



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the School Conference Room
On Tuesday 10 December 2019**

1. **Present:** Richard Klipin, Michael Maher, Claire Fromow, Georgia Houliker
Jake Shand, Michael Morton, Claudine Crabtree (arrived at

2. **Open & Welcome** Meeting opened at 6.30pm.

3. **Apologies**

4. **Guests** Irene McLachlan

5. **Presentation** Maria Kroonenberg – EOTC Review
Melissa Gainsford – Student Leader Review

6. **Declare interests** Nil

7. **Previous Minutes**

The Board resolved that the minutes from the meeting held on 29th October are a true and accurate record, once the above change has been made. Want the action sheet before the board packs come out.

J Shand/M Morton

8. **Correspondence**

Student Care Report for Term 4 confirming that the school has met the Code of
Practice Terms
PTA donation of \$15,000
Music in Schools report for 2019

9. **Action List**

Chair to contact chair of Selwyn to be carried over to February
Update of Code of Conduct to carry over to February meeting
Board Advisor – general conversations have been held – carry over to February
C Fromow forwarded queries to chair about staff exit interviews and chair has shared these with Mary Chamberlain
Georgia to meet with Principal regarding policies in February
MoE Information regarding camps – carry over to February

10. Financial Report

As at the end of November a surplus is showing for the end of year, but this will become a deficit once the impairments have gone through.

M Morton/G Houlker

11. Draft Budget

If anyone has any feedback this is to be sent to Georgia and she will discuss with Principal and D Hatton. There is currently \$328 allocated for new build but with the government money of \$400k coming in this could be re-allocated. Hall decking to be included on top of this which will take this figure to over \$400k. In 2021 there will be a new 5YA allocation, this is for classroom upgrades.

12. Principals Report

MoE and Teachers Union have allocated two Teacher Only days for the next few years. Senior Leadership have chosen Friday 29th May and Tuesday 27th October and would like these days approved by the Board.

Approved

Plans for the sunshade are ongoing.

Some extra security cameras have been installed.

Last part of the demolition will take place over the summer holidays.

Sick bay report as tabled.

Mosaic featuring Pacifica themes installed in junior playground.

Will change the format of the principals' report in the new year. Chair to forward NZSTA template to Principal.

J Shand/C Crabtree

13. Board Culture/Trust Openness 2020

Moved to In Committee

14. NZCER Survey Results and Student Led Conference Results

The Student Led Conference survey was sent out via Flexibuzz after the sessions and the number of responses was low.

The NZCER Survey was open to all teaching and support staff. The summary page at the back of report gives some focus on what areas need to be progressed. Results have been shared with staff. This will be followed up in the new year by the SLT team.

Student survey has not been analysed yet due to timing of receiving the data. This will be done in the new year.

15. Strategic Plan Update

Senior Leadership team would like to have this ready for the first teacher only day. Goals, learning engagement and initiatives would need to be signed off to enable this to happen. Need to reflect the Maori culture within box 2 under Engagement. Still some tweaks to be made before it is finalised. Any amendments to the plan to be sent to the Chair by Monday 16th December.

Two townhalls ran at the end of November. Once the Strategy Plan has been signed off it will be shared via the Board page of the website and newsletter.

Board newsletter to be produced and sent out termly.

16. Resources Update

Spoken about previously.

17. Student Achievement

Maori students are still outperforming the remaining cohort particularly in reading. Students who are below and well below are a combination of a large number of ESOL students as well as poor attendance. The predominant reason for absence is illness and holidays during school time. Overall attendance is good compared to other schools. Asian learners have caught up. Writing has improved. Girls have caught up with the boys in maths. Continue with Pacifica, reading and writing and Years 7&8 maths as targets for 2020.

18. PTA Report/Update

As tabled.

19. General Business

Year 6 Camp

Camp Carey two-night stay in Week 2 of Term 1 2020.

Approved

20. Meeting Review

The meeting closed at 8.27 pm.

In Committee Session

Next meeting: 18th February 2020 6.30pm

Signed: _____


Richard Klipin
Chair

Date: _____

21/2/20