



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held via Teams
On Tuesday 22 February 2022**

1. **Present:** Michael Maher, Michael Morton, Georgia Houliker, Claire Fromow, Nick Chapman, Annika Lim
2. **Open & Welcome** Meeting opened at 6.32pm. Welcome to Annika for her first board meeting.
3. Michael Morton will continue as Board Chair.
4. **Apologies** None
5. **Guests** 0
6. **Declare interests** None
7. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 6th December 2021 are a true and accurate record.
N Chapman/Principal
8. **Correspondence**
Auckland transport to do an investigation in to the speed limits around schools. We did speak to them last years about putting in a raised crossing at the Kea Crossing. Will contact them to raise this again considering this letter. Principal to follow this up.
9. **Action List**
No problems over summer with site being open and it was closed from time to time when contractors were on site.
Chair's article for newsletter to be carried over. To include a message about school donations. Look at doing an info graphic for this. Principal to send Chair list of things that the donation is used for. Also look at putting this into another platform.
Photo of Board to be carried over.
10. **Financial Report**
The drop in income is due to Covid which has had a huge impact across the school. Donations were \$50k down and \$75K overspend on teacher aides, which is due to the new increment that came in earlier last year. Another impact on staffing was relievers booked in advance for release which we had to pay during lockdown but looking into claiming reimbursement for this. It is not known how much this will be. Will continue to follow this up. Also, International Students are down on previous years. \$183k deficit.

C Fromow/N Chapman

Budget for 2022

Still looking at \$140k deficit. This does not take into account for any additional funding that has been applied for. Currently staffed on 696 students which we should hit in June. Students enrolling after the numbers are reached will generate further income. Applied for 8 grants but only received 1 so far, others have been affected by Covid. Look at only doing one project of the landscape plans per year. Bike track is underway. Look at other projects next year. Look at fundraising to help with these projects and involve the PTA. Also, looking into sponsorship for the bike track.

Look at adjusting depreciation. Principal will discuss this with Deryn.

Georgia will speak to Josie about how the PTA can support fundraising for the bike track.

If the depreciation can be taken down by \$50k then the Board approve the budget.

G Houlker/Principal

The Chair thanked the Principal and his team for a great start to the year under very tough conditions.

Principal grateful for the recognition and having a very supportive team behind him.

11. Principals Report

Out of Zone Enrolment – the Board approve holding the first out of zone enrolment ballot of the year, for any child who turns 5 after 1st May, there are also some spaces in four other year levels.

Pandemic Planning is continuously changing which has been challenging. We continue to update plan and staff as new information comes in. Today was the first day that we had to split a class due to not being able to get a reliever. Student attendance has been high in some classes and then others have large numbers away. Teachers in Years 1 to 3 are now wearing masks in class. A lot of students are becoming close contacts through out of school activities so students being pulled out of class during the day. The community have been very supportive if they have been called to collect their child. Online portals are working well, and students are engaging in this.

RAT tests are now going to be supplied to schools, but these will need to be applied for.

Bike track has started, and the container arrived last Saturday. Will do some updates for the newsletter.

A company has come in to look at the school bells as the original cables were broken during the build. A new system will be put in over the term break and will be funded by the MoE.

Power issues are being looked into this week and this will be funded by the MoE, as well as an upgrade on the server room.

Swimming lessons are not taking place this term due to students being in the changing rooms and pool together and felt it was too much of a risk. This term we are keeping all activities onsite to avoid outbreaks.

Annual Plan is in the new format and will be reported on at each Board meeting.

PB4L is still progressing but trying to not give the staff too many changes due to Covid changing constantly. The lunch eating time change is part of PB4L and it seems to be working well.

C Fromow/Chair

12. Key Issues:

COVID Update

Discussed above

Analysis of Variance

Difficult to compare last years end of year data to previous years due to system changes. The results are looking outstanding, and it is easier to show progressions for students, but we will need to wait until next year to get a better idea of any shifts. Maori/Pasifika student data is looking better but we had a number of students leave and not many coming in so will need to see how this data is affected when the borders open. Improvement in writing achievement and think this is due to how it is being taught.

Year groups have not set their targets yet but will be doing this in a staff meeting soon.

Claire will share these targets with the board at the next board meeting as well as the eAstle data.

Board Workplan to be updated for the next meeting. Principal will share this with the Chair.

Principal/N Chapman

Board Elections September 2022

These have been pushed back due to Covid and also for preparation to be done electronically if the system is ready. The school will be prepared for a paper ballot if the new system is not ready. There is a calendar available via NZSTA, and this will start in July. Chair to keep an eye on this and update the board.

Update the Board register with Annika's information.

Send out Code of Conduct to all members for signing.

A blurb from each Board Member with a photo to go out in the week 6 newsletter, as well as on the website and be put up in the office.

2014 Document Destruction

2014 documents need to be destroyed as per the Ministry guidelines.

Approved

Discretionary Leave Policy

Changes to be made: Move last section of the document to the top. Change "preferably have been working at the school for 1 year" to "have worked at the school for 1 year".

Approved

PTA

Noted

13. General Business

Kelly Club Update

We have been keeping Kelly Club up to date with any covid cases that we have.

The meeting closed at 8.10pm.

Next meeting: Tuesday 15th March 2022 6.30pm

Signed:


Michael Morton

Chair

Date:

13/4/22