



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

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

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

Tabled Reports

1. Meeting minutes 30 July 2025 - approved
 - o Business arising

AI policy - to initiate the process <ul style="list-style-type: none"> ● To look at MOE guidelines and Milford school example ● To circulate to BOT via email 	Michelle	Drafted (see below)
Strategic Plan Consultation discussion document <ul style="list-style-type: none"> ● to reflect and bring back to next meeting 	BOT	See below

2. Policies Review - read
 - o Child Protection
 - o Abuse Recognition and Reporting
 - o Safety Checking
3. Term 3 NZSBA checklist - agreed
4. Questions/ comments relating to tabled reports

Board Discussion

- Principal's Report
 - Structured Literacy Staffing Application
 - To proceed with application as will be able to offset required funding with 2026 ESOL allowance (Total 0.6)
 - Learning support coordinator funding
 - MOE has a 3 year roll out for this and unsure when KTS will receive this
 - Strategic Plan Term 3 update - read
 - Ballot update
 - The number of available spaces will be finalised before the ballot once in zone enrolments have been confirmed
 - A Whānau hui was held on 1 September 2025
 - Phonic checks report - read
- Strategic Plan Consultation discussion document
 - Community survey/consultation to be organised for early next term (via survey monkey)
 - To include open ended questions regarding the special character of the school and what positively contributes to the child's wellbeing and to learning
 - Y5-8 students wellbeing surveys being conducted by Catherine
- Workshop conducted on what is KTS' special character from Board members perspective
- AI draft policy
 - Discussed with a few amendments to be made by Michelle and
 - To ask senior students for feedback
 - Code of school conduct to be updated for using AI
 - To review and update each year on teacher only days at the beginning of the year
 - Student reminders given regarding AI each year when reviewing their ICT responsible user agreement.
- Meeting scheduled for 18 September once new BOT has been formed and to confirm Presiding Member
- Asset meeting
 - Shade sail \$40K + GST - approved
 - To be installed during the summer holidays
 - There is some risk around foundation digging for poles which may increase the cost up to \$5K - approved
 - Staff kitchen redesign plans \$32K + GST - approved
 - Work to be undertaken during the summer holidays
 - Request for overall credit card limit to increase from \$11K to \$13K - approved
 - Kohia Kids Zone Monthly report - read

Communication

In

- NZSTA Membership Matters

Out

Meeting Closed 8.30 pm

Next Meeting: Thursday 18 September 6.30pm (for new Board meet up)

Confirmed as a true and accurate record:


Presiding Member

29/10/25
Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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
Structured Literacy Staffing Application - to proceed	Alison
AI policy <ul style="list-style-type: none">Amendments to be made as discussedStudent feedback sought	Michelle Alison/Catherine

RECURRING AGENDA ITEMS

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

