



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 4 December 2024

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

1. Welcome and Karakia
 Apologies - as above
 Conflict of Interest Register - updated
2. Confirmation of previous minutes 29 October 2024 - approved

Business Arising:

Teacher Aide's feedback on survey	Kerry	To be actioned
BOT letter regarding donations	John/Alison	Actioned
2025 voluntary donation - add to next BOT meeting agenda	Alison	Actioned
Reminder to the community that anyone is welcome to come to meetings to find out what the BOT does	Alison/Catherine	Actioned

3. Strategic
 - End of Year Student Achievement Review
 - Discussed with recommendations below in reviews
 - Literacy Target Review - recommendations:
 - Adrienne Kinder been contracted for a day to ensure fidelity to Structured Literacy scope and sequence delivery
 - Regular in class observations (4 min walk throughs) to ensure fidelity of our literacy programme including shared reading/writing, explicit planning and teaching

- Develop staff knowledge of revised curriculum
- Establish the new baseline data from HERO in line with new knowledge expectations
- PAT beginning and end of year analysed, by teachers, using the Learning Talk framework
- Termly review of progress at team level
- Termly induction with new families to clarify expectations.
- Reading with therapy dog
- Targeted Teacher Aide Professional Learning Development (structured literacy)
- Teachers encourage student take up of reading awards
- Continue to look at strategies to engage boys in writing
- ESOL programme
 - Continue to develop staff knowledge on language learning in the classroom
 - Assist at the planning stage to ensure a focus on our language learners
 - Model in class how the lessons can be structured to consider the learning needs for English language learners
 - Continue to withdraw English Language Learners to gain confidence, gain prior knowledge of classroom curriculum and practise oral/written language
 - Clarity of expectations for ESOL learners in terms of use of English use with purchased workbooks to assist in their programme
- Numeracy Target Review - recommendations:
 - Continued involvement with The Learner First
 - Regular in class observations to ensure fidelity of our maths programme around the 'balanced maths diet' from both a planning and delivery perspective
 - Introduction of a more specific scope and sequence programme, Oxford Maths NZ
 - Develop staff knowledge of revised curriculum
 - Establish the new baseline data from HERO in line with new knowledge expectations
 - PAT beginning and end of year analysed, by teachers, using the Learning Talk framework to identify next learning steps
 - Parent information evenings/ slides on how to use the digital aspect of Oxford Maths to support learning at home
 - Prioritise the learning of basic facts, particularly in Years 1 - 4
 - Look at school based incentives to celebrate basic fact progress and mastery
- Hauora Target Review - recommendations:
 - Continue with Circle Time in Kapa Koru and Dove Self Esteem in Harakeke and Pōhutukawa kapa
 - Make sure there is a Kohia Kōrero slot in the roster

- Continue to assess ourselves SLT against these measures to ensure we continue to meet targets
 - Continued professional development
 - Fundamental physical skill programme will be delivered to all classes Y1 - 6 by our PE specialist
 - Baseline data established for each student through HERO
- Te Ao Māori Target Review - recommendations:
 - To focus on the following key areas
 - Te reo to classmates
 - Teachers instructions in te reo
 - Counting in te reo
 - Colours in te reo
 - Maintaining practices already in use in 2024 - karakia/waiata/instructional reo/praise in reo
 - Continued enrolment with KapaHaka Online
 - Continued engagement in Māori Achievement Collaborative (MAC) to guide future steps
 - To maintain the current programming of kapa haka
 - To action the recommendations of Alison's sabbatical report
 - mauri stone for the front gate
 - a day prior to school starting for whānau to connect with kaiako
 - Ākonga Māori hui
 - Continue staff presenting their pepeha but to encourage staff to ask questions or respond in te reo to ensure more authenticity
- Annual Plan final - read

4. Policy Review - approved

- Asset Management and Protection
- Prevention of Bribery, Corruption, Fraud, and Theft
- Property Planning and Maintenance
- Expenditure

- Board self-review and assurance - completed

5. Principal's Report - read

- Foreign Fee Payers attestation review - read
- Kiwi Sport Review 2024 - approved
- Suggested Maths Curriculum Day - Friday 14 March 2025 - approved

6. Asset meeting minutes

- Oct Financial Report - read
- Draft budget 2025 - ratified
 - \$11K deficit
 - Voluntary donations set at 75% of families paying (with an increase to \$550/student - see below)
 - BOT teachers teachers budget increased for Intermediate classes additional cover
 - CAPEX budget approved
- Donation 2025 - increase to \$550/student - approved

- PTA budgeted profit decreased to counter this increase
 - Communications to be sent to families at the beginning of 2025:
 - Translation in Chinese
 - Clarification that payment plans are available (break down into termly/monthly//fortnightly/weekly payments)
- Audit confirmation letter 2024-2026 - approved
- MOE public meeting took place on 29 November regarding UoA land
 - Alison spoke on behalf of KTS
- Other
 - Living wage discussion to take place in 2025
 - ERO
 - Health and Safety aspect of Board Assurance will be presented in a different format so defer review until 2025
 - School visit scheduled for 3 days in Term 3

7. Personnel

- Performance review - principal - discussed
- Staff ratifications - approved:
 - the appointment of Anabelle Ali
 - the appointment of Mary Cameron as Koru Kapa leader
 - the appointment of Reney Kahui (0.04) as our Kapa Haka leader
 - the appointment of Trisha Finlayson (10 hours a week) as sports leader
 - the fixed term appointment of Stacey Vickers for 2 days a week
 - the fixed term appointment of Jocelyn Lee for 2 days a week
 - the appointment of Mohsin Iqbal as assistant manager at KKZ
- Staff exit interviews to take place

8. Communication

In

- NZSTA Membership Matters

Out

Meeting closed at 8.20 pm

Next meeting - 26 February 2025 6.30pm

Confirmed as a true and accurate record: _____

Presiding Member

Date

26 / 02 / 2025

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Teacher Aide's feedback on survey	Kerry
2025 voluntary donation <ul style="list-style-type: none"> Communications to be sent to families at the beginning of 2025: <ul style="list-style-type: none"> Translation in Chinese Clarification that payment plans are available (break down into temly/monthly//fortnightly/weekly payments) 	Alison
Living wage discussion to take place in 2025	Asset Committee
Health & Safety Board assurance statements will be presented in a different format so defer review until 2025	Asset Committee

RECURRING AGENDA ITEMS

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

