



**Kohia Terrace School**  
**Board of Trustees Meeting Minutes**  
**6.30pm, Wednesday 3 December 2025**

|           |                                |                             |
|-----------|--------------------------------|-----------------------------|
| Present   | Michelle Banfield              | Alison Spence (Principal)   |
|           | Mark Crook                     | Kerry Hales (Staff trustee) |
|           | Huw Dann                       |                             |
|           | John Holmes (Presiding member) |                             |
|           | Dal Jandu                      |                             |
|           | Kathleen Mistry                |                             |
| Attendees | Catherine Palmer (DP)          | Lisa Miller (Minute taker)  |
| Apologies |                                |                             |

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

**Tabled Reports - read**

1. [October Meeting Minutes](#)
  - Business arising

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

2. Policy Review
3. [Term 4 NZSBA checklist](#) -
4. Personnel
5. [Kohia Kids Zone Monthly report](#)
6. [FFP Attestation Review 2025](#)
7. [Kiwi Sport Review](#)
8. [Health and PE Consultation Summary](#)

9. [From Crisis to Confidence: a case study](#)
10. [Inclusive Practice Review 2025](#)

### **Board Discussion**

1. [Principal's Report](#) - read and ratified
2. [Achievement Review 2025](#)
  - presented by Alison
  - A new curriculum is being introduced next year (so comparing achievements will be difficult)
3. [PAT report end 2025](#)
  - presented by Catherine
  - Adaptive testing has been completed this year
4. [Annual Plan final review](#) - presented with discussion
  - Literacy Report
  - Numeracy Report
  - Te Ao Maori Report
  - Attendance Report
    - 80% average Terms 1-3 (will be less in Term 4)
      - Only 3% classified as chronic (with justifiable reasons)
5. [Asset meeting minutes](#)
  - [Draft budget](#)
    - \$28K surplus - approved
    - Asphalt costing to be confirmed once shade sails in and holes dug
  - Sensitive expenditure recommendation
    - Board contribution to staff and board member farewell gifts - approved

|                        |                              |
|------------------------|------------------------------|
| ● 0 - 2 years service  | \$50                         |
| ● 3 - 4 years service  | \$100                        |
| ● 5 - 9 years          | \$250 (+ Staff contribution) |
| ● 10 -19 years service | \$500 (+ Staff contribution) |
| ● 20+ years service    | \$750 (+ Staff contribution) |
    - Comparisons with other schools were provided
  - [Cyclical maintenance 2026](#) - approved
  - Post meeting, RAMS for Intermediates trip to Parnell pools on 8 December 2025 were approved by John and Mark
6. Giving Effect to TToW (Board view)
  - Include blurb from BOT in the next newsletter including:
    - ERO process
    - Student achievement analysis
    - Te Ao Maori initiatives
  - Noted that Te Reo is already included as a part of a teacher registration renewal and attestation
7. ERO verbal update
  - Positive feedback
  - The official report is expected in early 2026

### **Communication**

In

- NZSTA Membership Matters

Out

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Meeting Closed 8.15 pm

Next Meeting: tbc 2026

Confirmed as a true and accurate record:

  
Presiding Member

25/02/26

Date

**BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED**

|   |      |
|---|------|
| AI Policy/ICT User Agreement Yr 4-8 - in process (from October meeting) | SLT  |
| Include update to the community from BOT in the next newsletter         | John |

**RECURRING AGENDA ITEMS**

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

