



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 18 June 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 (arrived 6.41pm)	
	Martin Zhang	
Attendees		
Apologies	Catherine Palmer (DP)	Lisa Miller

Welcome and Karakia

Apologies: Michelle (dialing in) Lisa (sick) Catherine (away) Kathleen arrived 6:41

Conflict of Interest: none declared

Tabled Reports

1. Meeting Minutes 14 May 2025 - approved
 - Business arising

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	In process
Number of In-zone/out of zone students by year level Discussion- about int numbers because of AGS/EGGS -year 0/1 exhausted the ballot list	Florin	Completed
Board self review <ul style="list-style-type: none"> ● Alison to send out for BOT members to complete 	Alison/BOT	Completed

2. Kohia Kids Zone Monthly report
 - Near miss with food left by hall hire users - Alison to follow up

3. Asset meeting

- EOTC review undertaken by Karen Smith with a few minor recommendations
- Mid-year budget review
 - a \$25K budgeted deficit compared with a calculated \$29K in the final budget
- An additional small classroom space is being investigated for extra space for intermediate students
 - 3 options have been considered
 - Option 2 High Quality recommended - approved with the following conditions
 - Photo of 5 years old (building) address to be assured of quality
 - Check with MOE re compliance
- Check with David Seymour regarding any progress about the UoA sale.
- Manager-Milne Project Management have been appointed

4. Personnel meeting

- Alison's term 2 performance review has been undertaken with goals approved
- Completed the ERO Board assurance statement
- ACEL conference Australia - approved
 - To be attended by Alison, Catherine and Kerry
 - September holidays

5. Policy Review - not required at this meeting

6. Questions/ comments relating to tabled reports

Board Discussion

1. Principal's Report

- Second Maths Evening has been held
 - Was well attended
- Moderation of mid year achievement data has been completed
 - We are more confident with maths results as a result of the PLD undertaken.
 - Literacy PLD is planned for the second half of the year which will support more confidence in reading and writing OTJs
- The mid year reports have been simplified and will go live at the end of term.
 - We are awaiting confirmation of government expectations which will be taken into account for end of year reports.
 - Three Way Learning Conferences are set for week 2 of Term 3
- Structured Maths MP programme has been implemented in years 1-2
- 2026 Term Dates
 - Majority of staff voted for option C: Tues. 3rd Feb - Tues 15 December - approved

2. Pacifika Fono - next steps:

- Tupou family tapa to be draped in the hall
- Planning for Samoan language week
- Knowing how many Pacifika students are getting awards
- Introduce an award/cup reflecting Pacifika art for coaching, service, alofa or navigator

3. Annual Plan June Review
 - All initiatives tracking well
4. Health Consultation draft
 - To be deferred until Term 4 when the updated guidelines will be published
5. Board Task Checklist Term 2 2025 - reviewed
6. Board Self Review and Assurance - ERO now not term 3, possibly term 4
 - ERO visit delayed until possibly Term 4
 - This section to be moved to the "read only" section unless discussion required
7. Board election
 - Board members/nominees to prepare a personal blurb/statement
8. AI policy
 - Access guidelines for staff and students
 - Agreed that the School Dcos suggested policy does not meet needs
 - Alison will check with other schools and boards to see what they are doing
9. Enrolment scheme
 - No changes recommended - approved
10. Presiding Member review Two target areas
 - Engagement and representation with the community
 - Ensuring participation of all members

Communication

In

- NZSTA Membership Matters
- School Docs Mid term advisory (see Board email)
 - Upcoming Changes
 - Upcoming Changes International Students

Out

- Letter to MOE re shade space

Meeting Closed 8:28 pm

Confirmed as a true and accurate record: _____


Presiding Member

30/07/25 -
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Near miss with food left by hall hire users - Alison to follow up	Alison
Portable classroom <ul style="list-style-type: none">○ Photo of 5 years old (building) address to be assured of quality○ Check with MOE re compliance	Alison/Kerry
Check with David Seymour regarding any progress about the UoA sale.	Alison
AI policy - to check with other schools and boards to see what they are doing	Alison
Board Self Review and Assurance - to be moved to the "read only" section of the agenda	Alison

RECURRING AGENDA ITEMS

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