



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the School Conference Room
On Tuesday 14 May 2019**

1. Administration

- 1.1 Present: Michael Maher, Craig McKay, Kirsty Diamond, Tony Edwards, Peter Hanning, Keri Brown
- 1.2 Apologies None
- 1.3 Guests: Alexis Basturkmen, Nani Abercrombie
- 1.3 Declaration of Interests: : Michael declares an interest as an NZEI member
- 1.4 Confirmation of Minutes of Previous Meeting: Resolved that the minutes from the meeting held on 9 April 2019 are a true and accurate record. 4.4 The Chair has made a change to the last sentence, replacing "questions" to "the focus".

K Diamond/C McKay

- 1.5 Correspondence – As tabled.

Nominations forms should have been received by all parents and staff members.
Letter from Mary Chamberlain, appraiser for Michael's Performance Review accepting the role.
NZSTA – promotional material for triennial elections.

2. Action list: As tabled.

Operational policies review continues to be carried out.
Targets on annual plan – some comments have been received. Will continue with this.
Principals Appraisal – will be discussed in 3.3
Reporting to the board policy will be discussed in 3.4

3. Monitoring

3.1 Financial Report:

April financial report tabled. YTD\$235k. ESOL grant of \$51k has come in, FFP funds are being released each term. Auditors were in last Friday, so financials will need to be signed by the end of the month. Expecting there to be only a few small changes before then.

K Brown/T Edwards

3.2 Principals Report:

Banked staffing for 2018 was over by \$1,700.
Fencing modifications to be done to protect at risk students. A letter has been sent to all neighbours backing onto the school grounds. Some neighbours would like to retain access but from a health and safety point of view we cannot guarantee whether these gates are closed or locked. Working with the Ministry to resolve these issues. Would like to secure the fence and have gates installed which are closed during the day when students are in school and have security open and close these gates after hours and at weekends.

There were five incidents requiring further medical attention. Three broken arms, 1 after school hours. One student fell out of a tree, so an audit of all trees has taken place and any damaged branches removed. Have stopped children from climbing the tree where the circular bench is for safety reasons.

Staff numbers were provided for Board.

3.3 Policies – Principals Appraisal:

Mary Chamberlain will be the assessor and Peter will work with Mary and Michael.

K Diamond/T Edwards

3.4 Reporting to the Board Policy

Template provided by NZSTA, some of which we do not do at St Thomas's. Work Plan forms the basis for the topics and timings for which Michael will report back to the Board. This is a living document rather than a policy. Agreed not to adopt this policy.

K Diamond/T Edwards

3.5 Property:

Building consent went into the Ministry on 9th May and building will commence on the 6th June. Some pre-building may start before this. Have been having issues with a leakage in the Pohutukawa Centre and this is being dealt with. Issues with alarms. Heating has been installed for the junior area and Pohutukawa Centre.

4. Strategic Discussions

4.1 Board Succession

Stonefields have a Board Induction evening 6.30 – 8.00 on 19th June and have invited St Thomas's Board. RSVP to Sarah required. Chris France will be running this. Peter and Michael to talk to Chris France regarding CoL based professional development sessions.

4.2 Board Elections – Key Dates

Dates remain the same. Nominations to be in by the 24th. Election date is the 7th and counting completed on the 13th. Need to promote the elections and a communication to be sent out to the community informing them that there are positions on the board due to current members standing down. This will be sent via Flexibuzz, PTA Class Reps and Facebook. Kirsty to write the article. Other information to go out through newsletters, Flexibuzz and Facebook. Profiles to be in front office for parents to see. Peter to discuss this with the Returning officer.

4.3 ERO Visit

Waiting for their report in approximately four weeks' time. There will be a two-week response period and then the final report will be received. This may not be received until the new board is in place.

4.4 Annual Plan – Learning Progressions and Assessments

Michael handed out an Assessment document. SLT to look at different options on the presentation of the data and bring back to the Board. Board to look at the documents and arrange a working session with the new Board and focus on student achievement as part of induction. Bring what is happening in the CoL to layer over it. Michael to confirm that the reporting timings are correct on Student achievement.

4.5 **PTA**

Doing a great job, especially with second hand uniform sales.

4.6 **Strike Day 29th May**

There are 31 classroom teachers in total, 15 of these teachers are NZEI members. 4 CRT teachers and 16 classroom teachers will be on site on the day. Kelly club have offered to run a holiday programme on the day for working parents. Unanimous vote to close the school. Michael did not vote as he is an NZEI member.

Communication to the community to be sent out from the Board. Peter to send what he sent last year to Michael and Keri.

4.7 **EOTC Event**

Able Tasman 2019 proposal for December this year for the adventure group. One change is they would like to spend their last night hiring kayaks which will involve instructors. Open to year 7 and 8 students and take approximately 15 students. Agreed.

C McKay/K Diamond

5. Identify agenda items for next meeting

- Welcome New Board
- Elect Board Chair
- Focus for next Pulse Survey
- Report from Emma J – Special Needs

6. Meeting Closure

- 6.1 Meeting Review
- 6.2 Preparation for next meeting

The meeting closed at 8.08pm
In Committee Session

Next meeting: 25 June, 6.30pm

Signed: _____

Peter Hanning
Chair

RHP
Richard Kelpin
28/6/19.

Date: _____

Change date of Board meeting to the 25th June to allow induction for new board members.