

St Thomas's School Board of Trustees
Minutes of Meeting held via Zoom
On Wednesday 25th August 2021
(in lieu of meeting of Tuesday 17th August 2021
which was cancelled due to Covid-19)

1. **Present:** Michael Maher, Michael Morton, Georgia Houlker,
Claudine Crabtree, Jake Shand, Claire Fromow, Nick Chapman
2. **Open & Welcome:** Meeting opened at 6.46pm
The Board Chair welcomed Nick to his first Board Meeting
3. **Apologies:** None
4. **Guests** 0
5. Emma Johnson did not present – information from Emma was included in the Board pack.
6. **Declare Interests** None
7. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 15th June 2021 are a true and accurate record.

C Fromow/C Crabtree

8. Correspondence

MoE – Stonefields School Amendment of Enrolment Scheme – this does not impact St Thomas's. There is an area that does have a dual enrolment area between Stonefields and St Thomas's which the Principal has spoken to the MoE about. This needs to be followed up in writing which the Principal will draft and share with Board Chair before sending.

Auckland Transport – Meadow Bank to Kohimarama Connections – information has been shared with the community.

Edtech – Depreciation Split

G Houlker/Board

Chair

Edtech – Budgeted Statement of Financial Position

G Houlker/Board

Chair

K. Williams – re Board election

M. Holmes – re Board election

ERO – Official Information Request – the request is for a list of all schools that were involved in this evaluation. All information that will be shared is generic.

MoE – Tamaki Primary Schools – new enrolment schemes consultation – does not impact St Thomas's

9. Action List

Principal's items are all completed.

Chair spoke with Emma O'Brien to thank her for her time as PTA Chair.

Landscaping will be discussed later in the meeting.

Comms plan is still in progress. G Houlker attended PTA meeting to discuss the landscape plan.

Cashflow statement for audit report – to be revisited.

There was a discussion about changing the wording of the link on the St Thomas's website from 2020 Annual Report - Financial Statements and Audit Report to 2020 Annual Report - Financial Statements and Analysis of Variance. It was decided that it is not necessary.

C Crabtree left the meeting at 7.09pm

10. Financial Report

Running at approx. \$32k - \$50k more than we budgeted for the year. A lot of working capital still available. Staffing liability improving but this could change due to Covid lockdown so unsure which way this will go. 70% of budgeted donations received.

J Shand/N Chapman

11. Principals Report

Roll is down by about 40 students compared to last year. We currently have 60 out of zone applications at the moment for the out of zone ballot. Waiting to hear back from the MoE as to whether they will change the close off dates for the out of zone ballot this year due to Covid.

Four students attended sickbay and required further medical attention.

Financials – need to start looking at sponsorships i.e. Steam Centre, electronic sponsored signage and sponsorship for the landscaping projects.

10 Year Property Plan has been approved. Need to paint areas of the junior school and would like to get some quotes for this work to be carried out over Christmas.

International students are still not being allowed into the Country.

Student Led Conferences – high turnout, except for year 8 which is normal.

Discussion on retaining students in year 7 and 8. Most local primary schools have falling rolls at the moment. Look at promoting these year groups going forward.

PB4L - currently working through this with some information has been shared with the community. This will continue to happen and will look to include this in an open evening. Principal shares this information with new parents when they first come into the school.

N Chapman/C

Fromow

12. Policy Review

Work Plan and Policy Overview Guidelines
Financial Planning & Condition Policy
Asset Protection Policy
Gift Policy
School Events & Professional Development Meetings Policy
School Donation Policy
Credit Card & Charge Card Policy
Staff Code of Conduct
Dress Code for Staff

All Approved

13. Key Issues

Mid-Year OTJ Data

This is the first lot of data that has been pulled out of Hero. Historic data is based on data from eTap so is not the same which makes it difficult to compare. Data is looking good with no extreme variance.

14. Karakia

As part of lifting our Te Reo programme throughout the staff have started doing a Karakia before shared morning tea on a Friday. Would like to also do this with the students. The Karakia's that is being used is generic and is not likely to offend anyone. Look at sharing this information in the newsletter.

15. Landscape Plans

Kamo Marsh have given a price to do the plans for the front of the school and broken it up into different sections. Look at getting some detailed drawings for the front of the school and get quotes off this for now.

G Houlker to send the full plans to N Chapman.

1. Detailed design and Tender Documents (Areas A, D & E)

Would like to start with the front of the school, in front of J1 street side, frontage of hall, and around office area. Would also like to include replacing the trees that were poisoned and some new seating around these. Quote for these plans is \$9k - \$11k.

2. Construction Monitoring & Landscape Maintenance Period - \$8k - \$9k

3. Point 3 is a quote on helping the school work through the rest of the plan, i.e. talking to contractors, basketball courts, bike tracks etc. \$4.5k - \$5k. Agreed that this will not be a focus at the moment.

GH has asked if we can split area E to do the planter boxes first. They could get these drawings done within 2-3 weeks but unsure whether they can get a contractor to do this during the next school holidays.

Agree to start with Stage 1 of the proposal. GH and Principal to discuss with Kamo Marsh about how much involvement they require from the school to get this done.

Approved

16. Bikes in Schools Project

Principal has met with Toni from the project who will work with Principal about how the grants work and the design of the bike tracks. There is currently only one company who do the bike tracks at the moment. Have received a list of grants which the school can apply to help funding of this initiative and Michael will start applying to get this project underway.

17. Grant Applications

The school is committed to implementing the Bikes in Schools project and is seeking funding for each element of the project. The BoT resolved to apply to the following funders for the budget required in this order of priority until enough funds are secured:

Priority One

- Four Winds Foundation for \$30,000 to contribute to the project
- NZ Community Trust for \$30,000 to contribute to project
- One Foundation for \$30,000 to contribute to the project
- Grassroots Trust for \$25,000 to contribute to the project
- Trillian Trust for \$25,000 to contribute to the project
- North and South Trust for \$15,000 to contribute to project
- Youth Town Foundation for \$15,000 to contribute to the project
- Orakei Local Board for \$30,000 to contribute to the project

Priority Two

- Lion Foundation for \$8,000 to contribute to the project
- Blue sky community trust for \$8,000 to contribute to the project
- Dragon community trust for \$8,000 to contribute to the project

Board passed a motion to go ahead with grant applications.

18. Perimeter Fence Breach

Another neighbouring property has cut a gate into the school property. There are now three gates coming into the property. A letter from the Board of Trustees to go to these three properties to explain that due to health and safety concerns the Board have decided that these gates will be boarded up once Auckland is at Level 3 Covid rules. The Board have also decided that in future no neighbouring properties will be allowed to install access through the school perimeter fence. The Principal to draft a letter and share with the Chair.

19. Every Day Matters Attendance Data

This was shared with the community. Attendance is very good.

20. 10 Year Property Plan

This is the signed off version. \$17k has been received for furniture.

21. COVID-19 Planning Update

Letter from MoE – boards are reminded under Health & Safety at Work Act 2015 that they must consult, co-operate with, and coordinate health and safety activities with the Ministry of Health in health and safety matters relating to improving, promoting and protecting public health. In short this means that by following public health advice, the board is exercising its health and safety obligations.

Pandemic plan was updated prior to lockdown and online learning is now in place. C Fromow has been delivering laptops to students who require them and helping teachers with any technical issues.

The Principal held zoom meeting with Deputy Minister of Education – from this meeting the Government are exploring whether to change the October school holidays. Due to children being carriers of the virus they are concerned about staff being unable to return due to health issues. Level 3 lockdown will not be what it was like before. Schools will have 48 hours notice before the school reopens. School will be open for students who's parents cannot mind them at home, or families where it is not safe for the student to be in the home.

Learning from home going well and uptake on zoom calls is higher than previous lockdowns. Teachers have been planning for some time for this scenario. STEAM programme have activities available for students to access online as well so that there is variety. Due to the short notice of the lockdown, we were unable to send readers home for students.

Counsellor is still available during lockdown, and she can do online sessions with students. Will include some information from the Counsellor in a newsletter.

Zoom limits – at the moment it is good to have a 40 minute limit to avoid brain drain and keeps people focussed.

22. Approval for Out of Zone Ballot

Board approves an out of zone ballot to take place.

Approved

23. Credit Card for Property Manager

Property Manager buys a lot of school related items for the school at large costs and there is sometimes a delay in paying him back. Principal would like the Board's permission to get him a school credit card.

Approved

24. PTA Minutes

Noted.


25. General Business

None

The meeting closed at 8.42 pm

Next meeting: 21st September 2021

Signed: 
Michael Morton
Chair

Date: 
22/9/21