



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Tuesday 11 August 2026

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

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

Tabled Reports

- [Board Task Checklist Term 3](#) - updated
 - Conduct your mid-year student achievement review ✓
 - Conduct your mid-year budget review. ✓
- [Board Self Review and Assurance](#) - read
- [June Meeting Minutes](#) - approved
 - Business arising

Share original conflict of interest register	Alison	Done
Request for how many of the 17 new Year 0 students are in zone versus ballot	Florin	16 students on roll 10 IZ 6 OZ
Follow up with David Seymour regarding his recent meeting with the University of Auckland	Alison	Done
Report writing guide for parents - also send via classroom connectors	Alison/Catherine	Done

- Policy Review - approved
 - School Community Engagement Policy
 - Inclusive School Culture

- Student Attendance
- Concerns and Complaints Policy

Board Discussion

1. Strategic Review
 - [Mid Year achievement review](#) - reviewed and analysed
2. [Principal Report](#) - read
 - a. [Term 2 Attendance](#) - noted
 - b. [Ballot 2027](#) - recommendations approved
 - c. Year 0's start date has changed to students who turn 5 from the beginning of May (most likely start of term 2)
3. Asset meeting
 - a. [Mid year budget review](#) -
 - b. Junior playground design underway
4. Personnel meeting
 - a. Community Survey - see below
5. [Effective governance](#) (Board Review) - updated
6. [Community Survey summary](#)
 - a. The Board will review the raw data ahead of the next meeting to discuss actionable next steps
 - b. Community update to be sent at the end of Term 3
7. Board funded mobile phones
 - a. [Agreed](#) that the Principal owns the phone and the Board pays for the OneNZ phone plan

Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

Meeting closed at 7.30pm

Next meeting: Wednesday 16 September 6.30pm

Confirmed as a true and accurate record: _____

Presiding Member

Date

 16/09/26

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Community survey summary - to review the raw data ahead of the next meeting to discuss actionable next steps	Board members
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RECURRING AGENDA ITEMS

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

