



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the Staffroom
On Tuesday 18th May 2021**

- 1. Present:** Michael Maher, Michael Morton, Georgia Houlker, Claire Fromow, Claudine Crabtree, Richard Klipin
- 2. Open & Welcome** Meeting opened at 6.32pm.
- 3. Apologies** Jake Shand
- 4. Guests** 0
- 5. Declare interests** G Houlker knows someone who works for Tax Gift Limited.
- 6. Previous Minutes**
The Board resolved that the minutes from the meeting held on 13th April 2021 are a true and accurate record.
R Klipin/C Crabtree
- 7. Correspondence**
Student Care Term 1 Report – acknowledged.
Argyle – rise in costs of uniforms
- 8. Action List**
Principal has spoken with Tax Credit Ltd, regarding signing up with them to receive any tax credits from donations that are not claimed through the IRD, of which a percentage is returned to the school. IRD support this scheme as a lot of money goes unclaimed. The agreement runs for 2 years initially and is then renewed every year. Board discussed linking this initiative to the Landscaping project as a means to raise funds. There are no costs to the school.
Unanimously agreed
Waiver form for parents who are taking teams to AIMS still to be created.
Complaint's policies to be discussed later in meeting.
Board succession – Principal to make the first approach to identified people.
Landscaping meeting took place on last day of Term 1.
Summary of graphic of Annual Plan not taking place.
Board page of website –Wording for the Board page to be shared with other members by C Crabtree. Three year review of policies and procedures will be brought to the next meeting.
- 9. Financial Report**
Tracking fine. Donations slightly less than this time last year. Keeping a check on staffing costs. Grounds costs are more than expected due to arborists having to do more work than initially planned. Vandalism costs are up and only able to get insurance on things the school owns.
Chair/R Klipin

10. Principals Report

Powhiri planned for 28th May at 9.00 for new families. Board are welcome to attend.

Music in school programme is going well.

Attendance data from MoE has been received. St Thomas's is doing really well.

Arborists have confirmed that all of the trees that were poisoned will die and we will need to replace these.

Would like to look at having this done for Spring. Will discuss in landscaping section.

Assemblies have been changed and this has been communicated with the community.

Some senior students involved in unhealthy social media activity outside of school. Have sent information out to families.

Annual audit has taken place and now waiting for draft report.

Learning Through Play – behind J13 and J14 has been cleared and will be used. At the moment it is very muddy.

Would like to weed mat and put bark down so it can be used year-round. Will bring some costs to next board meeting to look at getting this done.

STEAM centre going well – this Term the topic is space.

Maori Pasifika initiatives going well. Would like to bring more Maori Pasifika signage and artwork into the school.

Sick Bay report - two incidents requiring further medical attention.

G Houlker/Chair

11. Policy Review

Public Attending Board Meetings

Approved

Complaints Policy and Procedures

Formal complaint – page 2 spelling error – bottom of page should be complainant.

Copies to be signed by Chair and put on website.

Approved

12. Key Issues:

5YA Plan

Draft plan shared with Board detailing the MoE's spreadsheet as well as the Principal's version. \$750k plus GST given by MoE. This money goes for teaching and learning spaces but have put some money towards the hall toilets. All toilets in junior blocks will be refurbished and would like to open up some learning areas. Three toilets between J13 and J14 to be reconfigured to one staff toilet and student toilets. Toilets by pool to be removed. Possibly look at putting a toilet in pool changing rooms. Carpeting and heating needs redoing in some areas. Principal will send his version of the plan to MoE who will review it.

Condition assessment plan approved.

Landscaping

A meeting with landscapers, SLT, property manager, a couple of parents and a teacher took place at the end of Term 1. Principal spoke with some staff and got positive feedback on the plans. Company taking feedback and amending the plans based on this. This will be available for the next meeting where it can be approved. It will then be decided on which areas to focus on first. Costings for each project will be given by the Kamo Marsh. So far, the school has only committed to the costs of the plans. It would be good to start at the front of the school and get some pricing for this. GH and Principal to catch up to do a plan for how to prioritise the costs ready for next months meeting.

13. PTA Minutes

Noted



14. General Business

Principal's Job Description

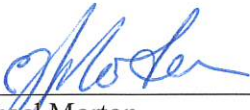
Signed off.

A Board event for staff to be discussed at next meeting.

This is Richard Klipin's last meeting. Chair thanked him for his time spent on the Board.

The meeting closed at 8.02pm.

Next meeting: 15 June 2021 6.30pm

Signed: 

Michael Morton
Chair

Date: 15/6/21