



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 14 May 2025

Present	Michelle Banfield (<i>via zoom</i>)	Alison Spence (Principal)
	Mark Crook	Kerry Hales (Staff trustee and Acting DP)
	John Holmes (Presiding member)	
	Dal Jandu	
	Kathleen Mistry	
	Martin Zhang	
Attendees		Lisa Miller (Minute taker)
Apologies	Catherine Palmer (DP)	

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

Tabled Reports - read

1. Meeting minutes 2 April 2025 - approved
 - Business arising

Non-bank investment options - check with auditors and Schooled regarding regulations and risk	Lisa	Response from Schooled: Anything apart from approved banks needs MOE approval
ERO Stewardship and Governance <ul style="list-style-type: none"> ● to summarise for BOT ● BOT function/success/evaluation for performance <ul style="list-style-type: none"> ○ To look at further training, possibly a webinar or via Roween (Alison's critical friend) ● SG7 Sharing information <ul style="list-style-type: none"> ○ Is at a 2 moving to a 3 ○ To explore further options 	Senior Leadership BOT BOT	Completed Drafted To discuss

2. Kohia Kids Zone Monthly report
3. Asset meeting
 - March April Financial Report

- The decision depends on approval to proceed with the proposal (by a tennis organisation) to install a dome over the basketball courts
 - This would provide full weather protection for school and PE activities, leaving only sun coverage necessary for the top courts
- Alison to approach Melissa (MOE) to seek approval from MOE for the dome proposal
- Updated BOT on shade sail options
 - Alison to meet with another MOE member to gain MOE approval, before tennis coach goes ahead to get more detailed plans drawn up at a cost of \$5K
- 4. Report on trip to Waitangi
- 5. ESOL Verification Report
- 6. Questions/ comments relating to tabled reports

Board Discussion

- Principal's Report
 - Requested additional intermediate teacher time on Thursdays - \$9K approved
 - BOT would like the number of In-zone/out of zone students by year level
 - EEO Review - Recommendations:
 - To recruit a kaiako who can speak te reo
 - Registration and Police Vet Review - read
 - Appraisal and Attestation review - read
- ERO Synthesis Tool
 - Discussion with the Board regarding the Governance section. Board reviewed balance of the document. No other feedback offered.
- Board self review - Alison to send out for BOT members to complete
 - Presiding member review
 - Effective governance
- Board Task Checklist Term 2 2025
 - 2024 Audit to be finalised
- Board Self Review and Assurance - updated for Term 2
 - To confirm, the school does not allow the use of cellphones during the school day

Communication

In

- NZSTA Membership Matters
- School Docs Mid term advisory (see Board email)


Personnel

Out

Meeting closed at 7.20pm

Next meeting: 18 June 2025 6.30pm

Confirmed as a true and accurate record:


Presiding Member

18/06/25
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

To meet with another MOE member to gain MOE approval, before tennis coach goes ahead to get more detailed plans drawn up at a cost of \$5K	Alison
Number of In-zone/out of zone students by year level	Florin
Board self review <ul style="list-style-type: none">Alison to send out for BOT members to complete	Alison/BOT

RECURRING AGENDA ITEMS

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