



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 15 May 2024

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

1. Welcome and Karakia
 Apologies - as above
 Conflict of Interest - none
2. Board
3. Confirmation of previous minutes 27 March 2024 - agreed
 - Business Arising

Community survey <ul style="list-style-type: none"> ● to re-draft the question regarding curriculum ● Undertaken early Term 2 (reporting back to BOT end of Term 2) 	Alison/Kerry Personnel Committee	See below
Staff climate survey <ul style="list-style-type: none"> ● To be undertaken Week 2 of Term 3 	Personnel Committee	See below
ASB Bank <ul style="list-style-type: none"> ● Add Kerry Hales as 3rd ASB Bank signatory ● Obtain a school credit card for Catherine Palmer 	Lisa/Alison	Completed Completed
ESOL funding report - Alison to email the correct report	Alison	Completed
Final Budget - send to CES	Lisa	Completed

Performance goal for Catherine as Acting Principal to be considered during their first coaching session	Catherine/ Roween	Week 4 T2
Send through details of teachers started in 2023 to Personnel for induction interviews	Alison	Done
BOT email access for Catherine	Alison	BOT to advise

- Community survey to be sent out in Term 2
 - Will need 2 weeks for community to reply
 - Chinese liaison meeting required
- Staff climate survey to be conducted in Term 3
- Surveys' analysis undertaken by personnel committee

4. Strategic

No strategic reviews this meeting

5. Policy Reviews - postpone to next meeting

- Employer Responsibility
- Appointment Procedure
- Safety Checking

Risk management policies to be sent to the Asset Committee

- To review both policy and practice
- BOT would like assurance that the policies are being adhered to
 - If not, to determine if the policy is right for our school
 - To note, Good Employer Statement and ERO self-review checklists have/are being completed
- Leadership Team input required
 - To read policies coming up for review
 - Provide evidence or verified information that the practice is being observed

6. Principal's Report - read

6.1 T2 Whānau Hui and T2 Fono in planning stages (for review next meeting)

6.2 Curriculum review (awaiting final revised curriculum communications from MOE)

Another international student has been enrolled

- Funding to be used to support more staffing

7. Asset meeting minutes - read

7.1 March accounts - read

7.2 Kohia Kid Zone Monthly report - read

Process for approval of RAMS

- Lisa to send to Asset Committee

Property

- 5YA
 - P2 provisions covers roof/electric/gutters/heating

- Includes heat pumps for Rooms 10 and 11
 - Request to have Rooms 14, 15 and 16 heating also upgraded, and to be moved from P3 to P2 - agreed
 - Transformer upgrade cost will be a minimum of \$150K
 - The full 5YA budget will be spent on P2 jobs, with no money available for P3 and P4 projects
 - BOT would still like Aurecon to give estimated costings for the projects listed in P3 and P4, to give the BOT a guideline should they wish to fund themselves
- Cyclical Maintenance
 - Internal painting required for R10-13
 - 2 quotes required, from Carus and another contractor
 - Autex could be a possibility on walls
 - Find out:
 - what product is currently on the walls
 - how much wall space there is

The BOT would like to thank the senior leadership team and the caretaker for the grounds and property being well maintained

8. Personnel - no meeting

- Next meeting discussion to include:
 - Induction interviews for new starters
 - Upcoming surveys
- Staff health and wellbeing
 - Sources for obtaining information/ providing feedback:
 - Teachers handbook
 - Includes process of if there's a problem, where to go
 - Exit interviews
 - Staff survey
 - Kathleen to check with NZSTA/Catherine to check with Roween regarding process for staff complaints and hierarchy of where to go

9. Communication

Reading of Board email process

In

- NZSTA
 - Confirmation of the selection process (for our new BOT members)
 - Must have more elected parents on the Board than selected/co-opted parents
 - If a current member resigns, a bi-election will be required to co-opt another parent


Out

10. Meeting Review

Meeting closed at 8pm

Next meeting - Wednesday 19 June 2024 6.30pm

Confirmed as a true and accurate record:

 19/06/24
 Presiding Member Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Performance goal for Catherine as Acting Principal to be considered during their first coaching session - Week 4 Term 2	Catherine/ Roween
BOT email access for Catherine	BOT
Community survey to be sent out in Term 2 <ul style="list-style-type: none"> • Chinese liaison meeting required 	Catherine/Kerry/ Personnel Committee
Staff climate survey to be conducted in Term 3	Personnel Committee
Risk management policies to be sent to the Asset Committee	Lisa
Policy review - Leadership Team input required <ul style="list-style-type: none"> • To read policies coming up for review • Provide evidence or verified information that the practice is being observed 	Leadership Team
The process for approval of RAMS - send to Asset Committee	Lisa
Request estimated costings from Aurecon for the projects listed in P3 and P4 (for 5YA)	Catherine
Internal painting required for R10-13 - 2 quotes required	Catherine
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
To check regarding the process for staff complaints and hierarchy of where to go	Kathleen to check with NZSTA Catherine to check with Roween

RECURRING AGENDA ITEMS

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