



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 11 September 2024**

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

1. Meeting Review - Welcome and Karakia

Acknowledgment of Māori King's death and new Māori Queen anointment

Apologies - as above

Conflict of Interest - none

2. Confirmation of previous minutes 7 August 2024 - agreed

- Business Arising

<p>Community survey</p> <ul style="list-style-type: none"> ● Website to be updated to explain curriculum levels ● To place a reminder in the newsletter that teachers can be approached at other times for conversations ● Homework clarification in newsletter ● Update the learning from home links on the website 	Catherine Kerry	<p>Done</p> <p>Next newsletter</p> <p>Done</p> <p>Done (communications in teams via Hero)</p>
School induction survey will be sent out to recently appointed staff members	Michelle	Sent + one follow up - to send another reminder

		Ask Helen to remind TA's (if they have rec'd a request) No end date Needs to access results
To liaise with Kathleen about 2025 staffing	Catherine	In principal report/ Personnel meeting after BOT meeting

3. Strategic

3.1 Annual plan September review

- Quality Practice - Literacy
 - In-school leaders have introduced a new literacy assessment tool to staff
 - Our celebration of writing continues, with students from all year levels coming to share their progress with Senior Leadership and small pieces of writing regularly shared in the newsletter
 - Leadership has checked in on the additional learning support programmes with small tweaks and adjustments have been made where needed.
 - Three way learning conferences took place early in term 3
 - The draft revised English curriculum was issued by the Ministry
- Quality Practice - Numeracy
 - Curriculum expectations have changed again with the expectation by the MOE that it will be taught from 2025
 - There will be teacher only days allocated to support teachers with delivery
 - The community has been updated on curriculum developments as things have changed
 - A parent information evening will be held in the new year once we are underway.
 - The effectiveness of the extension programme has been reviewed
 - Students shared their learning goals and achievement in Maths with whānau at three way learning conferences.
- Te Ao Māori
 - a MAC supercluster hui was attended this term
 - MAC schools in our cluster met for a Board of Trustees hui
 - A staff meeting on karakia, mihi and pepeha was run by our MAC representative
 - Kaiako are presenting their pepeha at our weekly admin meetings
 - Student coaches will be modelling more te reo in the playground
 - The whole school are learning new waiata and karakia
 - Programmes are set for Māori Language Week
 - Kapahaka are learning Ka Mate in case their families wish to join the Eden Park Ka Mate Guinness Book Of Records event
 - Ruma Ono are learning reo me ona tikanga each morning
 - A ISL hui will be attended at Remuera Primary School.
 - A PD session will be run with staff
- Hauora
 - Continued connection with RTLB upskilling ISL
 - Harakeke and Koru students have been surveyed on their sense of belonging

- ISL ran Staff PD with whanau partnership focus
 - New Parent Hui to be held
 - ISL are to attend Growth Culture PD
 - Parents were asked to comment on wellbeing themes in the community survey
 - A physical literacy framework has been developed by the sports coordinator
4. Policy Review and Board Assurance
- 4.1 Board self assurance checklist
- Term 3 review to take place at the next BOT meeting
- 4.2 Updated Community Code of Conduct - approved
- Schooldocs removing code of conduct
 - To continue this in-school
5. Principal's Report - read and ratified
- Out of zone ballot
 - Alison to be consulted on her return
 - Provisionally accept Option 2
- 5.1 PE programme review for fundamental skills - read
- 5.2 Maths and English Curriculum under review by MOE
- 5.3 Supporting our English language learners - read
- Planning for term 4
 - Smaller groups where possible
 - ESOL teacher to spend time in the classrooms for on the spot support
 - Additional teacher aide time
 - Check in with other schools to see how their programmes are running
 - Continuing PLD for teachers
6. Asset meeting
- Long term hazard registers to be reviewed bi-annually by BOT
 - Discussions regarding shade sail and potential fundraising
7. Personnel
- 7.1 Staff climate survey review - complete
- Senior leadership to report back to “teams” (syndicates, support staff, teacher aides) for review/feedback
 - Staffing 2025
 - Staffing numbers will be available from MOE this week
 - A Team Leader position has been advertised
 - Current fixed term teacher roles will be advertised for permanent positions
8. Communication
- In
- NZSTA Membership Matters
 - BOT elections are in 2025
 - Suggested date is 11 September

- Charter school survey
 - BOT members can choose to complete this individually if they wish
- Govt proposed changes to wording and order of priorities of governance of school BOT's
 - BOT members can choose to give feedback on this if they wish

Out

9. Meeting Review

Meeting closed at 8.45pm

Next meeting - Tuesday 29 October 2024 6.30pm

Confirmed as a true and accurate record: _____


Presiding Member

29/10/24
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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
Out of zone ballot - provisionally accept Option 2	Alison to be consulted on her return
PE programme review for fundamental skills - feedback please	Willie
Staff climate survey review - complete <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 	SLT Michelle

RECURRING AGENDA ITEMS

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