



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held via Teams
On Monday 6th December 2021**

1. **Present:** Michael Maher, Michael Morton, Georgia Houlker,
Claire Fromow, Nick Chapman Jake Shand
2. **Open & Welcome** Meeting opened at 6.35pm.
3. **Apologies**
4. **Guests** 0
5. **Declare interests** None
6. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 1st November 2021 are a true and accurate record.
C Fromow/Principal
7. **Action List**
Grant information shared with Principal.
CoL day in February has been postponed until later in the year.
8. **Financial Report**
Financial reports – November reports were shared earlier today. Income for this year down by \$239k compared to last year, which is a combination of lower parent donations, less FFP's, lower PTA fundraising and hall activities due to COVID. Expenses for curriculum are down but staffing is up which has contributed to the large deficit.

PTA have donated \$20k today. A response to the PTA to be sent and include what the funds will be used for. Working capital is in a good place. Staffing for next year has been put up due to taking more students through the out of zone ballot, so the Ops Grant will be increased. PTA have donated \$30k this year and would like this to be allocated towards the bike project for next year.
G Houlker/C Fromow
9. **Principals Report**
Roll – have achieved the numbers that we were staffed on.
Three FFP's confirmed for next year.
80 out of zone students have accepted.
Five new teachers starting in 2022. Four of them have been in for an induction and met their tutor teachers.
Teaching staff appraisals have been completed.

MoE have given a lot of information for our pandemic plan which is ready to go when/if required. There are some classrooms where windows are difficult to open to provide good airflow so may need to relook at 5YA early next year and identify areas where windows need work doing. Carbon Dioxide monitors are installed in the new building, and these are being monitored. Principal has spoken to a company about UV filters and are seeing if it's possible to do a free trial. Will wait to see what they come back with. Kelly Club would like to operate a school holiday programme over summer. This is being worked on to see how safe this would be. Discussion about whether the site will be open to the community during the summer holidays. CCTV fully operating but could do with a few more cameras to cover the blind spots. Agreed to open to the community during certain hours and will speak to Matrix to arrange this. A review by the MoE on international students is currently taking place but unsure when the results of this will be available. End of year summary reports. We will not be printing reports this year so instructions have gone out for parents on how they can print this at home. Reports will always be available on the portal. Class placement announcements will go out this week via Hero. Sick Bay report – there was nothing of any significance.

G Houlker/N Chapman

10. Key Issues:

Draft Strategic and Annual Plan 2022

New regulation coming in 2023 regarding charters. Principal and C Fromow participated in a webinar about this and the way we do our reports are what they are changing to.

End of year data will be compiled and presented at the first BoT meeting in 2022.

C Fromow/G Houlker

NZ History has been pushed back due to COVID so this will be relaunched next year. Will use one of the teacher only days. Originally Friday 3 June was a teacher only day but CoL would like to hold a PD Day for teachers on Thursday 23rd June (day before Matariki) so would like to change our ToD to this date.

Agreed.

Positive Behaviour for Learning – a matrix is being put together and this is ongoing and will be shared with the community as we go forward.

COVID Response

Discussed earlier.

Would like to go back to as normal as possible at the beginning of next year. Will not do camps only day trips. Have installed outside seating on the deck for staff can eat lunch outside. Staff are wearing masks and do not go into each other's teaching spaces.

Board chair to send a note of thanks for the staff.

Landscape Plan

Kamo Marsh have sent through a more detailed plan. Principal discussed with them next steps and what money was still owed. They have completed a master plan and produced a more detailed plan of the front of the school, seating and planter boxes. Suggest that we put funding into the bike track which would mean that funding for the front of the school wouldn't be a priority at the moment. The plans for the planters are sufficient for us to go ahead with.

Bike Track and Scooter Pump Track

Principal has sent in 9 grants for the bike and pump tracks, and was required to get 3 quotes to be included in these grants. Would like to start the project in February, whilst the weather is better and access across the field for heavy vehicles is easier. If grant money comes in it has to be spent forward and cannot be used for work already done. There is a small window to work with and won't know when the grants could come in. The cost would be \$90k but would like to commit to this so that workers can be booked in. Principal's proposal is to hold off on the front of the school and start on the bike track first. Bikes in Schools will come in and teach the students how to maintain the bikes. Would like approval to commit to the container and track. Will ask the PTA to help fundraise for this next year.

Approved

11. General Business

Music Education Centre Annual Report

Noted

Opening of Site Over Summer Holidays

Discussed earlier and the site will be open over the summer holidays.

Board Member Replacement to be Co-Opted Until Next Election

Principal contacted person who was not interested.

Claire spoke to parent who was interest but has now changed her mind. No response from other contact. Board Chair's contact is still interested. Chair to contact her to see if she is still interested and if so, she could start at the next Board Meeting.

Leading up to the next BoT elections look at doing profiles in the newsletter on current members to encourage re-election.

Final newsletter will be sent out on Friday, and this will include Chairs thank you letter to the staff as a possibility.

Will need to get an updated Board photo at beginning of next year.


A Board article to be included in the newsletter at the beginning of the new year.

Look at meetings for next year and whether these will be on Monday or Tuesday. First meeting of the year will be confirmed at the beginning of Feb.

The meeting closed at 8.20pm.

Next meeting: Monday 21st February 2022 6.30pm

Signed:


Michael Morton

Chair

Date:

4/3/22