



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the Staffroom
On Tuesday 13th April 2021**

1. **Present:** Michael Maher, Michael Morton, Georgia Houlker,
Claire Fromow, Jake Shand, Claudine Crabtree (arrived at 6.41 and left at 8.00pm).

2. **Open & Welcome** Meeting opened at 6.34pm.

3. **Apologies** Richard Klipin

4. **Guests** 0

5. **Declare interests** None

6. **Previous Minutes**

The Board resolved that the minutes from the meeting held on 16th March 2021 are a true and accurate record.

J Shand/G Houlker

7. **Correspondence**

None

8. **Action List**

Mary Chamberlain has been contacted regarding Exit Interviews and has supplied a report which will be shared during In Committee.

Contract for Landscaping review to be signed at end of meeting.

Summary of graphic of Annual Plan to roll over.

Principal spoke to SENCo re PB4L and no requirement for Board to be involved.

Draft Work Plan done.

9. **Financial Report**

Received just over 50% of budgeted donations.

Principal to contact company regarding unclaimed tax credits and gives them back to the school.

Landscaping – once the next stage has been progressed then the Board can start to look at what spend will be involved. Invite Property Manager and identified staff to the next landscaping meeting.

C Fromow/Chair

10. **Principals Report**

Fixed Term Contracts – NZSTA ran a webinar on the changes to fixed term contracts.

Information was sent to Year 7 & 8 parents to say the school will not be taking teams to AIMS this year. There has been some feedback from parents asking if they can take a team to the games. A discussion

took place of the pros and cons of this as the team will still be competing under the school's name. Decided that a waiver be put together for the parents to sign. The Board are supportive of parents organising their own teams to take to the games, as long as this does not interrupt the day to day teaching programmes within the school.

Sickbay report – an ambulance was called for a student with a badly broken arm. Another student fractured her finger playing netball.

Occupational Therapist report presented.

Learning progressions are being tested and going well. This will roll out around week 6 of Term 2.

The STEAM Centre has had a very good start and the students have been enjoying the program. An email was received from a parent thanking the school and praising the STEAM programme.

An update will be given to the Board on PB4L around July.

J Shand/C Crabtree

11. Policy Review

Governance Policies are on website but not operational policies. Review and update the Board website page.

Code of Behaviour

Original NZSTA code and the revised Code of Behaviour from last year were discussed. There are some grammatical errors in the revised version.

Amendments to be made:

“Only the Chair can speak on behalf of the school”.

“Written delegation” should be used as in the original version.

Amendments to be made a brought back to the next Board meeting for signing. Approved.

Meeting Protocols

Amendments to be made:

Agenda items to be sent 6 days prior to the meeting.

Take out posting agenda on the website.

It was raised that if a trustee misses 3 consecutive meetings without the prior leave of the board, they will cease to be members. It was also raised that a matter already discussed may not be reintroduced at the same meeting.

Amendments to be made and brought back to next meeting for signing. Approved.

Appointment Policy

This will be updated by NZSTA due to the changes in fixed term contracts. Agreed to adopt this policy. Any policy that has monitoring should read; Board to review annually as per agreed work plan.

12. Key Issues:

Concerns and Complaints Process

There are various policies that are Board related and some internal ones that need to be aligned. Suggested that these be worked on and brought back to the next meeting. Principal to do this.

13. PTA Update

Noted

14. General Business

Market Share Data

Data shared from the Ministry of Education. 2020 we have 56% of the market which is higher than any other year.

Fixed Term Contracts

Discussed above.

2013 Document Destruction

Board approved.

STEAM Centre Update

Discussed above.

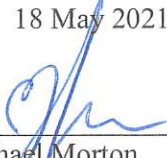
Board Succession

Richard Klipin will be stepping down from the Board. Agreed to co-opt a new member to the Board up until the next election. Next term Board will start recruitment. Principal and Chair to agree on the plan. Tina to find who stood for the previous election.

The meeting closed at 8.21pm.

Next meeting: 18 May 2021 6.30pm

Signed: _____


Michael Morton
Chair

Date: _____

18 May 21