



Kohia Terrace School
Board of Trustees Meeting Minutes
7.30 pm, 27 February 2019

Present	Ruth Wilkie (Chairperson)	Alison Spence (Principal)
	Sheryl McEwen (Staff Trustee)	John ETTY
	Daniel Wong	Oliver Shaw
	Jennifer Tupou	Kathleen Mistry
	Lisa Miller (Minute taker)	
Attendees	Catherine Palmer (DP)	
Apologies	Hayley Lewis	Michael Allan
	Jayne Settle	Erynn Riesterer

1. Welcome and Karakia

Apologies: Hayley Lewis, Michael Allan, Jayne Settle, Erynn Riesterer

2. Confirmation of committees, meeting times

- Board photo for website - defer to next month
- NZSTA access - John and Sheryl to be registered - Lisa to do
- Speaking rights
 - The Board agreed to give speaking rights for 2019 to Catherine Palmer as Deputy Principal, and Erynn Riesterer as Inclusive Practice Leader
 - Speaking rights for other people attending meetings are given on a case by case basis. Those attending can attract the attention of the Chair if they are seeking permission to speak
- Confirmation of previous minutes 12 December 2018 - agreed
- Business Arising
 - We Chat question regarding translation of BOT papers for those who have a language barrier has yielded no response
 - Statistics of website viewing, to be actioned and reported at the next meeting

3. Chairperson update

- ACCOS Board Chairs meeting minutes - read
 - Education review - submission discussions:
 - Leadership within school and and Quality Teachers are important aspects to control
 - Restriction of Out of Zone children, and the impact this will have
 - The Review doesn't cover curriculum, but there is a correlation of good implementation of curriculum with quality teaching staff
 - KTS will join the COL submission and invite Mangere East school to join also if they wish to.
- NZSTA Member Survey - Board members can complete as individuals if they wish to
- Schedule of Delegations -agreed with modification in relation to urgent spending by Principal in H&S situations.
- Board 5 Year Work Plan Overview Schedule - noted
- Board Stewardship Meetings with COL leaders - noted
 - Term 1 – Tuesday 2 April
 - Term 2 – Wednesday 26 June

- Term 3 – Thursday 19 September

4. Strategic

- Charter with annual plan was presented and discussed
 - Staff have had some input
 - Teacher agency/Assessment for learning
 - Assessment at the end of the year targeted for 6.6 (hoping to be highly agentic not just proficient) - results to be reported to the Board
 - Talking to learn = assessments currently being done for ESOL children and Year 3 children
 - Reporting:
 - To report on charter quarterly
 - Strategic reports each month (short sharp bullet points required) - to discuss with the Leadership team (to note, Alison found helpful for tracking)
- Analysis Of Variance - noted

5. Principal's Report

- Report will now include the school ethnicity breakdown
- Staff Induction review - taken as read
- Teacher registration review - taken as read
- Eden / Albert Cultural grant application (made by Jess for Chinese and Indian dance costumes for \$2000) - Jess/Chinese dance/Indian dance costumes for \$2000 - supported
- Ratifications:
 - Tara Jones appointment as a Fixed Term Teacher (to cover Maternity Leave taken by Amy Turner) be accepted - agreed
 - The Principal's report be accepted - agreed

6. Asset

- December 2018 interim report - noted:
 - Deficit as expected given unexpected capital spending during the year, but final report is likely to have different figures
- Draft Final Budget update - noted:
 - CAPEX expenditure
 - International Students currently fewer than anticipated
- Asset meeting minutes - noted:
 - Additional RRR units (1 for art club teacher, who will also give PLD to other teachers). \$2000 donation received from a parent to cover some of these costs
 - Donations received are less than at the same time last year, but school started later
- Property update - University Land saga
 - A Herald Education Reporter contacted KTS and ANI in January. Ruth gave an off-the-record briefing - reporter will be in touch again after the meeting with MOE
 - KTS interests in the land are:
 - safe access for children between KTS and ANI via university land
 - More land for our school
 - Ruth spoke to a lawyer, pro-bono, and will give him documentation to review
 - Need to consider the time and effort involved versus the potential benefit perceived of potential actions
 - Meeting with MOE (including Director of Education set for 8 March)
 - Discussions at a recent COL meeting raised questions regarding what is happening with the Epsom campus from a community point of view
 - A letter to be sent from KTS to add our interest to this.
 - ANI happy for us to lead the charge (with the hall fire and needing time to rebuild their school)
 - Sub-committee formed to address this situation: Ruth, Oliver, Alison

7. Personnel Committee

- Meeting Minutes - read
- Exit interview report - tabled

NZSTA access

Lisa