



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 2 April 2025

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

[Board Self Review and Assurance](#)

Welcome and [Karakia](#)

Apologies - none

Conflict of Interest - none

Tabled Reports

1. Schedule of Delegations - updated:

- Amendments have been made to the approval thresholds for the Principal and Asset Committee before submission to the BOT
- Allowing email authorisation for appointment of staff instead of waiting until next BOT meeting
- Email authorization for staff appointments is now permitted, instead of waiting until the BOT meeting
- Asset and Personnel committee delegations have been updated

2. Meeting Minutes 26 February 2025 - approved

○ Business arising

Living wage review and discussion to be undertaken	Asset Committee	In process
Donations letter 2025 and Tax Credit Info to be translated and given to all new families	Alison	completed
BOT 2025 election <ul style="list-style-type: none"> Engage Schooled as returning office for 2025 BOT election Find out more information regarding 2025 BOT elections from Schooled regarding counting of votes and when results are finalised 	Alison	completed
RAMS for Rotoroa Island (high risk) - to be reviewed	John/ Dal	completed
Audit Questionnaires to be completed	Alison/John/Lisa	completed
Organised trip to Te Tiriti with NZSBA Auckland 5-6 April - to email further details to BOT	Kerry	Alison & Kerry attending
<u>ERO Board Assurance Statements</u> To develop timeline - goal to be completed by end of Term 2 to read before meetings and ask any pertinent questions or requests for additional information beforehand <ol style="list-style-type: none"> Full BOT - Curriculum Asset - Health and Safety/Welfare and Finance/Property Personnel - Personnel 	Bot and sub-committees	Term 2
Schooldocs policy on mobile phone bans and exclusions - to check	John	completed

3. Kohia Kids Zone Monthly report – read

4. Asset meeting - read

5. International Student Funding summary 2025 - read

○ 8 students are now enrolled

- Recommendation to wait and use funding to cover staff funding during the year - approved
- Additional income will also cover
 - Drop in KKZ budget
 - Equity operating funding decrease

6. ERO Board Assurance Statements - defer to term 2

Board Discussion

1. Annual Plan quarterly review - to note:

○ Quality practice - literacy

- Attendance at 'ESOL Practical Strategies' webinar sessions by Tools4Teachers has taken place
- Working through The Essential Oral Language Toolkit: A practical Guide for Teachers
- ASL meeting enabled connection with school leaders focusing on inclusive practice within literacy

- Several staff members are signed up to participate in the TALL (Team Approach to Language Learners) project starting in Term 2
- Quality practice - numeracy
 - Attendance at the term 1 Learner First workshop has taken place
 - The ACCoS Kahui Ako has happened with a meeting with the ASL's planned for Week 10
 - Parent Information Evening was held in Week 7 with an overview of the new mathematics curriculum
 - Mathematics Curriculum Day occurred with Oxford Maths
 - Staff meeting based on an activity from TLF workshop
 - New basic facts testing has been started
- Te ao Māori
 - kupu o te wiki has continued with a focus on classroom instructions
 - A session was held during a staff meeting to develop pronunciation on some key words
 - Information and resources were emailed out to celebrate sea week.
 - New staff checked in with with for support with Online Kapa Haka and Te Reo club
 - Meetings took place to focus on next steps as to how to meet our lower areas as outlined in the baseline data
 - ASL meeting held to connect with staff from other schools
 - Release time to support Kapa haka teacher
- Attendance
 - Conversations with families requesting leave have taken place
 - A report to parents next term will be sent based on the the attendance matters report
 - A flowchart has been developed and included on the website

2. Principal's Report - read

- Updates on student behaviour and cyber use to be included in the next report
- More effective communication included regarding incidents
- To ratify - approved
 - the appointment of Lauren O'Hara to the permanent part time role of Assistant Manager
 - The Principal's report
- Retention of disposal and school records as listed in the report - approved

3. PAT report

- Mathematics - to note:
 - Our additional maths teacher is meeting the needs of the high achievers through her extension maths programme
 - We will monitor the extension opportunities for both boys and girls
 - Analysis of all results by teachers is taking place on our curriculum day
 - Our regular assessment processes through Oxford are also identifying specific learning needs
- Reading - to note:
 - The impact of structured literacy is visible in the year 3 results which are well above national norms
 - We will continue to monitor the year 6 cohort closely

- Our curriculum focus on literacy in the second half of the year will also contribute to increased awareness of best practice and achievement in literacy.
- We will be tracking the progress of our English Language Learners using English Language Learning Progressions in Hero

4. Asset meeting - read

- Term Deposits versus non-bank investment options
 - Debt securities and bonds are able to be held as an alternative to bank Term Deposits. Shares and Investment Funds (Managed Funds) need joint approval of the Minister of Finance and the Minister of Education.
 - Check with auditors and Schooled regarding regulations and risk
- Recommendations from Asset Committee for Board approval
 - Credit card increase to \$11K - approved
 - International student fee increases to \$16Kp.a. approved

5. ERO Stewardship and Governance

- SIF with checkboxes - completed
 - BOT function/success/evaluation for performance
 - To look at further training, possibly a webinar or via Roween (Alison's critical friend)
 - SG7 Sharing information
 - Is at a 2 moving to a 3
 - To explore further options
- Leadership to summarise and bring back to BOT before being sent to ERO

6. Board Task Checklist Term 1 2025 - completed

Co-option of Mark Crook

- Proposed by John Holmes/Seconded by Michelle Banfield
- Rationale for co-option
 - Equitable representation for personnel committee
 - Voice from Auckland Grammar and EOTC guidance

Communication

Reading of Board email process

In


- NZSTA Membership Matters

Out

Meeting closed at 8.30pm

Next meeting: 14 May 2025 6.30pm

Confirmed as a true and accurate record: _____


14/05/25

Presiding Member



Date

14/05/25

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Non-bank investment options - heck with auditors and Schooled regarding regulations and risk	Lisa
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

RECURRING AGENDA ITEMS

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

