

Kohia Terrace School Board of Trustees Meeting Minutes 7.30pm, 30 October 2018

Present	Ruth Wilkie (Chairperson)	Alison Spence (Principal)
	Jayne Settle (Staff Trustee)	Hayley Lewis
	Daniel Wong	Michael Allan
	Jennifer Tupou	Oliver Shaw
	Kathleen Mistry	Lisa Miller (Minute taker)
Attendees	Erynn Riesterer (SLT)	Craig Farndale
	Remy Lim	
Apologies	Catherine Palmer (Deputy Principal)	

1. Welcome and Karakia

Apologies: Catherine Palmer

- 2. Confirmation of previous minutes <u>26 September 2018</u> <u>agreed</u>
 - Business arising
- 3. Chairperson update
 - Board succession planning following a meeting of some Board members, agreed to work on:
 - Newsletter item clarifying roles (Board Governance vs PTA role vs School responsibility)
 - Documentation and files to ensure up-to-date for transfer of knowledge
 - BOT elections 2019 (the suggested common election date is Friday 7 June 2019)
 - Principal's Performance Review -quarterly meeting since last Board meeting
 - Hautū Tool Maori cultural responsiveness self review tool propose paper review and discussion in February 2019
- 4. Strategic Review to note:
 - Target 1
 - Recommendations from Erynn's ESOL survey with teachers to be considered for processes in 2019
 - To report next meeting on progression of targeted students
 - ESOL need to encourage improved information between ESOL programmes and the classroom teachers. PLD is needed for teachers in 2019.
 - Target 2 to be reported on next meeting
 - Mana Tangata (Accos)
 - Update staff at meeting week 3
 - o To continue in 2019
 - PD planned for inquiry and deeper thinking (not just SOLO), possibly a Teachers Only Day in 2019
 - Mahi Tahi (PB4L)
 - **PB4L**:
 - Funding for another year \$10K + GST

- Matrix started with staff which looks at the different areas of the school that need attention
- Seesaw:
 - Does not need to be a strategic action in 2019
- 2019 targets (to develop charter with these options in mind)
 - o ESOL
 - Gifted and talented children
- 5. Principal's Report read
 - To note:
 - o To receive an additional 0.1 staffing due to more students enrolled
 - Ballot completed (refer comments under Asset meeting)
 - Inclusive Practice Review
 - Annual review presented by Jayne Settle summarising the programmes and support for children with special needs
 - Jayne was congratulated on the quality of the review and the work done in this area this year.
 - Health and Safety Review
 - 6 monthly review presented by Jayne Settle detailing the strategies and actions taken to ensure health and safety regulations are adhered to
 - Noted that the information contained in the review was covered in the extensive Health and Safety Committee monthly meetings (and resulting minutes) - <u>agreed</u>
 - Therefore process of review to change so that Health and Safety Policy will be reviewed every 3 years or when required, not on current annual cycle <u>Agreed</u>
 - Strike action
 - Rolling strike to be confirmed, Auckland Region planned for Monday 12
 November 2018: agreed that the school will close but Principal will ask
 Oscar care to be open.
 - Ratifications
 - The Principal's report be accepted <u>agreed</u>
 - Staff appointments be accepted <u>agreed</u>
- 6. Asset
- October meeting minutes (Asset meeting held just prior to the BOT meeting)
 - To note:
 - Ballot Donation to be reviewed against current guidance on donations and checking whether comparable schools have had similar increases in ballot applications.
 - 2nd Ballot to be advertised for Priority 1-5 students before the end of this year.
 - To accept Carus' paint quote
 - 2019 Draft Budget development in progress
- 7. Property
 - University of Auckland/MOE update/plan of action
 - o OIA been submitted to 5 entities
 - Extension of time has been requested for these requests
 - University and Ministry have now agreed to meet after long postponements and gaps in communication.
- 8. Personnel
 - The Board was updated on current issues around students
 - Community Survey further analysis was provided and discussed. Final list of actions to be brought back to next meeting.

- 9. Policy/Procedure Review
 - Board
 - BOT Consultation
 - Schedule of Delegations
 - o Bicultural Understanding
 - Uniform
 - Sponsorship
 - Media Relations
 - Accessing Personnel Files

As discussed and amended

- 10. Communication/Correspondence
 - Outward
 - Reply to email regarding co-option process
 - Inward
 - o Reply to Board email co-option

Erynn, Craig and Remy left the meeting

- 11. In committee
 - The Board moved to in-committee at 9.25 pm
 - Resolution to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987
 - <u>I move</u> that the public be excluded from the following parts of the proceedings of this meeting
 - Date: 30 October 2018 Time In: 9.25pm Time Out: 9.45pm

<u>Carried</u>

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter Confidentiality of staff and	Ground(s) under section 48(1) for the passing of this resolution 48(1)d: That the exclusion of the
Communications to Board Personnel matter	students	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 9.45pm
- 12. Meeting review
 - Newsletter Items
 - o Named sunglasses are an optional uniform item at KTS
 - Inclusive Practise BOT thank you to Teacher Aides and BOT funding of Teacher Aides
 - o Board Governance vs PTA role vs School responsibility
 - $\circ \quad \text{Segment from departing staff}$

Meeting closed at: 9.50 pm		
Next meeting - Wednesday 21 November	2018	
Confirmed as a true and accurate record: _		
	Chairperson	Date

BUSINESS ARISING / FUTURE BUSINESS/ITEMS TO BE ACTIONED

Parent Liaisons	Alison/Rae setting up meeting