



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 26 February 2025

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

Kerry Hales took the Chair

1. Welcome and Karakia
 Apologies - none
 Conflict of Interest - noted

Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that John Holmes be appointed Presiding Member Carried

John Holmes took the Chair

Deputy Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Kathleen Mistry be appointed Deputy Presiding Member Carried

To note, Willie Rickards resigned at the end of 2024

Board photo taken

Tabled Reports - read

- Schedule of Delegations - approved
- Changes to Meeting dates and times
- Sensitive Spending
- EEO report
- Kohia Kid Zone Monthly report
- Statement of Variance 2024
- Yr 7 & 8 careers programme review
- Meeting Minutes 4 December 2024 - approved
 - Business arising

Teacher Aide's feedback on survey	Kerry	Upcoming TOD
2025 voluntary donation <ul style="list-style-type: none">● Communications to be sent to families at the beginning of 2025:<ul style="list-style-type: none">● Translation in Chinese● Clarification that payment plans are available	Alison	Drafted
Living wage discussion to take place in 2025	Asset Committee	March meeting
Health & Safety Board assurance statements will be presented in a different format so defer review until 2025	Asset Committee	See agenda below

- Principal's Report
- Policy Reviews - no changes proposed
 - Health, Safety, and Welfare Policy
 - Safety Management System
 - Risk Management
 - Healthcare
- Donations letter 2025 and Tax Credit Info Letter
 - To be translated and given to all new families
- Good Employer Report (due 31 May)
- Giving effect to Ti Tiriti o Waitangi (due 31 May)
- ESOL Review 2024

Questions/ comments relating to tabled reports - refer above

Board Discussion

1. Ratification of Committees
 - Personnel
 - Michelle and Kathleen
 - Asset
 - John, Dal and Martin
2. Charter and Annual Plan 2025 - amendments noted

3. Asset meeting

- 2025 final budget - approved
 - \$29K deficit
 - Additional CAPEX expenditure:
 - LED screens for hall
 - Shades cloths
 - Furniture
- 2024 Interim accounts - discussed
- NZSBA (previously NZSTA) 2025 membership \$881 - approved

4. ERO Board Assurance Statements

- To develop timeline - goal to be completed by end of Term 2
- All to read before meetings and ask any pertinent questions or requests for additional information beforehand
- Committee responsibilities:
 - Full BOT
 - Curriculum
 - Board administration (completed this meeting)
 - Asset
 - Health and Safety/Welfare
 - Finance/Property
 - Personnel
 - Personnel

5. Returning Officer Board Election

- Engage Schooled as returning officer - approved
- Recommended election date 10 September - confirmed
 - Move September BOT meeting from 3rd to 17th
- Find out more information from Schooled regarding counting of votes and when results are finalised

6. Alison Performance Agreement - tabled

7. 2024 Audit

- Auditors at school 2 April
- Questionnaires to be completed

8. Legislative Framework and NZC

- NELPS are being removed at the end of the year
 - Not sure at this stage of their replacement

9. Board Task Checklist Term 1 2025 - discussed and updated

10. Other

- Organised trip to Te Tiriti with NZSBA Auckland 5-6 April
 - Kerry to email further details

- Schooldocs policy on mobile phone bans and exclusions - suitable exclusions listed - confirmed

Communication

Reading of Board email

Meeting closed at 8.20 pm

Next meeting: 2 April 2025 6.30pm

Confirmed as a true and accurate record: _____


Presiding Member

02/04/25
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Living wage review and discussion to be undertaken	Asset Committee
Donations letter 2025 and Tax Credit Info to be translated and given to all new families	Alison
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
RAMS for Rotoroa Island (high risk) - to be reviewed	John/ Dal
Audit Questionnaires to be completed	Alison/John/Lisa
Organised trip to Te Tiriti with NZSBA Auckland 5-6 April - to email further details to BOT	Kerry
ERO Board Assurance Statements <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ■ Full BOT <ul style="list-style-type: none"> ● Curriculum ■ Asset <ul style="list-style-type: none"> ● Health and Safety/Welfare ● Finance/Property ■ Personnel <ul style="list-style-type: none"> ● Personnel 	Bot and sub-committees

Schooldocs policy on mobile phone bans and exclusions - to check	John
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RECURRING AGENDA ITEMS

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

