



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held in the School Conference Room  
On Tuesday 17 September 2019**

1. **Present:** Richard Klipin, Claudine Crabtree, Michael Maher,  
Claire Fromow, Georgia Houlker, Michael Morton (by phone), Jake Shand
2. **Open & Welcome** Meeting opened at 6.31pm.
3. **Apologies** Nil
4. **Declare interests** Nil
5. **Previous Minutes**  
The Board resolved that the minutes from the meeting held on 20 August are a true and accurate record.  
*C Crabtree/G Houlker*
6. **Correspondence**  
PTA donation of \$30k  
Ltr to Selwyn College – re COL and their position in this. They will continue to belong in CoL but with minimal representation. Chair to contact Board Chair at Selwyn to discuss further.
7. **Action List**  
Code of Conduct to be carried over - Chair  
Kapa Haka performed at conference and were outstanding  
Chair has met with Mary Chamberlain and will go ahead with 360 meetings and a price and process has been agreed.  
Chair has not had an opportunity to speak to Chair of PTA regarding minutes but advised Board members to not discuss Board issues at PTA Meetings.  
Fences – Discussion around perimeter fencing which is due to start shortly.  
Tax issues with the school van to determine whether there is a specific calculation regarding fringe benefit tax if the van is hired to staff. Tax office couldn't offer advice. G Houlker to talk to Deryn Hatton.
8. **Financial Report**  
Surplus of \$155K year to date. Look at how many different bank accounts there currently are and see if these can be consolidated. G Houlker to discuss with Deryn Hatton and Michael Maher. Next term will start to look at budget for next year.  
Financial report approved.

*G Houlker/J Shand*

## **9. Principals Report**

Decking outside the hall – spoken to the Ministry, 5YA funds could be accessed for hall decking. Project managers have asked architects for a more defined drawing and then this will go out to tender. Ideally this can be done before the main building work has been completed.

Measles current outbreak – we have a clear picture of the number of staff and students who are vaccinated.

A student climbed over the pool fence to get a ball posing a health and safety risk and highlighting the urgency for the Ministry of Education's recommended fence modifications to go ahead.

Building work is progressing as to plan. There may be further additional costs – the money will be due at the end of the contract.

Traffic management plan – this has been applied for, council sent a template which wasn't appropriate and now awaiting further response from council.

*G Houlker/C Fromow*

## **10. Strategic Plan Goals for 2020**

The Principal and Chair have met to discuss putting the plan together for the next 3 years. Need some clarity by week 5 of term 4, for staff planning. Principal to send Chair the template of what was used previously that a first draft can be put together and brought to the meeting on 29<sup>th</sup> October.

## **11. St Thomas's Communication Plan**

C Fromow and M Morton met and discussed the current document that is in place and agreed some minor changes. This is an ongoing project and will be kept as an agenda item going forward.

## **12. Code of Conduct**

Discussed earlier

## **13. Fence Decision**

Discussed earlier

## **14. Restraint Authorisation for Staff**

New restraint policy and guidelines – all teaching staff are authorised to restrain students if they are in a dangerous situation. Support staff must be given permission by the Board to have the same rights.

Principal will look into the guidelines and training for this and bring it back to next months meeting. It was agreed that Kelly Sport, as a provider for CRT, should be included in the policy framework.

## **15. Policies – Complaints and Bullying**

Concerns and Complaints Process requires modification so that all policies align. G Houlker agreed to make the necessary changes and bring it back to next month's meeting.

Bullying Policy – G Houlker and C Crabtree will meet with Emma Johnson to review what is currently in place.

## **16. PTA Report/Update**

Calendar art started

## **17. General Business**

Birdsong came about very quickly so not many plans were put in place for the planting. Going forward it would be good to engage landscapers to work out what is required and also consult with the students and community. Look at this in Term 1 and 2 next year to come up with a plan about how this will look.

Some money to be put in the budget for this.

J Shand to meet with Emma O'Brien to discuss the 75<sup>th</sup> School Anniversary which could include a time

capsule.

75<sup>th</sup> Anniversary to be on next month's agenda.

**18. Meeting Review**

Good pace

A lot of items are being rolled over. Be good to get some decisions made in the meeting.

When decisions are not made it back logs and holds things up.

Policies - review, discuss and make the changes.

The meeting closed at 8.29pm.

In Committee Session

Next meeting: 29 October 2019 6.30pm

Signed:   
Richard Klipin  
Chair

Date: \_\_\_\_\_