

**St Thomas's School Board of Trustees**  
**Minutes of Meeting held in the Staffroom**  
**On Tuesday 15<sup>th</sup> June 2021**

**1. Present:** Michael Maher, Michael Morton, Georgia Houlker,  
Claudine Crabtree via Zoom

**2. Open & Welcome:** Meeting opened at 6.36pm

**3. Apologies:** Jake Shand and Claire Fromow

**4. Guests** Nick Chapman

**5. Declare Interests** None

**6. Previous Minutes**

The Board resolved that the minutes from the meeting held on 18<sup>th</sup> May 2021 are a true and accurate record.

*Principal/G Houlker*

**7. Correspondence**

MoE – Staffing Entitlement – currently over staffed by 1 fte based on roll numbers.

MoE – Te Roopu Pourewa Kāhui Ako – Confirmation of CoL achievement challenges being met.

PTA Donation

RSM – 2020 Audit

Auditor General – Audit Arrangements 2021 – 2023 – appointment of new auditors for the next two years.

Principal to share attachment from the email with G Houlker.

Student Care – Term 2 Report – tabled.

**8. Action List**

Waiver for parents for AIMS – this has been created and C Fromow will share it with the parent who is taking a team to AIMS.

Tax Gift Ltd agreement signed.

Three-year policy overview to be presented later in the meeting.

Costs of ground cover were not too expensive so the job has been completed. Photos of the area will be included in next newsletter.

5YA to be discussed later in meeting.

Counsellor costs to be followed up.

Website wording provided to be discussed later in the meeting.

The landscape plan has been revised but only received this evening. Costings will follow.

**9. Financial Report**

Running at a surplus. Donations are still down, currently at 60%. Principal to check to see when reminders are going out. Set up landscaping designs in the library for open morning in week 9. Budgeted capital spend not in table – G Houlker to ask Deryn.

**Audit Report**

Approved. Cashflow statement not included can this be created – G Houlker to follow this up.

*Principal/G Houlker*

**10. Principals Report**

Fully staffed. Questionnaire sent out to see what staff are looking at doing next year.

Sick Bay – two students required further medical attention.

Sign for out of zone enrolments being produced. Also have an open day for interested families coming up.

Annual Plan update – Learning progressions are now on Hero. OTJ's being entered at the moment and should be live later this week. There will be sessions for parents to attend to gain more information.

Succession planning for Board – continue to discuss.

*Chair/G Houlker*

**11. Policy Review**

Board will carry out an annual assurance review to ensure that policies are being followed.

Child Protection Policy – Second paragraph – replace It with The Policy.

Child Protection Procedure – Update review date to June 2021

Protected Disclosure – Update review date to June 2021

Chance to Change

Uniform Policy

Drugs & Alcohol Policy

Alcohol on School Property

Procedures for All Visitors to the School

All above policies agreed.

*Chair/G Houlker*

**12. Key Issues**

**Teacher Only Days for 2022**

Agreed Thursday April 14<sup>th</sup> and Friday June 3<sup>rd</sup>.

*Chair/Principal*

**5YA Proposed Projects**

Some of the maintenance changes might require permissions and architects which will increase the costs. Will manage these costs over the 5 years. Would like to prioritise the toilets in the junior block. Will look at getting a project manager to work on this.

*G Houlker/Chair*

**13. PTA Minutes**

Josie Taite and Nicolle Rattenbury have been appointed as new co-chairs. Board Chair to thank Emma O'Brien for her time as chair of the PTA.

**14. General Business**

**Year 8 Camp**

83 students going to Camp Benzon in September. RAMs forms completed and Principal supporting this.

*Chair/G Houlker*

**Landscape Plan**

Only received plans this evening with requested changes. G Houlker to share plans. Need to get the dimensions for the minimum size of football field. Next steps will be to approve the new plans once it has been shared with everyone involved. Will then start to communicate the plans with staff and the community. Principal will get together with the staff involved for feedback. Spend to date is around \$15k. Would like to get some of the visuals of the plans printed out for displays, included in newsletter and a page on the website. Comms plan to be created.

**15. Policies and Procedures Website Page**

Policies will be put up as they are approved at each Board meeting. Refer to NZSTA list of Operational Governance policies for nine main policies.

**Board Website Page**

Change wording for board page from what has been provided.

The meeting closed at 8.04pm

Next meeting: 17<sup>th</sup> August 2021

Signed: \_\_\_\_\_

  
Michael Morton

Chair

Date: \_\_\_\_\_

