



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held via Teams
On Tuesday 1st November 2021**

1. **Present:** Michael Maher, Michael Morton, Georgia Houlker,
Claire Fromow, Nick Chapman Jake Shand
2. **Open & Welcome** Meeting opened at 6.34pm.
3. **Apologies**
4. **Guests** 0
5. **Declare interests** None
6. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 21st September 2021 are a true and accurate record.
C Fromow/N Chapman
7. **Action List**
Quotes for painting have not been carried out due to lockdown. This will be put on hold until mid-next year.
Draft annual plan is on the agenda for tonight.
Price for the trees acquired and they were planted around the senior block during the term break. The trees by the new block are being fed and will see if they survive over the next winter.
Take cash flow item off as relates to last year.
Claire has provided information on possible Board nominees.
8. **Financial Report**
Expenses are tracking as expected. Donations are \$30k down on what was budgeted. PTA donations are \$50k down. Reminder letters will not be sent to parents for unpaid donations. Discussion around how we tap into more donations around certain projects etc.

G Fromow/G Houlker

Draft Budget

Provisional staffing and provisional ops grant has been received for next year. Draft budget has a deficit of \$240k. Look to reduce some expenditure. Held an out of zone ballot and have accepted 70 students from this. This will mean that we are entitled to more funding and staffing. In February 2022 we will have a clearer picture of what the MoE amount will be. We have three confirmed international students for 2022. G Houlker and Principal to catch up to discuss the draft budget. Would like to reduce CAPEX expenditure over the next two years. Auckland Council grounds and recreation grant – Georgia to look into and share information with Principal.

9. Principals Report

70 out of zone applications accepted and had 104 apply. Will advertise again early next year for more Year 0's.

Attestation for international student criteria has been carried out and submitted to the MoE.

Board Elections have been postponed until September 2022. Early next year there will be information about getting a company in to run the elections.

All staff vaccination information has been collected and all staff have returned a negative test so are able to be on-site. We are now at 40-50 students over 4/5 bubbles each week. Classroom teachers are now having to do a shift every fortnight to be able to staff the bubbles. Everything has been working well and community have been supportive. Online learning started off well at the beginning of term but has fallen away a bit since then. MoE have not provided any further information about the possibility of returning to on-site learning from the 15th November. Information has been included in our newsletter about health and safety when all students return to site.

Chair/N Chapman

10. Policy Review

Animal Welfare Policy - Approved

Smoke and Vape Free Environment Policy – Approved.

Bullying Policy – the school is committed to providing a programme around positive behaviour. Add this at the beginning of the policy.

Food Safety Policy - Approved

First Aid Care Procedures - Approved

11. Key Issues:

Annual Report 2021

Reviewed

BoT to complete 2021 Achievements During Meeting

Claire recorded the information directly into the Annual Report.

CoL day being planned for February which Board members can attend. Principal will bring more information about this to the next BoT meeting.

Draft Strategic and Annual Plan 2022

Held over to next month's meeting.

Co-opting of Board Member

Information has been shared with the Board of possible nominees. Conversations to take place with three identified people and if they are interested then the Board Chair will have a conversation with them before the next Board meeting.

End of Year Prize Giving

This will not go ahead in the traditional way. Ideas are being discussed of what it might look like. Unsure whether we will have the students back on site. Awards will still be handed out but not sure what this will look like.

Swimming Pool Opening over Summer

Due to COVID the pool will not be open to the community over summer.

Agreed.

12. General Business

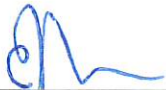
Proposed Dates for 2022 Board Meetings

Move first 4 meetings of 2022 to Monday evenings. Change February meeting to Monday 21st.

The meeting closed at 8.25pm.

Next meeting: 6 December 2021 6.30pm

Signed: _____


Michael Morton
Chair

Date: _____

