



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 7 August 2024**

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

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

2. Confirmation of previous minutes [19 June 2024](#) - agreed
 - Business Arising

Staff complaints <ul style="list-style-type: none"> ● Flowchart to be read alongside the Collective Agreement <ul style="list-style-type: none"> ○ Enlarge poster with a note to follow guidelines in CA ○ Add on admin agenda to talk about it 	Catherine Catherine	Actioned
School docs <ul style="list-style-type: none"> ● What is the timeframe for review on policies ● What policies can be given feedback 	Catherine/Lisa	All ok - have discussed with Alison

<ul style="list-style-type: none"> ● What policies can be personalised to our school ● Review now to ensure we can change with schooldocs ● Personnel/asset to review and get back to BOT <p>Other options if we don't accept schooldocs policies</p> <ul style="list-style-type: none"> ● If we can't change ons school docs, make our own policy ● Can we then remove the policy from our school docs ● If we do customise, will need to keep a master list <ul style="list-style-type: none"> ○ Err on "not changing" <p>Other</p> <ul style="list-style-type: none"> ● To note, other documents (e.g. code of conduct) can be added on or used in conjunction with ● Request a school docs demonstration ● Request examples of other schools who have customised their policies 		
<p>Self-Review and Board Assurances</p> <ul style="list-style-type: none"> ● Lockdown pack - put into action at KKZ staff meeting Tuesday 28 May ● Trial evacuations/drills - to check on our obligations, and when and how many during the year ● Check if a statement on EEO is included in the annual report ● Cellphones and other personal digital devices - check the Schooldocs policy 	<p>Catherine</p> <p>Lisa</p> <p>Lisa</p> <p>Lisa</p>	<p>Actioned</p>
<p>KKZ: May need checklists to be ticked off and signed at end of each shift - to discuss with Sarah</p>	<p>Catherine</p>	<p>Checklists in operation</p>
<p>Paperwork required for part-time fixed term employment offer for 0.4 teacher, to commence from beginning of Term 3</p>	<p>Lisa</p>	<p>Completed</p>
<p>KTS new starter survey - to read draft and send feedback to Personnel Committee</p>	<p>BOT</p>	<p>Survey is ready to go out</p>

3. Strategic


3.1 Mid year achievement review

- Recommendations
 - Adopt the suggested changes to our literacy assessment and programme for more effective identification of needs and targeting of support by teachers and teacher aides

- Adopt the suggested changes to our maths programme and continue to investigate other options for improved practice
 - Employ an additional teacher aide to allow for more support in classes and for English language learners
 - We have 2 international students who have extended their stay
 - Targeting some of this income to support English language learners would be appropriate
4. Policy Review and Board Assurance
- 4.1 Board self assurance checklist Term 3 (review topics from school docs)
- 4.2 Code of conduct -In parent welcome pack - not signed
- To be updated and tabled/discussed at next meeting
5. Principal's Report - ratified
- Maori Achievement Collaborative to take place on Tuesday 3rd September 6:30 (invite board members)
6. Asset meeting - minutes read
- Property
 - Authority delegated to SLT to work with Gil (so as to not to hold up process)
 - Catherine to meet with Gil tomorrow
- 6.1 June/July Financial statements - read
- 6.2 Kohia Kid Zone Monthly report - read
7. Personnel
- 7.1 Community Survey report August 2024 - read
- Best response since 2015
 - Chinese families had support at the same time as the PTA movie night
 - Catherine will update 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
 - Teachers have updated homework clarifications
 - Homework clarification to be placed in newsletter
 - Improved communication from teachers in their weekly korero and to overview more specific targets
 - Update the "learning from home" links on the website
 - School Induction processes are being reviewed
 - survey will be sent out to recent staff members
 - Catherine to liaise with Kathleen about 2025 staffing
8. Communication
- In
- NZSTA Membership Matters
- Out
9. Meeting Review

Meeting closed at 8.40pm

Next meeting - Wednesday 11 September 2024 6.30pm

Confirmed as a true and accurate record: _____
Presiding Member  Date 11/9/24

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Community survey <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 Kerry Catherine/Kerry
School induction survey will be sent out to recent staff members	Michelle
To liaise with Kathleen about 2025 staffing	Catherine

RECURRING AGENDA ITEMS

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