



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held in the School Conference Room  
On Tuesday 30 July 2019**

1. **Present:** Michael Morton, Richard Klipin, Claudine Crabtree, Michael Maher, Claire Fromow, Georgia Houliker, Jake Shand
2. **Open & Welcome** Meeting opened at 6.33 pm. Richard welcomed Emma O'Brien and Tanya Boyd who were guests from PTA. Jake Shand arrived at meeting 6.40pm.
3. **Apologies** Nil
4. **Declare interests** Nil
5. **Previous Minutes** 1.5 Board Culture Bullet 3 insert "we"  
With the above addition the Board resolved that the minutes from the meeting held on 25 June are a true and accurate record. *C Fromow/C Crabtree*
6. **Matters Arising/BOT action list – progress/update**
  - Emma Johnson is not at Board Meeting.
  - Ingrid May will give a presentation on Learner Agency. Emma Johnson to be invited to next meeting.
  - Board PD Budget - Key into NZSTA and what they have to offer
  - Richard to catch up with Mary Chamberlin
  - August Board meeting is moved from 13 August to 20 August and December meeting from 03 December to 10 December
  - Photo of Board still to be done
  - New agenda layout
  - NZSTA recommend a Code of Conduct be signed. Richard asked for any amendments to the Code of Conduct to be sent through.
  - Draft code needs to be amended for signing next Board meeting
  - NZSTA conference too early
  - Claude and Jake both attended the PTA meeting
  - Michael Morton attended the Property Meeting 23 July and have been added to Property Distribution list
7. **Correspondence**

Inwards: **Selwyn College** – withdrawal from COL  
Michael has had a meeting with Sheryll & MOE. Selwyn have now decided not to withdraw but is stepping back. Sheryll has given her resignation as Lead Principal of COL and Sarah Martin is stepping in for her. Selwyn are dealing with their own challenges of a growing roll.

**Email from NZSTA** - Collective agreement has been signed off for primary teachers. Union members are receiving a one-off \$1500 pay-out. The letter stated it is illegal for this to be paid to non-union members.

**ERO Report** – Michael Maher asked how the board would like to share it with the community.

Page 5 sums up ERO report and lays out the next steps. This section of the report needs to feed into our School Strategy and ultimately the vision for the school.

A newsletter going out this Friday with a link to the report. Michael Maher will write key points in Newsletter to go with the report. He pointed out this is our first review in 5 years. Since March 2019 the Ministry has changed the way they carry out the reviews and will no longer have 5-year reviews. There was discussion around the ERO report.

The Board suggested that it is critical that assessment information uses simple and easy to understand measures. Not just for the kids but also so parents can also understand them easily. The Board asked whether we can learn from what other top performing schools are doing well.

Board keen for Chris France to do board training.

Richard feels there is a gap in communication with the community.

#### **Learner Agency:**

The Board moved to the staffroom where Ingrid May gave a presentation on Learner Agency. The Board expressed their appreciation of this, and also expressed their desire for there to be more done to educate and communicate to parents on Learner Agency as there is still a lack of understanding and a lot of questions within the community. Board also raised that parents want more one on one time with teachers, either during the Student Led Conferences or at Parent Teacher Interviews, to discuss where their kids are at, especially important for the younger kids who can't as easily relay the information and concepts to their parents.

It was noted that two workshops were held for parents in Term 1 to explain learner agency, also information was put into the newsletter to explain agency. 7.15pm to 7.50pm.

## **8. Financial Report**

June Financial report tabled

*M. Maher/G. Houliker*

Georgia would like to sit down with Michael and EdTech and at some stage with Craig.

Learning Resources – budget is under due to new build and lack of space for resources.

- Balance sheet Budget to be carried over to next Board meeting for approval.

## **9. Principals Report**

- July Roll Returns have gone to Ministry which will reflect our funding for next year.
- Out of Zone ballot coming up. We do not take out of zone students, but we do accept siblings if family has shifted out of zone. We are required to advertise the ballot. Usually we take in about 4 or 5 students per year. The Board agreed to continue with the ballot.
- Two staff away on Sabbatical for term 3. Nicky Brickland received an NZEI scholarship.
- Concrete deck and decking canopy outside hall – MOE will cover a large part of the cost. Waiting for price from MOE which will go to the Board before proceeding.
- Power outage – will endeavour to get any costs related to this back from MOE.

- Replaced lights in 3 of the classrooms – looking at cost to replace all classrooms.
- Report from Lisa Horton looking at how we are using our current spaces. We are only committed to Stage 1 and would like to go to Stage 2.
- Michael Maher recommended we go to stage 2 which is \$8250.00AUD + associated travel costs. He will ask her to put forward costings for stages 3 & 4. Report is very insightful. The Board agreed to commit to Stage 2 and supported the request for a proposal for Stage 3 & 4. We have received \$25K from Ministry to facilitate moving into the new buildings. Michael Maher and Claire told the board that the teaching staff were already finding the information and suggestions in the report helpful, and it would be extremely useful for all staff and students going forward, not just those moving into the new building.
- Birdsong Community Initiative – A successful meeting was held with teachers from across the schools in relation to the Birdsong Project. The Board is very supportive of this initiative. Richard suggested we have a 5-year Outdoor Environment plan including a long-term planting scheme. The Birdsong initiative will be discussed at a future board meeting once more details are received.
- Enrolment & Leaving data for 2018 & 2019.
- Michael explained the staff update numbers.
- Exit Interviews: Peter Hanning has completed a report. Tony Edwards had done a previous one. Richard to talk to Mary about exit interviews and an independent process. The latest Exit Survey will be presented at the next board meeting.
- Good data and Staff well-being very important.
- Claire explained her data chart on OTJ Student Achievement to the Board which compared mid last year to mid this year which was an overview for the Board. There has been a significant shift in mid-year OTJ data year on year. The board requested that similar data for previous periods be uploaded to Cat Herder as a comparison.
- Health & Safety: Sick bay report.
- Building site is well fenced off. /Trucks being walked in and out. *G. Houliker/M.Morton*

#### 10. St Thomas's Strategy

- (a) Covered above
- (b) Covered above
- (c) Birdsong initiative – it was asked if we have a Sustainability policy. It was agreed it requires a teacher with a passion for this. However, including a sustainability philosophy could be part of the overall teaching programme. It was agreed to include this in the discussions for next year's planning.

#### 11. Board Policy & Development

Learner Agency - Ingrid

#### 12. PTA Report/Update

Emma O'Brien spoke about recycling at events. She gave a brief update on Quiz night which is their biggest fundraiser. She said the teacher presence was noticed and appreciated.

Events coming up are A-thon, Calendar Art and a new Tasting event.

Looking at getting House Tee shirts as small fundraiser event.

They are looking for a new treasurer. Emma appreciated board members attending PTA meetings. PTA co-chairs, Emma & Alexis met with Michael at beginning of year to establish where the funds raised could be used. Sally also talks to teachers. The outside is the focus for this year. Musical showcase is promoted as funds raised for music education. Michael thanked the PTA for their fundraising.

#### 13. General Business

Jake Shand suggested a School fete as a celebration of end of year and hopefully raise money at the same time. This to be discussed with PTA and the board.

#### 14. Meeting Review


- Time keeping needs improving
- Georgia felt agenda was being rushed through
- It was agreed not to talk about things that are in reports and don't need further discussion.
- The Ingrid session is Board development and learning – 2hours board meeting and ½ PD

The meeting closed at 9pm.

In Committee Session

Next meeting: 20 August 2019 6.30pm

Signed:

  
Richard Klipin  
Chair

Date:

20/8/19