



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 27 March 2024

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

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

2. Board
 - 2.1 Te Tiriti o Waitangi report - tabled
 - 2.2 Draft Community Survey - reviewed with
 - Feedback and suggestions given
 - Alison/Kerry to re-draft the question regarding curriculum
 - Timing of survey suggested for early Term 2, with analysis and reporting to the BOT during 2nd meeting of Term 2
 - 2.3 Draft Staff Climate Survey
 - To be undertaken during Week 2 of Tem 3

3. Confirmation of previous minute 21 February 2024 - agreed
 - Business Arising

To prove that the school is working to give effect to Ti Tiriti O Waitangi (due 31 May)	Personnel Committee	Completed
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	Underway

Uniform code regards to nail polish and make-up - check with student leadership team	Alison/Catherine	Completed
Charter 2024 - to make amendments as discussed and send to BOT	Alison	Completed
Notice in newsletter that the BOT are currently reviewing policies (as listed above)	Alison	Completed
Staff appointment checklists to be sent to Personnel Committee	Alison	Completed
Review costs of advertising on signboard and discuss with the interested company	Alison/Becca	Completed
School key to be given to the Fire Brigade Balmoral	Alison	Completed

4. Strategic

4.1 Annual Plan April update

- Literacy
 - Staff have begun the process to establish their personal professional growth goal
 - Staff have had two PLD sessions, one with a particular focus on ways to meet the needs of boy
 - The initiative as part of our kahui āko is also well underway
- Numeracy
 - Maths acceleration and extension groups are underway
 - Maths PATs have been completed with the results of these informing programmes
 - Students have individual goals set; which will be shared in 3WLCs.
 - One teacher will be attending The Learner First workshops each term and will lead one PLD session with staff following these sessions
- Te ao Maori
 - Well underway with this initiative
 - Classrooms are being referred to in re teo e.g. ruma tekau ma tahi (Room 11)
 - We have 85 ākonga performing at the kapa kahui on 4th April
 - Staff are enjoying the new approach to te reo learning through waiata this year
- Hauora
 - Inclusive Practice Initiatives
 - Connections made with other school
 - PD crossover with other schools
 - Attendance at Complex Behaviour PD
 - Developing a survey to collect older students and their whanau's voice
 - Collaborating with Mitey to align modules and develop complementary material for neurodiverse learners
 - Term 2 plan:
 - Baseline Data Survey of Chinese Community
 - Student coaches have been trained
 - Mitey Lab attended
 - DOVE programme being implemented
 - Regular reporting systems to whanau
 - Community survey (Health and PE) to go out end of 2024

5. Policy Review - read with no further feedback

- Tiriti o Waitangi
- Board Responsibility
- Documentation and Self-Review Policy

5. Principal's Report - read
 - Fixed term contracts required to cover the additional CRT allowance from Term 4, as relievers will be in big demand
- 5.1 ESOL funding report - wrong report included - Alison to email to BOT
- 5.2 Maths extension report - read

The BOT will like to acknowledge and thank all involved for the various reports submitted and the annual plan update

6. Asset meeting minutes - read
 - 6.1 January/February accounts - read
 - 6.2 Kohia Kid Zone Monthly report - read
 - Increase in KKZ rates agreed to cover rise in costs
 - 6.3 Final Budget - approved
 - \$17K deficit
 - To send to CES
7. Personnel meeting minutes - read
 - Performance goal for Catherine as Acting Principal to be considered with Roween during their first coaching session
 - Will commence Interviewing new teachers after their first year at KTS regarding induction
 - Alison to send through details of teachers started in 2023

8. Communication

Reading of Board email process

In

- NZSTA Membership Matters
- BOT email access required for Catherine

Out

9. Meeting Review

10. In committee

The Board moved to in-committee at 7.45pm

- **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: 27 March 2024 Time In: 7.45 pm Time Out: 7.48pm 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

BOT Interest Register
Community/diversity BOT representation

