



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 19 June 2024

Present	Michelle Banfield	Catherine Palmer (Acting Principal)
	John Holmes (Acting Presiding Member)	Kerry Hales (Staff trustee)
	Dal Jandu	
	Willie Rickards	
	Martin Zhang	
Attendees	Lisa Miller (Minute taker)	
Apologies	Kathleen Mistry	Martin Zhang

1. Meeting Review Welcome and Karakia
 Apologies - as above
 Conflict of Interest - none
2. Board
3. Confirmation of previous minutes [15 May 2024](#) - agreed
 - Business Arising

Performance goal for Catherine as Acting Principal to be considered during their first coaching session - Week 4 Term 2	Catherine/Roween	Completed
BOT email access for Catherine	BOT	Completed
Community survey to be sent out in Term 2 <ul style="list-style-type: none"> ● Chinese liaison meeting required 	Catherine/Kerry/Personnel Committee	In progress
Staff climate survey to be conducted in Term 3	Personnel Committee	To do in term 3
Risk management policies to be sent to the Asset Committee	Lisa	To do
Policy review - Leadership Team input required <ul style="list-style-type: none"> ● To read policies coming up for review 	Leadership Team	Noted

<ul style="list-style-type: none"> ● Provide evidence or verified information that the practice is being observed 		
The process for approval of RAMS - send to Asset Committee	Lisa	To do
Request estimated costings from Aurecon for the projects listed in P3 and P4 (for 5YA)	Catherine	In progress
Internal painting required for R10-13 - 2 quotes required	Catherine	Awaiting 2nd quote
Autex could be a possibility on walls <ul style="list-style-type: none"> ● Find out: <ul style="list-style-type: none"> ○ what product is currently on the walls ○ how much wall space there is 	Catherine	Not suitable for Autex - to paint
To check regarding the process for staff complaints and hierarchy of where to go	Kathleen to check with NZSTA Catherine to check with Roween	Standard School docs (Has been displayed in staffroom) *

Staff complaints

- Flowchart to be read alongside the Collective Agreement
 - Enlarge poster with a note to follow guidelines in CA
 - Add on admin agenda to talk about it
- Concerns and complaints
 - next review will be in Term 3 2024
 - Complaints process also included in staff code of conduct
 - Last reviewed 2020

4. Strategic

4.1 Annual plan review

- Quality Practice - Literacy
 - In School leaders have run writers' focus groups
 - Teachers are now working towards their professional growth goal under the guidance of their instructional coach
 - Science of learning segment of our teacher only day encouraged reflection on practice
 - Our Structured Literacy contract has come to an end resulting in some significant changes to practise across the school
 - Akonga achievement is being celebrated with senior leadership
 - Awaiting confirmed guidance for practice within the revised curriculum before progressing with the teacher manual
- Quality Practice - Numeracy
 - Another "The Learner First " was attended with information and resources shared at a staff PLD session
 - Mid year achievement data is being currently prepared
 - Quality targeted maths learning experience continues to be delivered
 - Maths revised curriculum document now not due until end of 2024 for delivery starting 2026
- Te ao Māori
 - PD with George Ihimaera undertaken about Te Tiriti o Waitangi.
 - PD with Justin from Kapahaka Online undertaken

- Kohia Kura is working towards celebrating Matariki by each class engaging with a whakatauki to work on
 - Weekly newsletters sent to the community about this event and offer small snippets of information about the meaning behind Matariki
- Kapa Haka is preparing to perform at Epsom Community Library
- Koru and Harakeke hui are practising the haka actions for the National Anthem
- Whānau hui was held in May
- Teacher is doing Level 4 Reo course with Tākatū
- Hauroa
 - Inclusive Practice Initiative
 - ISL led a full staff meeting to introduce the initiative
 - Senior students were surveyed and questions adapted for Koru students to be surveyed this term
 - ISL will be presenting at Week 8 Initiative Hui
 - Continued ISL upskilling undertaken
 - Learning coaching based on Learner competencies has been taking place over Term 2
 - Keeping ourselves safe and Life Education programmes have supported years 1-6 in both physical and mental health and wellbeing
 - Community survey is out during weeks 8 and 9 of this term

5. Policy Review - agreed

- Employer Responsibility
- Appointment Procedure
- Safety Checking

To review process of how schooldocs works and how policies can be individualised for our school

- See “Business arising” for actions required

5.1 Board self assurance checklist Term 2

- discussed and updated
- See “Business arising” for actions required
- This checklist (when completed each term) is sufficient information for the request made by the Asset Committee for ensuring policies are followed

6. Principal's Report - ratified

6.1 Term dates proposed for 2025

- Option 2 approved (3 February to 17 December 2025)

7. Asset meeting minutes - read

- An extra asset committee meeting is required to approve the ERO Assurance (Health and Safety) statement
 - To email BOT once complete

7.1 April/May Financial statements - read

- Auditor recommendations - noted

7.2 Kohia Kid Zone Monthly report - read

- May need checklists to be ticked off and signed at end of each shift

Property

10YPP update

- Next steps:
 - Board approval

- MOE approval
- Funding approval from MOE
- Project management can begin
- To note:
 - Vector to confirm our power capacity is the 100A supply.
 - The Automated Load Management system will be included in the scope to be used if needed
 - Only P2 items will be able to be actioned in the 10YPP budget
 - Remedial work for the leaking roof is underway
 - To go ahead with the painting in Rooms 10-13 under the cyclical maintenance plan
 - One quote has been received, awaiting a second quote
 - To replace a light in R11 withdrawal space with an LED fitting

8. Personnel

8.1 Received resignation from a part-time teacher

- Part-time fixed term employment offer to be made to a former teacher -
- to commence from beginning of Term 3

8.2 KTS new starter survey

- BOT to read draft and send feedback to Personnel Committee

9. Communication

In

- NZSTA Membership Matters


Out

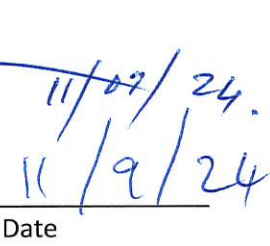
10. Meeting Review

Meeting closed at 8.50pm

Next meeting - Wednesday 7 August 2024 6.30pm

Confirmed as a true and accurate record:


 Presiding Member


 Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

<p>Staff complaints</p> <ul style="list-style-type: none"> ● Flowchart to be read alongside the Collective Agreement <ul style="list-style-type: none"> ○ Enlarge poster with a note to follow guidelines in CA ○ Add on admin agenda to talk about it 	<p>Catherine Catherine</p>
<p>School docs</p> <ul style="list-style-type: none"> ● What is the timeframe for review on policies ● What policies can be given feedback 	<p>Catherine/Lisa</p>

<ul style="list-style-type: none"> • What policies can be personalised to our school • Review now to ensure we can change with schooldocs • Personnel/asset to review and get back to BOT <p>Other options if we don't accept schooldocs policies</p> <ul style="list-style-type: none"> • If we can't change ons school docs, make our own policy • Can we then remove the policy from our school docs • If we do customise, will need to keep a master list <ul style="list-style-type: none"> ○ Err on "not changing" <p>Other</p> <ul style="list-style-type: none"> • To note, other documents (e.g. code of conduct) can be added on or used in conjunction with • Request a school docs demonstration • Request examples of other schools who have customised their policies 	
<p>Self-Review and Board Assurances</p> <ul style="list-style-type: none"> • Lockdown pack - put into action at KKZ staff meeting Tuesday 28 May • Trial evacuations/drills - to check on our obligations, and when and how many during the year • Check if a statement on EEO is included in the annual report • Cellphones and other personal digital devices - check the Schooldocs policy 	<p>Catherine</p> <p>Lisa</p> <p>Lisa</p> <p>Lisa</p>
<p>KKZ: May need checklists to be ticked off and signed at end of each shift - to discuss with Sarah</p>	<p>Catherine</p>
<p>Paperwork required for part-time fixed term employment offer for 0.4 teacher, to commence from beginning of Term 3</p>	<p>Lisa</p>
<p>KTS new starter survey - to read draft and send feedback to Personnel Committee</p>	<p>BOT</p>

RECURRING AGENDA ITEMS

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

