



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the School Conference Room
On Tuesday 9 April 2019**

1. Administration

- 1.1 Present: Michael Maher, Craig McKay, Kirsty Diamond, Tony Edwards, Peter Hanning, Keri Brown, Carmen Wood
- 1.2 Apologies: None
- 1.3 Guests: Michelle Holmes
- 1.3 Declaration of Interests: None
- 1.4 Confirmation of Minutes of Previous Meeting: Resolved that the minutes from the meeting held on 9 April 2019 are a true and accurate record.

T Edwards/M Maher

- 1.5 Correspondence – As tabled.

Term1 StudentCare Report confirming that the requirements of the Ministry of Education's Code of Practice for International Students are being met, and all their accommodation is appropriate

2. Action list: As tabled.

3. Monitoring

3.1 Financial Report:

March financial report tabled. Deficit of \$7k reduced full year surplus to \$149k. Timing issues are the cause.

K Diamond/T Edwards

Draft 2018 Annual report tabled. Surplus of \$116k due to increase in Grants from MoE. FFP increased and spent less on consumables. Depreciation was higher due to an increase in Capital Expenditure in the prior year. The Annual Report will be signed at next months meeting. There are a few changes that will be made before then.

3.2 Principals Report:

New project manager at MoE who deals with the board contribution for the new building. The estimated amount Board will be contributing to the project is \$129,000 for the resource room and sickbay and \$103,739 for the staffroom. Total \$233,533.

Tiger Turf are currently installing new surfaces around the seating areas. The original quote did not include the civil work and a deal was agreed to complete all work for \$15k.

- 3.3 A health and safety review took place with the children who had broken arms from falling off the senior playground. Most children were in year 5 and new to using the playground. All year 5

students and have inducted on safe use of the playground and this will continue to take place at the beginning of each year. All the equipment is in good order and compliant.

Principal's report to include number of staff going forward.

3.4 Achievement - Targets:

Annual Plan sent to all Board members. Looking at the correlation between student agency and achievement. Looking at accelerated progress for Maori and Pacifica. SLT to present to the Board on the moving targets for 2019 to give them a better understanding of what is measurable. Michael to put something together. This will be on next month's agenda. Board members to provide feedback and questions/suggestions on targets in 2019 annual plan sent to Peter before next meeting.

3.5 Policies – Principals Appraisals:

Reviewing this policy. If anyone has questions, comments or concerns to raise them with Peter within the next week and if required it will be raised it at next months meeting.

3.6 Reporting to the Board Policy

Will be reviewed at the next meeting. A copy will be sent out via email. Feedback to be sent to Peter before next meeting.

3.7 Principal's Appraisal – Next Steps:

Michael has met with Mary Chamberlain and she is available to be the appraiser. The annual plan will be used in this process.

3.8 Property:

Any minutes and documents from the property meetings are uploaded to Our Cat Herder for the Board members to access. Currently looking at installing heating into the Junior classrooms and Pohutakawa centre using a gas unit to link into the current radiators.

4. Strategic Discussions

4.1 Board Succession

Peter has had conversations and meeting with people who are interested in standing for a position on the Board.

4.2 Board Elections – Key Dates

Key election dates were shared with the Board. This will be communicated through newsletters and other communication platforms. Peter to follow up with Denise. All details are on NZSTA website. The first Board meeting after the votes are counted will be 18th June. Check letter to Returning Officer to see if the remuneration covers both staff and parents.

4.3 ERO Visit

ERO will be coming in on Tuesday 30th April and would like to meet with the Board at 8.00am. and would also like to meet the Board again at 3.30pm on Friday 3rd May.

Document shared with Board about key areas that ERO will be focussing on with regards to the role of the Board. Members to review this and give feedback to Peter within the next week. Peter will put a draft together of highlights and meet with Michael to discuss this. Peter to send the document electronically.

4.4 Annual Plan – Wellbeing Results:

Staff micro survey shared with the Board. This was completed by classroom teachers. Positive shifts around the strong collective vision. Input to the school direction – positive shifts there but some opportunity for input around the annual plan. Next survey will be mid to late term 2, questions to be agreed at June Board meeting and results presented at July board meeting.

the focus

4.5 PTA

PTA Facebook page – co-owning this with the school and renaming it to St Thomas’s community Facebook page. The processes and protocols of using this will need to be agreed. The Board agreed to accept the use of Facebook as another channel of communication.

K Brown/C Wood

Fundraising of chocolate discussed as an opportunity for the PTA to raise funds. It was agreed that this was not the right message to be sending out when we are a Healthy School. Agreed to not go with this option.

4.6 NZEI have declined the pay offer from the Ministry. There will be paid union meetings in week 3 of Term 2 and proposed strikes.

5. Identify agenda items for next meeting

- NZEI update
- Targets
- ERO
- Learning Progressions
- Review Reporting to the Board Policy

6. Meeting Closure

- 6.1 Meeting Review
- 6.2 Preparation for next meeting

The meeting closed at 8.27pm
In Committee Session

Next meeting: 14 May, 6.30pm

Signed: _____

Peter Hanning
Peter Hanning
Chair

Date: _____

14-5-19