



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 21 February 2024**

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

Willie Rickards took the Chair

1. Welcome and Karakia
Apologies - none
Conflict of Interest - none

Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Kathleen Mistry be appointed Presiding Member Carried

Kathleen Mistry took the Chair

Deputy Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that John Holmes be appointed Deputy Presiding Member Carried

Board of Trustees photo taken(for the website)

2. Board
 - 2.1 Schedule of Delegations - read
 - Clause amended for BOT approval for staff leave applications for 4 days or more

2.2 Ratification of Committees - agreed

- Personnel/Community
 - Michelle (Chairperson), Willie, Kathleen
 - Other to note:
 - Community and staff survey every second year
 - To prove that the school is working to give effect to Te Tiriti O Waitangi (due 31 May)
- Asset
 - John (Chairperson), Dal (also responsible for KKZ), Martin

2.3 Meeting dates and times agreed

- 6.30pm Wednesday

2.4 Good Employer Report - approved

- due 31 May

2.5 Giving effect to Te Tiriti o Waitangi (due 31 May) - see 2.2 above

Other

- Add Kerry Hales as 3rd ASB Bank signatory - approved
- Obtain a school credit card for Catherine Palmer (with the same credit limit as Alison) - approved

3. Confirmation of previous minutes 29 November 2023 - approved

- Business Arising

Uniform code - ask staff for views regarding nail polish and make-up	Alison	In process - to check with student leadership team
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4. Strategic

4.1 Analysis of Variance 2023 - read

- Is a summary of all reviews during 2023 as discussed with the BOT (in a format required by MOE)

4.2 Charter 2024

- Due to MOE by 1 March
- Discussions regarding the importance, inclusion and consistency of PE education, including development of basic skills
- Alison will make amendments and send to BOT

4.3 Annual Plan 2024 (draft)

- due 31 March
- Reported to the BOT quarterly

5. Policies

- Board policies to be reviewed for the following meeting:
 - Te Tiriti O Waitangi
 - Board Responsibility
 - Documentations and Self-Review Policy
- Advise the community (via newsletter) that the BOT are currently reviewing these policies

6. Principal's Report - read

6.1 Yr 7 & 8 careers programme review

- Recommendations for 2024:
 - Continue using “Inspiring the Futures”
 - Book the Success Pathway Day for later in the year to coincide with the ex head students availability and the role models event

Other

- Planning required for staffing for Terms 2 and 3
- 2 staff appointments - ratified
 - Staff appointment checklists to be sent to Personnel Committee

7. Asset meeting minutes - read

7.1 2023 Interim accounts - read

7.2 Interim financial analysis - read

7.3 Kohia Kid Zone monthly report - read

7.4 Advertising on bottom part of signage on field

- For a company who currently hires classroom space (\$10K income p.a.)
- To review costs and discuss with the company, taking into consideration the current rental income received, costs of producing and installation

Other

- Junior Impact Test undertaken on junior playground
 - Tester verbally stated there are some minor concerns (no report was sent through)
 - BOT happy to close this agenda item
- School key to be given to the Fire Brigade Balmoral for ease of entry during a fire callout after hours

8. Personnel

8.1 Sensitive Spending (tabled)

8.2 EEO report 2023 - read

9. Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

10. Meeting Review

Catherine left the meeting

11. In committee

The Board moved to in-committee at 8.24pm

- 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: 14 June 2023 Time In: 8.24 pm Time Out: 8.37pm 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 8.37 pm

Meeting closed at 8.40pm

Next meeting - Wednesday 27 March 2024 6.30pm

Confirmed as a true and accurate record: _____


Presiding Member

27/3/24
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

To prove that the school is working to give effect to Ti Tiriti O Waitangi (due 31 May)	Personnel Committee
ASB Bank <ul style="list-style-type: none"> • Add Kerry Hales as 3rd ASB Bank signatory - <u>approved</u> • Obtain a school credit card for Catherine Palmer (with the same credit limit as Alison) - <u>approved</u> 	Lisa/Alison
Uniform code regards to nail polish and make-up - check with student leadership team	Alison/Catherine
Charter 2024 - to make amendments as discussed and send to BOT	Alison
Notice in newsletter that the BOT are currently reviewing policies (as listed above)	Alison
Staff appointment checklists to be sent to Personnel Committee	Alison
Review costs of advertising on signboard and discuss with the interested company	Alison/Becca
School key to be given to the Fire Brigade Balmoral	Alison

RECURRING AGENDA ITEMS

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

