



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Monday 22 February 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	
Attendees	Catherine Palmer (DP)	Erynn Riesterer (IPL)
	Tarrisa Sun (parent)	
Apologies		

Willie Rickards took the Chair

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

Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Kathleen Mistry be appointed Presiding Member Carried

a.

Kathleen Mistry took the Chair

Deputy Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Paul Kelly be appointed Deputy Chairperson Carried

2. Board
 - 3.1 Schedule of Delegations - ratified
 - 3.2 Ratification of Committees - agreed:
 - Personnel and Community Committee members:
 - Michelle (Chairperson) and Willie
 - Asset, Finance and Risk Committee members:
 - Paul (Chairperson) and Bharat

- Alison to share the individual committee policies outlining their roles and responsibilities

3.3 Co-option - Tarissa Sun

- All agreed to co-opt Tarissa to the Board immediately, with forethought to succession planning - Tarissa can offer:
 - Support to our Asian families (61% of our community identify as Asian)
 - An addition to asset committee (particularly with one member imminently leaving at the end of 2023)
- Alison will conduct an induction session with Tarissa

3.4 Meeting times and dates - agreed via email

3.5 Self Review Schedule - read

3. Confirmation of previous minutes 12 December 2022 - approved

- Business Arising

BOT photo - once all members in attendance	Taken at this meeting	
Confirmation of 2023 BOT meeting dates (send email)	Alison	complete
January holiday programme start date - to discuss with Sarah	Alison	complete
BOT emails to be checked prior to meeting	Alison/Lisa	complete
Phone "Wechat" original host - not responding to representative of the Chinese community to gain access to the system	Alison	To do - maybe set up new "Wechat" group

4. Strategic

4.1 Statement of Variance 2022 - read

4.2 Charter and Annual Plan 2023 - read

- Includes Te Reo PAT this year for Years 4-8
- To be sent to MOE by 31 March

4.3 ERO profile

- Awaiting KTS report inclusion on ERO website

5. Principal's Report - read and ratified

- Smaller roll than anticipated at year start (was similar at the beginning of 2022)
- Health and safety committee to meet before next BOT meeting

5.1 Teacher Registration - read

5.2 Staff Induction - read

5.3 EOTC Programme review - approved as below

- Survey to KTS community seeking feedback and support to continue (and/or change current camp structures, as discussed), taking into consideration:
 - Continuing increased costs
 - Timing of camps (during the year)
 - BOT support that camps are a valuable experience
 - Water safety could be an important component in camp restructure

6. Asset meeting minutes

6.1 2022 Interim accounts and narrative

6.2 Room 12/ 13 Stairs/deck

- 3 weeks till R12 (and possibly R13) can return to classroom - dependent on fire regress sign off (expected finish at end of Term 1)

6.3 Final Budget 2023

- \$10K surplus tabled at asset meeting:
 - Additional income/expenses included since Asset meeting:
 - +\$5K Kohia Kids Zone
 - +\$8K Hall hire
 - -\$3K other
 - Additional staff funding request (total \$10800) - approved
 - 0.1 teacher/relievers (\$6600)
 - Additional teacher aide for 1 day to cover for another teacher aide taking maternity leave (\$4200)
- Final budget surplus \$10K - ratified

6.4 Kohia Kid Zone Monthly report - read

6.5 Additional staffing request - see above under "Final Budget 2023"

6.6 Decision re MOE fencing

- Accept MOE proposal, but to look at supplementary options (at KTS cost) to make it more aesthetically pleasing - Alison will discuss with fencing contractor

7. Personnel

7.1 Alison Performance agreement (with personnel committee) - confirmed

7.2 Sensitive Spending 2022 - tabled

8. Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

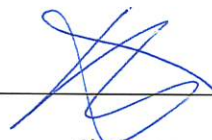
9. Meeting Review

10. In-committee

Meeting closed at 8.34 pm

Next meeting - Tuesday 21 March 2023 6.30pm

Confirmed as a true and accurate record: _____



Chairperson

21/3/23

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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

RECURRING AGENDA ITEMS

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