



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the School Conference Room
On Tuesday 25 June 2019**

1. Administration

1.1 Present: Michael Maher, Claire Fromow, Jake Shand, Richard Klipin, Michael Morton, Claudine Crabtree, Georgia Houlker (via phone)

1.2 Apologies

1.3 Guests:

1.4 Election of Board Chair: Richard Klipin elected as Board Chair. The newly elected Board would all like to have a turn at chairing the Board over the next three years.

All Agreed

1.5 Board Culture will be based on the following attributes:

- Trusted environment that focuses on improved outcomes for the students and staff.
- That encourages debate with equal voice
 - That leverages our collective expertise
 - Where it is safe to ask questions
 - Where we all have an equal voice
 - Where all have a say and we will be brave and speak out minds
 - That we are respectful, collaborative and open
- The strategic intent of the new board is to make St Thomas's the best it can be and that we will have as our core priorities the:
 - Students
 - Staff
 - Community

1.6 Declaration of Interests: None

1.7 Confirmation of Minutes of Previous Meeting: Resolved that the minutes from the meeting held on 14 May 2019 are a true and accurate record.

M Maher

Agreed for future meetings look at one Policy per meeting.

2018 Financial Reports have been signed off and will be uploaded onto website.

Principal explained to the Board about Principal's Appraisal process. Principal has met with Mary twice this year so far, previous Chair (Peter) met once. Chair to meet with Mary Chamberlain. Principal to pass on her contact details to Chair.

Learning Progressions – assessment review done. Overview for the Board to be put together.

Principal updated Board on the perimeter fence. Report on modifications to be supplied to Board members. To be discussed going forward and a decision being made within the next four weeks.

1.8 Correspondence – As tabled.

Student-Care report for International Students has been received for Term 2. The Board would like to see a report from a student's file.

Correspondence received from Baradene regarding them increasing their zone but this does not affect St Thomas's. Tina to scan letter and attach to the minutes.

2. **Action list:** As tabled.

Policy reviews ongoing.

Confirm dates for rest of year board meetings

Emma Johnson to attend next meeting

3. **Monitoring**

3.1 **Financial Report:**

May financial report tabled. Georgia would like to arrange a meeting with the Principal and the staff member who does the accounts. This will take place before the next Board meeting. \$265,000 committed to the new build by the previous Board.

3.2 **Principals Report:**

Document and self-review – still waiting for feedback from ERO.

Staffing shortages are continuing. Recent advertising resulted in 30 overseas applications with no NZ experience. Used Seek and Education Gazette. Job share positions are coming up to fill the gaps. Principal explained to the Board about recruitment retention and responsibility funds. More established learning support centre would help. Look at how staff retention and wellbeing can be supported going forward. To be discussed at future board meetings. Chair to meet with Principal to action what is included in the Principal's report.

Health and Safety – 94 students in sickbay, 3 injuries required further medical investigation.

3.3 **Policies**

Discussed earlier

3.4 **Property:**

Building work has started. There is a financial commitment to link office block to the new building. This is a design and build project so major decisions are already in place. Minutes from building meetings to be shared with Board via Our Cat Herder. Michael Morton will be included in property minutes and meeting schedules and will attend when available.

4. **Strategic Discussions**

4.1 **ERO**

Discussed earlier and waiting for the copy of the feedback.

4.2 **Annual Plan - Update**

Learner agency talked about by Claire. Learning progressions are based on MoE ones with some modifications. Collaborative learning being worked through with years 3 and 4 who will move into the new build next year. Principal will provide any relevant articles on learning progressions and put these on Our Cat Herder for the Board to read. Proposed doing the annual plan in August/September with Board and SLT. The Board proposed a session with Claire and potentially Matt Hansen on the measurement of Student Achievement.

4.3 Board Discussion regarding handover with previous Board

Georgia Houlker, Richard Klipin and Michael Morton met with Peter Hanning last week. The new Board would like to acknowledge the outgoing Board with a message via the newsletter which is going out on 5th July. Within the next week a one-hour time slot to be arranged for a full Board to Board handover. Principal and Chair to look at this.

4.4 Sub Committees and Project Teams

There are three standing sub committees, finance, discipline and property.

Property – Michael Morton will support the Principal on this.

Finance – meetings to take place and then further discussion.

Discipline – as and when required.

Other committees to think about

Staff retention and wellbeing – whole board or committee.

Teaching and learning

Board to understand delegations both financial and policy limits for committees.

4.5 Board Culture and Operating Rhythm

Discussed above

4.6 Board Code of Conduct

All Board Members to review, reflect and/or bring any amendments to next meeting for signing.

4.7 Board Professional Development

- Given the Board are new to their roles need to have a development plan for learning and development.
- NZSTA have great online resources as well as experienced people to assist.
- The NZSTA Conference is in Dunedin next month. Need to circulate agenda to Board via email and assess relevance, budget etc.
- Chair to contact NZSTA to see if continued professional development for the Board can be arranged.
- Map a programme for Board PD and connect into other Boards. Board PD budget to be looked at.

4.8 PTA

Commit to have a Board person at each of their meetings to support them. Claudine will attend 3rd July meeting. Chair to send a letter thanking the PTA for their successful Quiz Night. Claudine to make contact with Emma O'Brien.

5. Identify agenda items for next meeting

Principal and Chair to meet to discuss how this is done going forward.

6. Meeting Closure

6.1 Meeting Review

Minutes published on school website once signed off.

Add board email addresses and mobile numbers to website page

Friday 28th June morning tea, board to attend.

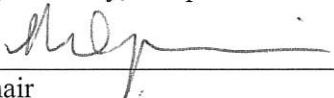
Board Photo to be taken.

In committee – list what topics are going to be discussed.

6.2 Preparation for next meeting

The meeting closed at 8.50pm
In Committee Session

Next meeting: 30 July, 6.30pm

Signed: 
Chair

Date: 2/8/19