



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees**  
**Minutes of Meeting held via Teams**  
**On Tuesday 12 April 2022**

1. **Present:** Michael Maher, Michael Morton, Georgia Houlker, Claire Fromow, Nick Chapman, Annika Lim, Carolyn Agoston, Connie McAdam, Sally Clothier, Janet Rothery, Nicky King, Louise Crean, Charlotte Jackson, Lana Thain
2. **Open & Welcome** Meeting opened at 6.33pm.
3. **Apologies** None
4. **Guests** 0
5. **Declare interests** None
6. **Presentation from Team Leaders on Achievement Targets for 2022**  
eAsTTle data discussed by the board after the Team Leader's presentation. COVID has affected some of these results. C Fromow to share previous years eAsTTle data with N Chapman. The next eAsTTle update will be in Term 4 for the Board.
7. **Previous Minutes**  
The Board resolved that the minutes from the meeting held on 15 March 2022 are a true and accurate record.  

*Principal/C Fromow*

Georgia to talk to Tina about the Delegated Authority Policy put on next action sheet.
8. **Correspondence**  
All documentation has been completed for the Four Winds Application.  
John McKnight's email regarding maths.  
MoE – COVID updates. The board will not require additional staff vaccination other than required by the Ministry of Health or the Ministry of Education.  
Two Official Information Act Requests. One from The Platform NZ and the other from Etu. Principal will reply to these.  
NZ Principals Federation have made a submission to the Governments review of International Students under year 9. Conclusion expected in September.
9. **Financial Report**  
Most lines are tracking well. Letters have been sent to remind parents to pay donations and letters of thanks were sent to those who have paid. Will continue with targeted letters to remind parents. Board to look into setting up a financial long-term plan for income streams over the next few years. The Chair and Principal to meet to discuss this. This will be included in next month's agenda.  

*C Fromow/Chair*
10. **Principal's Report**  
Better Start Literacy Reading Programme through the University of Canterbury was felt to be the best programme available for our younger students and is being implemented across year 1 and 2.  
  
Out of Zone Enrolments – this took place in March. We received 17 applications that were not for advertised year levels. 35 places were accepted. Other local schools are now opening up for out of zone enrolments.  
  
Health and Safety – teachers and SLT are seeing an increased workload due to student and parent stresses.

Term 2 – the gates will be opened at 2.55pm and parents can come in to pick up their children. The gates will then close at 3.15pm, which allows teachers to get on with their work and after school meetings. If COVID continues to track well we will start to open up for Whanau Friday. Will consider reopening the gate at 4.30 for the community to use the grounds but still unsure of this as we are going into winter.

Ryman Healthcare meeting was held with a small number from the community. It was a positive meeting and Ryman are putting a lot into ensuring health and safety for the community.

Bike track opening will be in June – look at asking the PTA to help with an opening event. Grant received for bikes and waiting to hear about an outstanding grant which will be notified in June.

Georgia spoke to PTA about signage for the fundraising total sign. Georgia to speak to Principal about this.

PB4L – Board update at next meeting. Will invite Emma Johnson along to give feedback.

Sickbay report – 4 injuries requiring further medical treatment.

*N Chapman/G Houlker*

## **11. Policies and Procedures**

Curriculum Programme Policy – Update with: “5. Whatever the Board has identified in the Strat Plan and Annual Plan”.

Privacy Policy

Evacuation Procedures

Enrolment Policy

Entertainment Policy

Bring Your Own Device Policy

Digital Technologies – Student Responsible Use Agreement

*All approved*

## **12. Key Issues:**

**eAsTTle Data**

Discussed earlier.

### **MoE Consultant Engagement**

Elmarie Van Resnburg from Asset Project Facilitators has been recommended as a suitable project manager for our 5YA projects. Elmarie will run the tender process if it is required and will complete all the paperwork involved. The Board agreed to appoint Elmarie as project manager.


## **13. General Business**

None

The meeting closed at 8.55pm.

Next meeting: Tuesday 17<sup>th</sup> May 2022 6.30pm

Signed:

  
Michael Morton  
Chair

Date:

22/8/22