



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 17 June 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)
Apologies	Michelle Banfield	

Welcome and Karakia

Apologies - as above

[Conflict of Interest](#) - none

- Alison to share original register

Tabled Reports

- [Board Task Checklist Term 2](#) - read
- [Board Self Review and Assurance](#) - read
- [13 May Meeting Minutes](#) - approved
 - Business arising

Police vetting and teachers registration review to be undertaken	Alison	Actioned
Dome - Third party occupancy application to be submitted to MOE	Alison	Actioned
Community survey • Amendments: ○ 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	Actioned

Questions/ comments relating to tabled reports

Board Discussion

1. Strategic Review

- [Annual plan June review](#) - review questions
 - Where are we off track?
 - Maths but not too concerned as still on track for progress outcome
 - What is going well?
 - Science
 - Hauroa (use of nest space)
 - Literacy
 - What changes/amendments need to be made?
 - Following our mid-year achievements, to decide on next steps for support

2. [Principal Report](#)

- Request for how many of the 17 new Year 0 students are in zone versus ballot
- Alison to follow up with David Seymour regarding his recent meeting with the University of Auckland
- [Adelaide report](#) - read
- [2027 term dates](#)
 - Option A approved (3/2/27 to 17/12/27)
- [Hui/ Fono slideshow](#) - read
- [Tui student voice](#) - read
- Logan Kerr appointment Term 3 - ratified
- Report writing
 - A detailed guide will be sent to parents to explain how the new format works
 - To also be sent via classroom connectors

3. Asset meeting - meeting just prior to Board meeting - see [minutes](#)

4. Personnel meeting

- [Community Survey](#)
 - Recommend start of term 3 to get feedback on reporting

5. [Information About Changes to the Board Objectives](#) - read

6. BOT inclusion in newsletter - points to highlight

- Junior playground
- Annual report on website
- Reporting - work in progress, teacher time taken, 3WLC
- Upcoming community survey

Michelle joined on-line

7. In committee

The Board moved to in-committee at 6.55pm

- **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: 17 June 2026 Time In: 6.55 pm Time Out: 7.23 pm 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
Exit interview summary	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 7.23 pm

Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

Meeting closed at 7.30pm

Next meeting: Tuesday 11 August 6.00pm

Confirmed as a true and accurate record: _____

Presiding Member

Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

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

RECURRING AGENDA ITEMS

Privacy Act

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