



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 25 October 2023

Present in person	Dal Jandu	Paul Kelly
	Martin Zhang	Lisa Miller (Minute taker) <i>(via zoom)</i>
	Kathleen Mistry (Presiding member)	Alison Spence (Principal)
	Willie Rickards	
Present via zoom	Michelle Banfield	
Apologies	Faavae Gagamoe	John Holmes
	Catherine Palmer	Rachel Ogilvy (Staff trustee) - at camp

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

2. Confirmation of previous minutes 18 September 2023 - approved
 - Business Arising

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

3. Board
 - Favaee Gagamoe has declined the previous offer to come onto the Board
 - 3.1 Planning and Reporting - charter for 2024/2025
 - To be sent to MOE by 31 March
 - Comprises a few changes, which we already include on our charter

4. Policy Review

- Curriculum and Student Policy Achievement Policy
Important policy for parents to understand
Edit the wording so understandable for all (Dal will provide alternative text)
Home Learning
 - Homework currently compulsory for Y7-8 and optional for Y1-6
 - Conduct an internal review with community input (add link in newsletter and ask for feedback)
 Consider other things such as career education for Intermediates
- Health Education - read

5. Strategic

- No report this meeting

6. Principal's Report - read

7. Asset meeting

7.1 August/September Financial statements - read

- Working Capital strong at \$708K
- No confirmation to date on MOE approval of contingency costs for the deck and stairs project
 - MOE has put a halt on spending at the moment (with recent elections)
 - Potential risk identified

7.2 Family Donation 2024 - agreed to keep at \$495/child

7.3 KKZ Monthly report - read

- January holiday programme
 - decision required for what days the holiday programme will be operating
 - Community feedback required

7.4 EFTPOS machines - approved to rent 2 permanent machines, more efficient than several short term rentals throughout the year for bigger events and fundraisers

- Fencing around the school to be completed this week
- Shade sails
 - To re-address after hall roof completed (under 5YA commencing mid-2024)
 - An additional donation request a possibility for funding

8. Personnel

8.1 Staff exit interviews summary - discussed

- Staffing for 2024 in process

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters
 - Is there any feedback from our BOT for the new Minister of Education?

Out

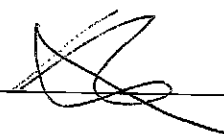
10. Meeting Review

11. Other

- Paul and Rachel will be leaving the Board at the end of the year
- December meeting:
 - 6pm meeting (45 minutes) followed by a dinner
 - Alison will email options

Meeting closed at 8pm

Next meeting - Wednesday 29 November 2023 6.30pm

Confirmed as a true and accurate record:  29/11/23
 Presiding Member Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Curriculum and Student Policy Achievement Policy - to reword policy so language is understandable for all (particularly parents)	Dal
Home Learning policy - conduct an Internal review with community input (add link in newsletter and ask for feedback)	Alison
January holiday programme - decision required for what days the holiday programme will be operating (community feedback required)	Sarah
NZSTA - Is there any feedback from our BOT for the new Minister of Education?	BOT
December meeting + dinner - to email options	Alison

RECURRING AGENDA ITEMS

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

