



Kohia Terrace School
Board of Trustees Meeting Minutes
6.30pm, Wednesday 30 July 2025

Present	Michelle Banfield	Alison Spence (Principal)
	Mark Crook	Kerry Hales (Staff trustee) <i>online/phone</i>
	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

Pre- meeting reading

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> John | <input checked="" type="checkbox"/> Kathleen | <input checked="" type="checkbox"/> Michelle | <input checked="" type="checkbox"/> Martin |
| <input checked="" type="checkbox"/> Dal | <input checked="" type="checkbox"/> Mark | <input checked="" type="checkbox"/> Kerry | <input checked="" type="checkbox"/> Alison |

Tabled Reports

1. Meeting Minutes 18 June 2025 - approved
 - Business arising

Near miss with food left by hall hire users - Alison to follow up	Alison	Resolved
Portable classroom <ul style="list-style-type: none"> ○ Photo of 5 years old (building) address to be assured of quality ○ Check with MOE re compliance 	Alison/Kerry	Refer to asset meeting minutes
Check with David Seymour regarding any progress about the UoA sale.	Alison	no updates of any consequence although

		discussions have continued
AI policy - to check with other schools and boards to see what they are doing	Alison	See below
Board Self Review and Assurance - to be moved to the "read only" section of the agenda	Alison	Actioned

2. Asset meeting - read
3. Policies Review - read
 - Child Protection
 - Abuse Recognition and Reporting
 - Safety Checking
4. Term 3 NZSBA checklist - completed
5. Nominations for BOT election
 - Reminder to submit if putting yourself forward
6. Questions/ comments relating to tabled reports - see above

Board Discussion

1. Mid year achievement Report
 - Literacy recommendations
 - PLD to focus on developing understanding of the English curriculum through PLD, with a particular focus on how to cater for English Language Learners
 - Confirm a structured scope & sequence programme for writing for 2026
 - Continue to have a whole school subscription for Google Read & Write
 - Engagement with our parent community on the new English curriculum through community evenings, and guidance for learning support in the newsletter
 - Maths Recommendations
 - Spotlight on basic facts across the school
 - Accelerated programmes to support students at risk
 - Redevelop maths curriculum plan
 - Enrich the scope and sequence maths resources with open questions
 - Continue with fortnightly maths tips in the newsletter
2. Principal's Report - read
 - Term 2 Attendance report - read
 - Ballot 2026
 - Option 3 (Ballot for Years 0 and 1) approved
 - Number of spaces to be decided at the next BOT meeting
 - Staffing 2026
 - leave request approved by personnel committee
 - Minimizing restraint
 - BOT approval sought for 4 Teacher Aides to have permission to restrain students if the student's safety is being compromised - approved
3. AI policy

- Michelle to initiate the process
 - To look at MOE guidelines and Milford school example
 - To circulate to BOT via email
- 4. Strategic Plan Consultation discussion document
 - BOT to reflect and bring back to next meeting
- 5. Effective governance
 - Document updated at meeting

Communication

In

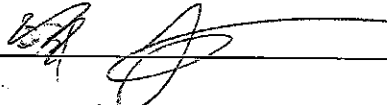
- NZSTA Membership Matters
- Changes to speed limit
 - "40" speed light sign works well
- School Docs Mid term advisory
- Email from Catherine

Out

Meeting Closed 8.37pm

Next Meeting: Wednesday 3 September 6.30pm

Confirmed as a true and accurate record:



Presiding Member

03/09/25

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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
Strategic Plan Consultation discussion document <ul style="list-style-type: none"> • to reflect and bring back to next meeting 	BOT

RECURRING AGENDA ITEMS

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

