



Kohia Terrace School
Board of Trustees Meeting Minutes
6.00pm, Wednesday 25 February 2026

Present	Michelle Banfield	Alison Spence (Principal)
	Mark Crook	Kerry Hales (Staff trustee)
	Huw Dann	
	John Holmes (Presiding member)	
	Dal Jandu - <i>online</i>	
	Kathleen Mistry	
Attendees	Catherine Palmer (DP)	Lisa Miller (Minute taker)
Apologies		

Michelle Banfield took the Chair

Welcome and Karakia

Apologies - none

Conflict of Interest - noted

- Emma Dann employed as a LAT
- Register to be shared with BOT members and completed

Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that John Holmes be appointed Presiding Member Carried

John Holmes took the Chair

Deputy Presiding Member Elections

- Nominations were called for. One nomination was received.
Moved that Kathleen Mistry be appointed Deputy Presiding Member Carried

Tabled Reports

- Board Task Checklist
 - To update for 2026

- [Board Self Review and Assurance](#)
- [Schedule of Delegations](#) - approved
 - To include delegation of duties for fixed term acting up staff
- 2026 Meeting dates and times
 - Wednesday 6pm meeting times
 - Tuesday 24 March 6.30pm
- [Sensitive Spending](#)
- [EEO report](#)
- [Statement of Variance 2025](#)
- [Ti Tiriti o Waitangi Annual Report](#)
- [Yr 7 & 8 careers programme review](#) (Inspiring the Future)
- [Kohia Kids Zone Monthly report](#)
- [December Meeting Minutes](#)
 - Business arising

AI Policy/ICT User Agreement Yr 4-8 - in process (from October meeting)	SLT	Reviewed
Include update to the community from BOT in the next newsletter	John	Actioned

- [Principal's Report](#)
- Policy Reviews

Policy	Notes / feedback
Alcohol, Drugs, and Other Harmful Substances Policy	<p>Suggested - approved</p> <p>With the approval of the principal, staff and guests may drink alcohol on school property at least half an hour after the school is closed for instruction. Alcohol may also be available at appropriate school-related events.</p> <ul style="list-style-type: none"> ● Send through to get policy changed
Sun Protection	<p>Prioritise sun protection</p> <ul style="list-style-type: none"> ● Shade sail purchase corroborates this policy ● Junior playground will need shade when being upgraded
Digital Technology and Online Safety	

- [Good Employer Report](#) (due 31 May)

Questions/ comments relating to tabled reports

Board Discussion

1. Ratification of Committees

- Status quo remains
- 2. Principal Report
 - Teacher only days - approved
 - Friday May 29th (writing and reporting changes)
 - Friday 6th November (writing and assessment)
 - 2 x Teacher Aide appointments ratified
- 3. Charter and Annual Plan 2026 - 2028
 - Goals approved by BOT
 - SLT will refine and work on annual plan to support goals
 - Amendments to be brought back to the next meeting before 31 March deadline to be put on the website
- 4. Asset meeting
 - 2026 final budget - approved
 - Nov/ Dec financial report - read (with analysis)
 - 2025 account analysis (actual vs budget) - read
 - 2026 Projected Balance Sheet/Cashflow - approved
 - International Student refund request
 - Payment received for 40 weeks tuition for 2026
 - Student has since turned domestic
 - To refund for 38 weeks from 13/2/26 (date of visa changed) - approved
 - For future refund requests
 - Pay for the full term if student already commenced school
 - Activities surplus 2025
 - Approved to transfer to Gobsmaeked school production costs
 - Working capital surplus
 - Ideally retain at \$100/child
 - Junior playground upgrade proposed for next year
 - The proposed tennis dome will involve overheads should it proceed
 - Pads to be installed on shade sail poles
 - Tennis dome update
 - Dwayne has an engineering and architecture design package which can be attached to documentation for the MOE when requesting approval.
 - Board discussion and approval will be sought before request to MOE
- 5. Alison Performance Agreement - in process
 - Awaiting the report from ERO to set performance goals
 - SLT would like to visit schools in South Australia for 3 days in May
 - Approval given to explore options
- 6. Sensitive Expenditure revisit
 - Agreed with the BOT contributions values that were approved in late 2025 for farewell gifts
 - Policy to include the words “up to”
 - Staff to be informed of the value of Board contributions

Communication

Reading of Board email process

In

- NZSTA Membership Matters

Out

Meeting closed at 8.00pm

Next meeting: 24 March 2026 6.30pm

Confirmed as a true and accurate record: _____

Presiding Member

Date

24/03/25

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Conflict of interest <ul style="list-style-type: none">• register to be shared with BOT members• Register to be completed	Alison BOT members
Board Tasklist 2026 - update for 2026	Alison
Schedule of delegations <ul style="list-style-type: none">• to include delegation of duties for fixed term acting up staff• Signed copies to be obtain	Alison Lisa
Charter and Annual Plan <ul style="list-style-type: none">• to refine and work on annual plan to support goals	SLT
Alcohol, Drugs, and Other Harmful Substances Policy <ul style="list-style-type: none">• to send through with changes for our school	Alison
Sensitive expenditure policy <ul style="list-style-type: none">• to inform staff of Board contributions to farewell gifts	Alison

RECURRING AGENDA ITEMS

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