



**Kohia Terrace School**  
**Board of Trustees Meeting Minutes**  
**6.30pm, Tuesday 24 March 2026**

Present	Michelle Banfield	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	Mark Crook	

Welcome and [Karakia](#)  
 Apologies - as above  
[Conflict of Interest](#) - noted

**Tabled Reports - read**

- [Board Task Checklist](#)
- [Board Self Review and Assurance](#)
  - Learning support - to list systems in place as assurance for Board
- [Annual plan review April](#)
- [Kohia Kids Zone Monthly report](#)
- [Code of Conduct for Board Members](#)
- [ESOL funding](#)
- [FFP funding](#)
- [February Meeting Minutes](#) - approved
  - Business arising

Conflict of interest <ul style="list-style-type: none"> <li>• register to be shared with BOT members</li> <li>• Register to be completed</li> </ul>	Alison BOT members	<a href="#">Conflict of Interest</a>
Board Tasklist 2026 - update for 2026	Alison	Actioned
Schedule of delegations	Alison	Updating - see below

<ul style="list-style-type: none"> <li>to include delegation of duties for fixed term acting up staff</li> <li>Signed copies to be obtain</li> </ul>	Lisa	
<p>Charter and Annual Plan</p> <ul style="list-style-type: none"> <li>to refine and work on annual plan to support goals</li> </ul>	SLT	completed
<p>Alcohol, Drugs, and Other Harmful Substances Policy</p> <ul style="list-style-type: none"> <li>to send through with changes for our school</li> </ul>	Alison	Actioned
<p>Sensitive expenditure policy</p> <ul style="list-style-type: none"> <li>to inform staff of Board contributions to farewell gifts</li> </ul>	Alison	Actioned

### **Board Discussion**

- [Schedule of Delegations](#)
  - New format
  - To incorporate missing elements from the original document
- [Principal Report](#)
  - New format created to align the Education and Training Amendment objectives with the 5 themes/bricks of our KTS 'local curriculum'
- [Confirmed ERO Report](#)
  - Communication plan to community
    - Hero post with the link to the ERO report
  - BOT to fund morning tea for staff
- Strategic Section
  - [Charter 2026 - 2028 final](#)
    - To add a footnote specifying that we track literacy, numeracy, and attendance data specifically for Māori students also
  - [Education and Training Amendment Act Summary](#)
  - [School Planning and Reporting updated Jan 2026](#)

#### Discussion points:

- In what ways does the charter meet the Education and Training Amendment Act (2025) objectives
- What changes would you recommend if any
- What would be the key questions the Board could consider when reviewing each meeting in light of their responsibility to the Act

#### Proposed resolution:

- Annual plan reporting refinements (end of each Term)
  - Continue reporting at the end of each term
  - The annual plan utilises a traffic light system to track progress against Charter objectives
    - Each update to now include a summary statement for the Board on progress, perceived barriers and potential BOT support.

5. Community Survey
  - To be conducted in Term 2
  - Personnel committee to draft questionnaire
    - Include Te Ao Maori questions
6. [Asset meeting](#) - [read](#)
7. [Personnel meeting \(via email\)](#) - [read](#)

**Communication**

Reading of Board email process

In


- NZSTA Membership Matters
- ERO confirmed report

Out

Meeting closed at 7.50 pm

Next meeting: Wednesday 13 May 6.00pm

Confirmed as a true and accurate record: \_\_\_\_\_


13/05/26  
 Presiding Member                      Date

**BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED**

<a href="#">Board Self Review and Assurance</a>	SLT
<ul style="list-style-type: none"> <li>● Learning support - to list systems in place as assurance for Board</li> </ul>	
Schedule of Delegations	Alison
<ul style="list-style-type: none"> <li>● To incorporate missing elements from the original document</li> </ul>	
ERO Report communication to the community	John
<ul style="list-style-type: none"> <li>● Hero post with link to the Report</li> </ul>	
To organise BOT funded morning tea for staff (Day 1 Term 2)	Catherine
Community survey questionnaire draft (to be held in Term 2)	Personnel Committee
<a href="#">Charter 2026 - 2028 final</a>	Alison
<ul style="list-style-type: none"> <li>● To add a footnote specifying that we track literacy, numeracy, and attendance data specifically for Māori students also</li> </ul>	

**RECURRING AGENDA ITEMS**

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