



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 13 May 2026

Present	Mark Crook	Alison Spence (Principal)
	Huw Dann	Kerry Hales (Staff trustee)
	John Holmes (Presiding member)	
	Dal Jandu	
	Kathleen Mistry	
Attendees	Catherine Palmer (DP)	Lisa Miller (Minute taker)
	Angela Friedlander/Laura Clack (maths curriculum presentation)	
Apologies	Michelle Banfield	

Welcome and Karakia
 Apologies - as above
[Conflict of Interest](#) - none

Maths Curriculum

Presented by Ange and Laura

Tabled Reports

- [Board Task Checklist Term 2](#)
- [Board Self Review and Assurance](#)
 - Police vetting and teachers registration review to be undertaken
- [March Meeting Minutes](#) - approved
 - Business arising:

Board Self Review and Assurance	SLT	Actioned
<ul style="list-style-type: none"> ● Learning support - to list systems in place as assurance for Board 		
Schedule of Delegations	Alison	Actioned
<ul style="list-style-type: none"> ● To incorporate missing elements from the original document 		

<ul style="list-style-type: none"> ● Schedule of Delegations <ul style="list-style-type: none"> ○ Changed “leave” to discretionary ○ Changed “travel” to professional development travel 		
ERO Report communication to the community <ul style="list-style-type: none"> ● Hero post with link to the Report 	John	Actioned
To organise BOT funded morning tea for staff (Day 1 Term 2)	Catherine	Actioned
Community survey questionnaire draft (to be held in Term 2)	Personnel Committee	In process
Charter 2026 - 2028 final <ul style="list-style-type: none"> ● To add a footnote specifying that we track literacy, numeracy, and attendance data specifically for Māori students also 	Alison	Actioned

- Policy Reviews - approved
 - **Education Outside the Classroom (EOTC)**
 - **EOTC Governance Roles and Responsibilities**
 - **EOTC Risk Assessment and Management**
- [Evaluation and Achievement summary](#) (for annual report) - [read](#)
- [Kohia Kids Zone Monthly report](#) - [read](#)

Questions/ comments relating to tabled reports

Board Discussion

1. [Principal Report](#)
 - a. [Attendance report term 1](#) - [read](#)
 - b. [PAT results summary](#)
 - presented by Catherine
2. Asset meeting
 - a. Dome Update
 - Meeting with MOE, Alison and Dwayne has taken place
 - Third party occupancy application to be submitted to MOE
 - signed by John and Mark
 - b. Cyclical Maintenance
 - [2025 updated April 2026](#) - [approved](#)
 - [2026 updated April 2026](#) - [approved](#)
3. [Personnel meeting](#)
 - a. Exit interviews to be discussed at personnel and summarised report provided for BOT together with recommendations
 - b. [Community Survey](#)
 - Minor amendments to be included (see items to be actioned)
 - Questions to be asked in English and Mandarin

Communication

Reading of Board email process

In

- NZSTA Membership Matters
- Thank you from Jane
- Update on flooding at the end of KTS

Out

Meeting closed at 6.30pm

Next meeting: Wednesday 17 June 6.00pm

Confirmed as a true and accurate record: _____


Presiding Member


Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Police vetting and teachers registration review to be undertaken	Alison
Dome - Third party occupancy application to be submitted to MOE	Alison
Community survey <ul style="list-style-type: none">● Amendments:<ul style="list-style-type: none">○ Q1 - tick box for 4 house colours○ Q13 - add "Other" as an option○ Add a section to include upcoming events● Include questions in English and Mandarin	Alison

RECURRING AGENDA ITEMS

Privacy Act
Policies coming up for review

BOT Interest Register
Community/diversity BOT representation