



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held in the School Conference Room  
On Tuesday 19 February 2019**

**1. Administration**

- 1.1 Present: Michael Maher, Craig McKay, Kirsty Diamond, Tony Edwards, Peter Hanning, Keri Brown
- 1.2 Apologies: Carmen Wood
- 1.3 Peter Hanning elected to continue as Board Chair for 2019 *T Edwards/K Diamond*
- 1.4 Declaration of Interests: None
- 1.5 Confirmation of Minutes of Previous Meeting: Resolved that the minutes from the meeting held on 4 December 2018 are a true and accurate record. *C McKay/T Edwards*
- 1.6 Keri Brown is a selected member of the Board up until the Board Elections this year.
- 1.7 Correspondence – Donation from PTA \$15,000 and a thank you letter sent.  
Letter to Baradene stating that St Thomas's does not support their roll increase  
Asbestos removal letter sent to neighbours.  
Correspondence sent to parent  
Advert for an Elected Trustee. No responses received.  
Latest STA News publication has set out reviews for the year. More copies to be sourced.  
Tomorrows schools Taskforce has a good article on Governance. All of these articles are online. Feedback is due in by April and is open to anyone.  
PTA Minutes – picnic next week, followed by the AGM at 7.00pm on 6<sup>th</sup> March. Peter to attend AGM.

**2. Action list:**

- Board members photo to be taken at the next meeting. Tina to send reminder about this the week before.  
Board assurance audit for ERO – will be discussed later in the meeting.  
Meeting reviews to be submitted after each meeting. Tina will remind Peter.  
Strategic Plan milestones to be discussed later in meeting  
Review of Governance policies to be discussed later in the meeting.

**3. Monitoring**

- 3.1 **Financial Report:** As Tabled  
November deficit of \$45k – still draft results  
December deficit of \$27k – YTD for full year \$130k. In line with expectations. Uniform has been sold to Argyle.

*K Diamond/T Edwards*

### 3.2 **Draft Budget**

Surplus proposed of \$28k. Key movements compared to last year – small increases in grants, no uniform shop, new after school care provider, allowed for less FFP's, more for Professional Development, supplementary teacher spend is currently \$56k more than the current year spend.

NZSTA – guidelines on setting budgets – Peter to follow up with Chris France and report back at next board meeting.

Supplementary Teacher – this to be noted as 'contingency' to be used by the Principal at his discretion.

Draft reports can go out with comments except for confidential information.

*M Maher/K Diamond Board accepted  
T Edwards abstained*

### 3.3 **Principals Report:**

Kelly club has approximately 70 – 80 children signed up. Going very well.

Argyle Schoolwear had trouble sourcing fabric for the senior t-shirts and this would have been the same situation for the original suppliers. Senior shirts will be available again at the end of February.

### 3.4 **Health & Safety:**

Sick bay report

Camp Carey for year 6 will be taking place from March 13 to 15. 130 students will be going for 3 nights. Board support the camp taking place.

*T Edwards/K Brown Unanimous*

### 3.5 **Student Achievement:**

Discuss this in the charter.

- 3.6 **Policies** – these were tabled at the last meeting. SchoolDocs version is an earlier version of the NZSTA model. Chair proposed to adopt B and C which are the overall governance policies and D operational policy which is covered by SchoolDocs. The Board will also adopt D1 minus the complaints policy.

*K Diamond/T Edwards Unanimous*

Upload policies from NZSTA, adding D1 and rebrand with school logo. SchoolDoc Policy Section to be looked at by the Principal and SLT as operational procedures.

Code of Conduct to the Board was handed out for signing and added to the minutes. A copy to be given to Carmen.

### 3.7 **Property:**

Demolition went well. A few glitches but being worked on. The fencing blew down so contractors are currently installing new fencing. Sewer line broken which has now been repaired. Meetings every 2 weeks with the project managers and still looking at starting building work around May/June.

### 3.8 **Planning Session Feedback**

Team leaders enjoyed the session and having the opportunity to meet the Board members. It was proposed that further meetings throughout the year would be beneficial. A letter of thanks to be sent to Chris France.

## 4. Strategic Discussions

### 4.1 Board Succession

Election coming up this year. Board members are to email the Chair regarding their intentions and also give any names of people who might be interested in standing.

Michael had checked to see if there is a staff member keen to do this, but has not found one. We have had one supplier quote \$6,000 and Michael was going to check to see if there are other suppliers who are offering a better price and service.

Craig elected to continue overseeing finance for 2019.

*T Edwards/K Diamond Unanimous*

### 4.2 ERO Visit

Michael and Peter to complete the form that is required. Will table this at the next meeting. There is still no indication of when they will be coming.

### 4.3 Wellbeing

Staff survey – a summary was shared with the board. 33 staff completed this.

Friends programmes - there are a couple of programmes being rolled out across different year groups. These are due to start in Term 2.

Staff wellbeing is being looked at as well. Some key questions will be picked out of some of these areas and then will do another survey with the staff. Kirsty to provide info on what is to be reported back to the board and the frequency of it from a Governance perspective. Michael and Kirsty to meet to discuss this. Peter is keen to be involved in the meeting as well.

The Chair acknowledged that this was a big task and the Board thanks the staff and would like them to know that they are focused on staff wellbeing.

Student wellbeing – students identified that the teachers do not often talk about their cultures. This will be focussed on. Operationally the Senior Leadership Team have surveyed the children and will look at culture and get updates throughout the year on the progress of wellbeing. Michael to follow up with NZCER on benchmarking.

### 4.4 School Charter/Strategic and Annual Plan

A good review of the top level has been done. Plans for the year – Learner Agency there is a tool that was trialled last year with the CoL that could measure the students understanding of Learner Agency. This will be used this year to see the understanding of the agency and achievement. This is a measurement tool that will be used to feedback information to the Board. Report on achievement against curriculum, learner agency tool, acceleration for maori and pacifika children.

Learning progressions will help to determine where the gaps are and where the next steps are. Over the next couple of months upskill the Board on reading this data. Michael to send Leading Local Curriculum Guide, Assessment for Learning to the Board.

Strong sense of identity – is there a broader action around recognising other cultures within the school. This is part of some of the teaching programmes at the moment. Will look at adding recognising diverse cultures represented in the school community by the students and building it into the learning programme.

Adopt the plan tonight and Michael to email proposed targets before submitted the plan. Any comments from Board members to be sent to Peter.

Harnessing potential – third column 3.2 – staff wellbeing, regular monitoring. Won't be able to set specific targets on this as still working on it. Student wellbeing to be assessed as well as Staff.

Physical Environment – bringing the community along with the change – ensure that we keep explaining the change to the community.

**5. Identify agenda items for next meeting**

**6. Meeting Closure**

6.1 Meeting Review

6.2 Preparation for next meeting

The meeting closed at 8.31pm

In Committee Session

Next meeting: 19 March, 6.30pm

Signed: \_\_\_\_\_

Peter Hanning

Chair

Date: \_\_\_\_\_

15/3/17