In

- NZSTA Membership Matters

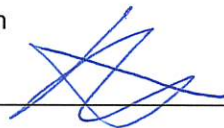
Out

12. Meeting Review

Meeting closed at 8.20 pm

Next meeting - Wednesday 10 May 2023 6.30pm

Confirmed as a true and accurate record: _____



10/5/23

Chairperson

K Mistry

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Discuss supplementary fencing options with contractor (in process)	Alison
Survey completion on proposed changes for Teacher Aide funding	BOT members
Policy review forms to be completed for: <ul style="list-style-type: none"> ● Legislation and Administration ● Privacy ● Official Information requests 	Alison
Te ao Māori testing - to provide more information for haring this at the Hui on Thursday	Catherine
Student "blue" folders privacy - to be discussed at leadership meeting	Alison
New BOT members to be vetted - Ministry of Justice: Criminal Conviction History	Lisa

Assurance from Ifire (Viv) to be obtained regarding that the alarm could not be heard in several sectors of the school	Alison
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RECURRING AGENDA ITEMS

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