



ST THOMAS'S
SCHOOL

**Minutes of Meeting held in the Staff Room
On Tuesday 21 February 2023**

1. **Present:** Claire Fromow, Georgia Houliker, Nick Chapman, Alistair Monk, Annika Lim and Megan Wheeler
2. **Open & Welcome** Meeting opened at 6.34pm.
3. **Apologies** None
4. **Guests** Ingrid May
5. **Declare interests** None
6. **Re-election of Chair**
Georgia happy to stay on as Chair to give continuity until Michael returns. Carried.
7. **2022 Analysis of Variance Historic OTJ data** presented by Ingrid May.
Aims are the same. Reading/writing and maths targets for Pasifika and Maori learners. Culturally responsive practice is a focus for COL. All teachers have cultural responsiveness as a goal. Influx of Afghanistanian learners, who are ESOL. We have an influx of overseas students. We have a high percentage of ESOL learners. Trying to support the kids and the parents. Trying to improve attendance school-wide. Andrea, from Aces, provides what ever she can to get the kids to school.

Y1 & Y2 and Y7 & Y8 math curriculums are extensive. Talking about how to make them more manageable for staff and students.

Data distribution changes since introduction of new milestones. 2022 OTJs have limited “well above” and “well below”. Unpack this and have some professional development for staff. Hero has an algorithm that the staff can manually edit to record the OTJ.

Approved. *A Lim and N Chapman*

8. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 6 December 2022 are a true and accurate record.

Acting Principal/M Wheeler

9. **Correspondence**
Donation from PTA to Board.
Thank you letter to the PTA for donation .
Response to email received by the Chair from a parent requesting the gates to remain open beyond 3.15pm in the afternoons. Agreed to keep the gates open until 3.30pm.
International Student-Care report.

10. **Action List**
Looking at options for shelter in front of school – In progress – Claire will get quotes.
Get canopy quotes for basketball court – In progress.
Everything else is complete.

11. **Financial Report**
The December financials were included in the Board pack. Ended year with a surplus, thanks to grants and other donations.

C Fromow/Chair

Draft Budget

Operations grant has increased and SEG grant has increased. Teacher salary budget has gone up due to more teaching staff in 2023. School donations up for this time of the year. Fantastic increase. Kelly Club income has been increased in the budget now that numbers have increased post-covid. Ryman Healthcare have been given permission by the MoE to install a sales office onto the site by the hall. Cost of having a Portacom cabin onsite has been paid by Ryman Healthcare, but project and cabin placement is on hold for approximately 6 months. International student budget has been increased.

12. Principal's Report

Staffed at 780. March 1 roll return should see staffing level reviewed.

4 international students (1 is part time). 3 still to come. The income from having short term international students needs to outweigh the cons. International Students must be here for a minimum of 10 weeks.

ICAS testing University of NSW will be offered again in 2023 for years 4 – 8.

No major incidents, requiring follow up medical attention.

Thanks to Glen for work he did on the property during the cyclone.

Swimming pool pump is 10 years old and it is not heating efficiently. We aim for 28 degrees. Glen has had it serviced and is working on the temperature. Older kids go to Swim Magic. It costs a lot of money to bus kids there. We will look at costs and numbers swimming to determine and whether whether we change the structure of swimming for 2024. Parked until we know the problem with the pump.

Looking at putting a fence in and turning boggy ground, behind J12, into a self-sustainable vegetable garden. Selwyn College are making the garden beds. Getting quotes for it and will bring to next meeting.

Paid union meetings coming up on 3rd March. 8 staff attending.

Refreshed literacy and numeracy curriculum implementation delayed until 2026. Waiting for refreshed curriculum information from MoE.

Team of staff to work with staff about cultural awareness and consideration. Every staff has it as part of their personal development in their appraisal documentation.

We have identified a school Waiata. Haka is challenging because it needs to be suitable and approved. Making contact with Ruapotaka Marae for support with this.

C Fromow

13. Policies

Travel Policy Approved – Approved with some minor amendments.

Equal Employment Opportunity – Approved with some minor amendments.

Circulate policy by email for approval. Staff bios to be circulated to the Board as the Equal Employment Opportunities report at the end of each year.

Include “This can be achieved by consultation with the local Maori communities, hapu and iwi”.

Te Tiriti o Waitangi Policy – this policy is to be reviewed again and brought back to the next meeting. Budget line to be reworded. Chair to look at this.

Approve policy for now but revisit later.

International Student Welfare and Safety *

Medical and Travel Insurance for International Students *

Accommodation for International Students *

Grievance Procedures for Students (FFP) *

Ongoing Monitoring of Code of Practice Requirements for International Students *

* Agree to approve above policies. Logos need to be updated. Remove names and have positions only.

14. Key Issues:

Literacy support review

BSLA programme supports the work our literacy support staff member is doing.

Strategic Plan 2023 – 2025 – Sign off

Took out every reference to COL and changed to Kahui Ako - approved. Update Chairpersons name – Signed off.

Trustee Code of Behaviour policy – Approved. Board to sign printed copy in school office over coming weeks.

Annual Report – Approved.

Annual attendance report – For information.

15. PTA

Minutes as read.

16. General Business

Document destruction is being done, as per Ministry requirements. We have a secure destruction bin.

The meeting closed at 8.54pm.

Next meeting: Tuesday 21st March 2023 6.30pm

Signed: _____
Georgia Houlker
Chair

Date: _____