



**St Thomas's School Board of Trustees  
Minutes of Meeting held via Teams  
On Tuesday 21<sup>st</sup> September 2021**

- 1. Present:** Michael Maher, Michael Morton, Georgia Houlker, Claire Fromow, Nick Chapman
- 2. Open & Welcome** Meeting opened at 6.33pm.
- 3. Apologies** Jake Shand  
Jake will now be unavailable on Tuesday's due to new job. Discussed moving Term 4 Board meetings to Monday evenings. Board members to check their diaries to see if this is possible.
- 4. Guests** 0
- 5. Declare interests** None
- 6. Previous Minutes**  
The Board resolved that the minutes from the meeting held on 25<sup>th</sup> August 2021 are a true and accurate record.

*C Fromow/Chair*
- 7. Correspondence**  
A letter was received from Auckland Transport regarding their Safe Speeds Programme. The Principal met with Auckland Transport before lockdown regarding Kea Crossing and modifications to make it safer. Will keep the Board updated with any actions that come from this.
- 8. Action List**  
Letter to MoE regarding dual zone with Stonefields was sent and a follow up meeting was held. MoE are looking at different boundaries to see what can be done.  
Unable to get quotes for painting.  
Karakia was shared with community in newsletter.  
Georgia shared landscape information with Michael.  
Letters went out to neighbours regarding closure of fences. No responses have been received.  
Cashflow still to be looked at.  
Nick has received landscape information.
- 9. Principals Report**  
Signage is up around the school regarding out of zone enrolments and it has also gone out to early learning centres and social media. Currently have 90 applications. The ballot will be held on Wednesday 20<sup>th</sup> October.  
  
Currently looking at staffing for next year but won't know what our roll is until the out of zone offers

have been accepted.

COVID update. There have been no negative communications into the school during the level 4 lockdown. Have received some lovely emails from parents saying thank you. STEAM day was held last Friday and a planning day for staff held last week.

We have two bubbles set up for level 3 with approximately 16 students coming in. Each bubble will have be kept separate and use separate toilet facilities. Minimal staff will be on site during level 3. Two staff will be in each bubble every day to allow for breaks. Classroom teachers are not being used for the bubbles, they are being staffed by staff who do not have a class.

The results of the Staff wellbeing survey were positive, and no concerns were raised.

TaxGift information has been shared with the community. This information will be put out more regularly once school is back into the normal routine.

Annual Plan – very little to update at the moment. A draft of the annual plan for next year will be shared at the next board meeting. SLT attended a NZSTA strategic planning update last week. Georgia to arrange to meet with Principal during week 2 of Term 4.

Will be planning for both Level 3 and Level 2 return to learning in Term 4. Staff have been asked to be prepared for this. No trips will be booked for early in the term and only one day trips for later in the term. 1 on 1 zooms are discouraged between a teacher and student as it is not safe. Parents can email the teacher if they have concerns about their child's learning and the teacher will work out how best to help the student.

*G Houlker/N Chapman*

#### **10. Financial Report**

There are some timing issues as we have not received all our grants for the year. Spending is mostly on track. Have almost reached the end of year deficit. Low on ESOL grant and well under in PTA donations, major fundraising has not been able to take place yet. ESOL data has been sent to the MoE and then funding comes through once this is verified. Supplementary staff will most likely go over budget.

*Principal/Chair*

#### **11. Policy Review**

Physical Restraint – teacher aides were given permission to restrain a student by the board two years ago.

**Approved**

Property Management – Principal to share 5YA plans with Nick. **Approved**

Safety and Security on the School Premises **Approved**

Staff Wellbeing – everyday stress is necessary for growth – change to “everyday stress is a natural occurrence in life”. **Approved**

New Entrant Classification **Approved**

Appointments **Approved**

Equal Employment Opportunities –Georgia to send link from NZSTA. **Not Approved** - to be revisited.

Performance Management – include in Principal's reports when appraisals have been carried out.

**Approved**

#### **12. Key Issues:**

**eAstle Data**

Highlights is the Year 7 cohort improvement in results. Rest of the data as expected. Issue with the Year 4 data entry where something has gone wrong with the numbers so this will be looked at by C Fromow.

### **Board Succession Plan**

A note went out to the community about co-opting a new board member on. To date, there have been no requests from the community for a bi-election to be held. We are required to fill this position as there is over 6 months until the Board Elections.

Look at diversity and what skill sets are required for the Board. C Fromow to speak with some of the junior teachers to see if there are any parents they think would be interested. Will think about this and bring it back to the next Board meeting. All members to ask around to see if there is anyone who fits the requirements.

### **Landscape Update**

Discussed In Committee

### **COVID-19 Update**

Discussed in Principal's Report

### **Staff Wellbeing Survey Results**

Discussed in Principal's Report

### **Agree Two Signatories for Grant Applications**

Would like to get C Fromow to be a signatory for grant applications. Also need full details of the Board to send in with applications. *Approved*

### **13. General Business**

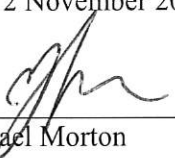
RSM Hays – Auditors for 2022 price is \$9,600. Increase of \$300 from last year.

*Approved*

The meeting closed at 8.08pm.

Next meeting: 2 November 2021 6.30pm

Signed:

  
Michael Morton  
Chair

Date:

19/11/21