



ST THOMAS'S
SCHOOL

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

1. Administration

- 1.1 Present: Michael Maher, Craig McKay, Kirsty Diamond, Tony Edwards, Peter Hanning, Keri Brown, Carmen Wood
- 1.2 Apologies: None
- 1.3 2 guests
- 1.3 Declaration of Interests: None
- 1.4 Confirmation of Minutes of Previous Meeting: Resolved that the minutes from the meeting held on 19 February 2019 are a true and accurate record. Code of conduct to be signed by Carmen.
T Edwards/K Diamond
- 1.5 Correspondence – Letter from RSM – auditors planning to start audit soon.

- 2. Action list:** Peter spoke to NZSTA and they have confirmed that an approximation of cost in the budget is acceptable and that if the school is managing the funds appropriately then there is no problem. Meeting reviews from last month's meeting were received by the Chair. Some board successions have been received. No comments received on the strategic and annual plan. Students Wellbeing – Michael spoke to NZCR and has received some information but it is not clear. Currently working with a PI cultural group at the moment. Support, protect and grow the cultural differences throughout the school. Student wellbeing actions will be presented the next meeting and a discussion about the staff survey. Will look at editing the previous survey and sending out at different times instead of Term 4. Kirsty to continue working with Michael on this. Targets for the strategic plan – Assessment document shared with Board members. Learning progressions within the school. Targets to be sent out to the Board and will be discussed at the next meeting. Governance Policies – Peter and Tina to meet to move this forward. Once the Governance policies are on the website the SchoolDocs link will be removed. Returning Officer – Denise Lymer has agreed to do this.

3. Monitoring

3.1 Financial Report:

February financial report tabled. YTD \$156k. Result is consistent to prior years. Bulk of donations have been received. The costs for the gates and extension of admin block were shared.

T Edwards/C Wood

3.2 **Principals Report:**

Autex wall covering to be put on walls in some junior classrooms. The will be \$18,000 and this will to be taken out of 5YA funds. Ncompass are project managers for this.

Neighbouring property is building a house and part of the field is falling into their garden, so a retaining wall is being put in.

3.3 **Health & Safety:**

Sick bay report – 4 significant incidents with 3 fractures.

3.4 **Student Achievement:**

Addressed above.

3.5 **Policies:**

As discussed earlier. Michael will do an operational policy review and report back to the board.

3.6 **Property:**

Not too many changes have taken place since the last meeting.

4. **Strategic Discussions**

4.1 **Board Succession**

Discussed earlier.

4.2 **ERO Visit**

School evaluation indicators shared with board members so that they can become familiar with it. Proposed that Peter and Michael prepare a draft of where we are with this to bring to the next meeting.

4.3 **Wellbeing**

Discussed earlier.

4.4 **School Charter/Strategic and Annual Plan**

Submitted.

4.5 **Board elections –Peter to meet with Denise to discuss upcoming elections.**

C Wood/C McKay

4.6 **PTA minutes – Letter of thanks to be sent to the PTA for doing the drinks and food at the Parent Meeting.**

Second hand uniform sales – PTA have requested that funds raised from this should go to hardship funds. Michael to discuss with PTA Chair.

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

Wellbeing

ERO

Peter to report back on key dates for elections.

Board to bring work plan

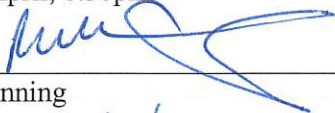
6. **Meeting Closure**

6.1 **Meeting Review**

6.2 **Preparation for next meeting**

The meeting closed at 7.36pm
In Committee Session

Next meeting: 9 April, 6.30pm

Signed: 
Peter Hanning
Chair

Date: 9/4/17