



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Tuesday 29 October 2024

Present	Michelle Banfield	Alison Spence (Principal)
	John Holmes	Catherine Palmer (Deputy Principal)
	Dal Jandu	Kerry Hales (Staff Trustee)
	Kathleen Mistry (Presiding Member)	Lisa Miller (Minute taker) - <i>via zoom</i>
	Willie Rickards - <i>via zoom (until 7.20pm)</i>	
	Martin Zhang	
Attendees		
Apologies		

1. Welcome and Karakia
 Apologies - as above
Conflict of Interest Register - updated
 - BOT members to complete each meeting
2. Confirmation of previous minutes 11 September 2024 - approved
 Business Arising

School induction survey for recently appointed staff members <ul style="list-style-type: none"> • Another reminder to be sent • To remind Teacher Aides (if they have been sent a request) 	Michelle Helen	Survey completed
Out of zone ballot - provisionally accept Option 2	Alison to be consulted on her return	Ballot completed - option 2 with additional spaces at year 3 offered.
PE programme review for fundamental skills - feedback please	Willie	See below
Staff climate survey review - complete	SLT	

<ul style="list-style-type: none"> ● to report back to “teams” (syndicates, support staff, teacher aides) for review/feedback <ul style="list-style-type: none"> ○ Questions /guides will be provided - did this happen - no 	Michelle	Undertaken - see below
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- PE programme review for fundamental skills
 - Curriculum units are good
 - Once skill competency and confidence levels feel comfortable, layer in some competition
 - Don't rush through the progression process of walking/jogging/dodging/landing etc
 - Continue with professional development
 - Staff climate survey review
 - Changes for 2025 include:
 - Restricting the PLD contexts
 - Offering the staff the option of less PLD during term time and having a call back day each term break
 - Kaiako are being consulted on the approach to PLD
3. Strategic
- No update
4. Policy Review - approved by Asset Committee
- Board Self-review and Assurance
 - Finance and Asset Management Policy
 - Managing Income and Expenditure
 - Financial Conflicts of Interest
 - School Donations and Student Activity Payments/Attendance Dues and Other Income
5. Principal's Report - read
- To ratify - approved
 - the appointment of Vanessa Sharplin (Team Leader - Harakeke)
 - the appointment of Mary Cameron (Year 3 Teacher)
 - the permanent appointment of Erica Corkin
 - the permanent appointment of Kane Chong
 - the fixed term appointment of Charli Bradley
 - The Principal's report
 - Sabbatical Report - Recommendations:
 - Visible Curriculum
 - To publish our curriculum overview for the year for each kapa (team) on our website
 - To include a page on our school website that details how we give effect to Te Tiriti o Waitangi
 - Connecting with whānau

- Review our start of year connections with parents
- Enriching language, culture and identity for many
 - Extend the way in which cultures are celebrated to include an opportunity for 3 students to welcome everyone to school assemblies, whakatau etc with their mihi, in their language
- Achievement Reviews
 - Add ESOL achievement to the Board demographic base achievement reviews mid year and end of year
 - Reformat the school based analysis to also include Attendance, Engagement and continue to look at Retention
- Ensuring Fidelity
 - To look at achievement data each term with kapa based moderation or review of data
 - Encourage teachers visiting other teachers during their CRT allocation
 - Consider '5 min walk thoughts' for kapa leaders to identify quality practice and potential areas for development either kapa based or individual
- Ākonga Māori Identity
 - Introduce a termly hui with our ākonga Māori to identify goals, initiatives, leadership opportunities, establish an iwi map etc.
- Mātauranga Māori
 - To more formally develop an overview on the integration of Mātauranga Māori and learning around Aotearoa NZ History so that our Māori tamariki can see their language, culture and identity being valued
 - Connect with a marae such as Ngā Kete Wānanga Marae
 - Actively pursue connecting with an iwi associated with the school
- Ākonga Māori Achievement
 - For all ākonga Māori to be achieving at curriculum expectancy
- Visualising Kohia's Ahi kā
 - To work with whānau, our ākonga Māori, staff and community to introduce a a mauri stone, or two

- Alison would like to thank
 - the BOT for their approval and support of this wonderful opportunity
 - Catherine and Kerry, for their fabulous mahi in leading the school

6. Asset meeting minutes - read

- Health and Safety
 - KTS will develop food and nutrition guidelines
- 2025 Draft budget in progress
- September financial report - read
- N4L upgrade to be undertaken next week
- School donations
 - Letter to be sent from BOT in English and Mandarin
 - 2025 voluntary donation to be reviewed at next meeting
- Property
 - Gil to confirm if he will take on the hall project
 - Offer of university canteen to be declined
 - Potential dome structure and tennis courts on basketball courts

- Proceed with meeting the tennis academy
- MOE hasn't said no to the idea

7. Personnel

- Staffing 2025 update
 - Teachers
 - 3 resignations
 - 2 new staff appointed
 - 2 permanent positions appointed (previously fixed term)
 - Support staff
 - 1 resignation
- Exit interviews
 - Have had 5 response from 9 invitations

8. Communication

In

- NZSTA Membership Matters

Out

Catherine and Kerry left the meeting

Meeting will extend over the 2 hour allocation - noted

9. In committee

The Board moved to in-committee at 8.30pm

- 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: 29 October 2024 Time In: 8.30 pm Time Out: 8.39 pm Carried

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

Resolved that the meeting come out of committee at 8.39 pm

10. Other

- Board succession considerations

- Willie is leaving (our Maori representative and link to Auckland Grammar)
- Reminder to the community that anyone is welcome to come to meetings to find out what the BOT does
- 2025 election will take place in September
- Current BOT members to give thought to their intentions
- BOT annual get together to be scheduled for early 2025
- Agenda items that don't need discussion, to be marked as read-only (but open to questions/dialog if required)

Meeting closed at 8.42 pm

Next meeting - Wednesday 4th December 6.30pm

Confirmed as a true and accurate record: _____

Presiding Member

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

BOT letter regarding donations	John/Alison
2025 voluntary donation - add to next BOT meeting agenda	Alison
Reminder to the community that anyone is welcome to come to meetings to find out what the BOT does	Alison/Catherine

RECURRING AGENDA ITEMS

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

