



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 [26 September 2018](#) - agreed

- 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
 - To continue in 2019
 - PD planned for inquiry and deeper thinking (not just SOLO), possibly a Teachers Only Day in 2019
- Mahi Tahī (PB4L)
 - PB4L:
 - Funding for another year \$10K + GST

9. Policy/Procedure Review
- Board
 - BOT Consultation
 - Schedule of Delegations
 - 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
 - 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
 - I move 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

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
Communications to Board Personnel matter	Confidentiality of staff and students	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 9.45pm

12. Meeting review
- Newsletter Items
 - Named sunglasses are an optional uniform item at KTS
 - Inclusive Practise - BOT thank you to Teacher Aides and BOT funding of Teacher Aides
 - Board Governance vs PTA role vs School responsibility
 - 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
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