



ST THOMAS'S
SCHOOL

St Thomas's School Board of Trustees
Minutes of Meeting held in the School Conference Room
On Tuesday 29 October 2019

1. **Present:** Richard Klipin, Michael Maher, Claire Fromow, Georgia Houlker
Jake Shand, Michael Morton (arrived at 6.35pm)
2. **Open & Welcome** Meeting opened at 6.31pm.
3. **Apologies** Claudine Crabtree
4. **Guests** Alexis Basturkmen, Shanley Gamble, Emma O'Brien
5. **Presentation** Amy Thurston presented on the latest Pasifika Review
6. **Declare interests** Nil
7. **Previous Minutes**
Going forward the Principal and Board Chair will finalise minutes before they are sent out in Board packs. Change the fencing conversation to "Discussion around perimeter fencing which is due to be installed shortly."
The Board resolved that the minutes from the meeting held on 17 September are a true and accurate record, once the above change has been made.

M Morton/J Shand
8. **Correspondence**
Student Care Report for Term 3 2019 presented to Board
Email from Jess Brown – offering services for interior design for the school. Respond with thank you but we are working with Lisa Horton for the time being. Principal to respond
9. **Action List**
R Klipin to contact Board chair of Selwyn – carry over
Code of Conduct circulated and to be discussed.
Fencing – met with MoE. Minutes circulated to BoT. Three gates will remain from the neighbouring properties into the school grounds. Neighbours need to be informed that the work is being carried out. C Fromow would like it noted that she still has safety concerns that there will still be gates going into three neighbouring properties. MoE have suggested to start with pool fence, then the front gate followed by perimeter fence.
Fringe benefit followed up by G Houlker and it has been decided not to follow through with this.

Budget timeline has been put in place and will be followed up. Draft budget will be sent to the Board mid-November.

J Shand to meet up with PTA regarding 75th School Anniversary.

10. Financial Report

Surplus of \$92k for the year which is ahead of the budgeted amount. There are assets on the asset register that will be written down.

C Fromow/M Morton

11. Principals Report

Information from MoE about what students can and cannot be charged for has been shared with the Board.

School Pool – Principal has suggested that, for health and safety reasons, this is not opened for the parents over the summer due to the ongoing building work. Agreed to keep it closed.

74 minor incidents and 6 requiring further medical attention.

G Houlker/J Shand

12. Strategic Plan for 2020

Chair to take feedback and produce another draft which will be shared with the Board. Senior Leadership Team will take to staff for feedback. Tuesday 19th Board and Team Leaders to meet to discuss Strategy Plan. A week later the Board will run community sessions which will run in the morning and evening. Community to be notified about this via Flexibuzz once a date has been decided.

13. Board Code of Conduct

Changes to be made:

Remove mention of school character.

Remove subheadings.

Reinstate “in the course of board meetings, disclose any interests in a transaction or decision where they, their family and/or partner, employer or close associate will receive a benefit or gain and leave the meeting for the duration of discussion and/or voting in relation to the matter.”

Reinstate “recognise that lack of authority in any individual trustee or committee/working party of the board in any interaction with the principal or staff.”

Once the above changes have been made and Board members to sign it.

14. Policies – Complaints and Bullying

G Houlker to set a up meeting with Principal and some staff to discuss the Bullying policy.

15. St Thomas’s Communication Plan

Still being worked on.

16. Fence Decision

Discussed above.

17. Restraint Authorisation for Staff

The Principal requested that Teacher Aids have authorisation to restrain students.

Approved

18. Surveys - Staff Exit Interviews Process/Questions

If any Board member has any queries about the Staff Exit Interviews questions please forward these to the Board Chair.

Staff survey took place today using the NZCER Work Place questionnaire and included some questions

from the staff exit survey. C Fromow to share the questionnaire the Board. Table these reports for next Board Meeting.

Students survey will take place next week using Me and My School.

19. Board Development

Agreed to adopt the Board Evaluation Tool. G Houlker to inquire as to what the survey entails and timings.

Principal has spoken with Chris France from NZSTA regarding governance. Principal has suggested that the Board takes on an external person who works with the Board over a long period of time to support ERO's recommendation of strengthening Board governance and to provide long term stability at Board level. Principal and Chair to meet to discuss what this would look like.

20. PTA

Emma O'Brien gave an update of what the PTA are working on.

21. General Business

It was noted by the Board that the Asset Register had been reviewed for any impairments or for assets that are no longer in the school. Total write off was \$74,475.29 *G Houlker/M Morton*

2020 Meeting dates *Agreed*

MoE Information regarding camp payments to be discussed with Principal and G. Houlker when they meet to discuss the budget.

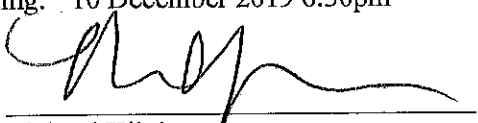
A CoL teacher has administered a learning survey to all Year 4-8 learners across 4 CoL schools. Board have given consent for this data set to be used for Doctorate Studies. Anonymity is assured and no identifiable information will be included in the study. A note will go out to parents to inform them. *Approved*

22. Meeting Review

Covered a lot of ground.
Decisions made so able to move things forward.
A lot of stuff but good to get decisions made
Long.
Would like to hear more about academic achievement.

The meeting closed at 10.05 pm.
In Committee Session

Next meeting: 10 December 2019 6.30pm

Signed:  ¹
Richard Klipin
Chair

Date: 10/12/19