Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 16 September 2026

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
Conflict of Interest 2026

Tabled Reports

- Board Self Review and Assurance - updated
- 11 August 2026 Meeting Minutes - approved
    - Business arising

Community survey summary - to review the raw data ahead of the next meeting to discuss actionable next steps	Board members	See below

- Disposal of records - approved
    - Staffing files (for those who left more than 7 years ago)
    - Payroll hard copies prior to 2019

Questions/ comments relating to tabled reports

Board Discussion

1. Annual Plan review
    - Expectations are on track
    - Discussed goals currently marked as "No Progress" which have now been reclassified under the new coding option "Not Required"

2. Principal Report
    - ballot numbers recommendations - approved
        - Year 0 - 10
        - Year 1 - 7
        - Year 2 - 4

3. Asset meeting - meeting just prior to Board meeting
    - Credit cards - approved
        - Credit cards to be issued for Kerry Hales (Associate Principal), and Jason Young and Becky Marshall (KKZ Assistant Managers)
        - Limits to be set as needed (overall school credit limit will remain unchanged)

4. Personnel meeting
    - Staff Climate survey summary/Staff Climate raw data
        - Positive feedback
        - Going forward, to only include the 3 KKZ managers (excluding casual staff) to avoid skewing the data
        - Board summary statement to be included in the newsletter
    - 2027 staffing
        - 2 fixed term full time teacher roles have been advertised

5. Community Survey summary
    - Community communication to include recommendations for:
        - Planned property upgrades
        - Communications
        - Curriculum

Catherine and Kerry left the meeting

In committee

The Board moved to in-committee at 7.00pm

- **Resolution to exclude the public**: Section 48, Local Government Official Information and Meetings Act 1987
- I move that the public be excluded from the following parts of the proceedings of this meeting
- Date: 16 September 2026 Time In: 7.00 pm Time Out 8.10pm Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staffing 2027	Staff confidentiality	48(1)d: That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

Resolved that the meeting come out of committee at 8.10pm

Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

Meeting closed at 8.10pm

Next meeting: Wednesday 4 November 2026 6.00pm

Confirmed as a true and accurate record: _____ 04/11/26.

Presiding Member Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Annual plan review • To add a 'Not Required' option in grey	Alison
Community survey - to draft communications to the community	Alison
Staff climate survey - summary statement to be included in the newsletter	John

RECURRING AGENDA ITEMS

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