



**Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 29 October 2025**

Present	Michelle Banfield	Alison Spence (Principal)
	Mark Crook	Kerry Hales (Staff trustee)
	Huw Dann	
	John Holmes (Presiding member) <i>online</i>	
	Dal Jandu	
Attendees	Catherine Palmer (DP)	Lisa Miller (Minute taker)
	Helen Parrott	
Apologies	Kathleen Mistry	

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

Tabled Reports

1. Meeting minutes 30 September 2025 - approved

- Business arising

Community survey/consultation to be organised for early next term (via survey monkey) <ul style="list-style-type: none"> ● To include open ended questions regarding the special character of the school and what positively contributes to the child’s wellbeing and to learning 	Alison	Completed
Structured Literacy Staffing Application - to proceed	Alison	Actioned and accepted 0.14 staff received for 2026
AI policy <ul style="list-style-type: none"> ● Amendments to be made as discussed ● Student feedback sought 	Michelle Alison/Catherine	Completed (see below)

2. Policy Review - read

- Bullying and Harassment

- Behaviour Management
 - Minimising Physical Restraint
3. Term 4 NZSBA checklist - completed
 4. Health and PE Consultation
 - With ERO visiting this year, the H&S Consultation to be completed under the current guidelines
 5. Maths Curriculum
 - deferred due to the recent publication of a new curriculum
 6. Asset meeting minutes - read
 - John and Alison will meet with MOE on 19 November regarding the masterplan
 7. Kohia Kids Zone Monthly report - read
 8. Questions/ comments relating to tabled reports

Board Discussion

1. Principal's Report
 - ACEL Conference report - read
 - TALL (Team Approach for Language Learners) PLD report - presented by Helen
 - Recommendations:
 - Continue the whole school approach (not just ESOL withdrawal)
 - Increase teachers confidence to intentionally include ELL within class programs with effective scaffolding
 - Develop curriculum ideas with ESOL focus for planning
 - Proactive planning and classroom intentions.
 - Ensure streamlined ELLP assessments

Helen left the meeting

2. AI policy
 - Includes feedback from staff and students

ICT User Agreement Yr 4-8

 - Updated to integrate AI policy inclusions

Referred to SLT for further review

3. Strategic Plan Survey recommendations
 - Core Curriculum
 - To continue to focus on Literacy (in particular writing)
 - HERO goals to be regularly updated
 - To reinforce Basic Skills
 - Social and Emotional Skills Programme
 - To implement Social Skills training and mental health refreshers
 - Rich Curriculum
 - CRT programme to focus on Science and the Arts

- To review reporting in line with MOE requirements
- To ensure test results are included on HERO

4. 'Our special character' statement

- Finalised and approved
- To include in the strategic plan and the website

5. Kohia Kids Zone

- OSCAR accreditation audit report - read
 - All critical actions due by 6 November have been completed

6. Student Wellbeing report - presented by Catherine - recommendations:

- Create an overview of unit distribution across teams and year groups using KTS learner profiles as a basis
- Use Kohia Kōrero to explore Oral Language Curriculum themes
- Continue to use Mitey, Journal Surf and other resources to provide a balanced programme
- Review impact of coaches in classrooms

7. Personnel meeting minutes - read

- Discussed in committee

8. **In committee**

The Board moved to in-committee at 7.40 pm

- **Resolution to exclude the public:** Section 48, Local Government Official Information and Meetings Act 1987
- I move that the public be excluded from the following parts of the proceedings of this meeting
- Date: 29 October 2025 Time In: 7.40 pm Time Out: 7.48 pm Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Personnel matters Student matter	Staff confidentiality Student confidentiality	48(1)d: That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

Resolved that the meeting come out of committee at 7.48 pm

Communication

In

- NZSTA Membership Matters
- Thank you from staff for new staffroom furniture

Out

Other

2026 meeting day and time

- Change to a Tuesday at 6pm
- Confirm with absent members

Meeting Closed 7.55 pm

Next Meeting: Wednesday 3 December 2025 6.30 pm

Confirmed as a true and accurate record: John Holmes 03/12/25
Presiding Member Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

AI Policy/ICT User Agreement Yr 4-8 - further review	SLT
"Our special character" statement - include: <ul style="list-style-type: none">● In the front of the strategic plan● On BOT section of website	Catherine/Alison
2026 meeting dates tbc with Kathleen (Tuesday 6pm)	Alison

RECURRING AGENDA ITEMS

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