



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held in the School Conference Room  
On Tuesday 20 August 2019**

- 1. Present:** Michael Morton, Richard Klipin, Claudine Crabtree, Michael Maher, Claire Fromow, Georgia Houlker, Jake Shand
- 2. Open & Welcome** Meeting opened at 6.31pm.
- 3. Apologies** Nil
- 4. Declare interests** Nil
- 5. Presentation**  
Emma Johnson, SENCO, presented to the Board on Supporting Students with Special Needs.
- 6. Previous Minutes** There was broad discussion and some concern about the previous minutes and whether they accurately reflected the discussions and decisions. There was broad discussion about what the minutes should capture and the process we should follow. It was agreed that the Minute taker will send the draft minutes to the whole Board and if they have any queries/amendments these can be emailed to the minute taker but will be taken to the next Board Meeting for discussion. The minutes are to capture the essence of the conversation and any actions and motions passed. All Board members must be included in any communications that are being sent out.  
  
The Board resolved that the minutes from the meeting held on 30 July are a true and accurate record subject to the addition of "There has been a significant shift in mid-year OTJ data year on year" under student data.  
  
*G Houlker/C Crabtree*
- 7. Correspondence**  
Letter from Tracey Martin regarding allocated learning support Coordinators.
- 8. Action List**  
Richard has met with Mary Chamberlain and will discuss further in In Committee.  
Code of Conduct changes have been made – Michael and Claire have not seen these. Richard to forward to Tina. To be brought back to the next meeting.  
Staff exit survey to be discussed In Committee.  
School Fete was raised at the PTA meeting and Jake is in contact with Emma O'Brien
- 9. Financial Report**  
Georgia met with Deryn and Lata from EDtech about how the budget is put together.  
Financial report approved.  
*C Crabtree/G Houlker*

## **10. Principals Report**

Property – prices have come in for decking off the hall.

The pine tree at the bottom of the bank had storm damage recently and neighbours are concerned that it could damage their properties. An arborist has been in to assess the tree and has recommended that it be removed. Approval given by the Board.

Perimeter fence, a decision needs to be made. Michael Morton would like to talk to the neighbours. Will put it on next month's agenda.

e-asTTle data in reading, writing and maths was presented by Claire. Writing results consistently above national average with a slight dip in years 7 and 8. Reading and Maths results consistently above national average. ESOL students will affect the results. All students have their own individual learning pathways, which helps them work out where they need to go to next in their learning.

*C Fromow/M Morton*

## **11. St Thomas's Strategy Planning Session**

This is set for Monday 23<sup>rd</sup> August and will include 2 DP's and 4 team leaders. A draft agenda has been put together and will be sent out later this week. A venue is still to be found for 16 people. National Library to be approached. Claudine will not be attending.

## **12. Board Policy & School Development**

Choosing a policy out of NZSTA policies for each meeting to be reviewed. Will start with Complaints policy.

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

Community Survey – comms plan came out of this so this would be a good starting point. Claire put this together. Michael Morton, Claire Fromow and Jake Shand to be the subcommittee.

## **13. PTA Report/Update**

Michael Morton and Richard Klipin attended the last meeting.

## **14. General Business**

Ministry announcement regarding reading curriculum. Will wait until further information comes out.

Peter Hanning joined the meeting at 7.58pm.

A Mauri (burying of a stone in the building site) took place this morning. The stone was placed where the new library will be. The ceremony was carried out by members of the Ngati Whatua tribe. A carving will be done by the tribe and placed on top of the stone. This will be a larger ceremony. Amy Thurston did an amazing job of pulling the ceremony together.

Kapa Haka performed at the Orakei Marae last Sunday and were amazing. The Board will acknowledge this.

## **15. Meeting Review**

Efficient meeting with honest conversation around the table.

Time management was really good.

Unclear on a few issues.

Treat each other as adults

Getting a better understanding of more things. Has used the Board effectiveness tool on NZSTA which would be good for all to explore.

The meeting closed at 8.01 pm.  
In Committee Session

Next meeting: 17 September 2019 6.30pm

Signed: \_\_\_\_\_  
Richard Klipin  
Chair

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

DRAFT