



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held in the School Conference Room  
On Monday 17<sup>th</sup> February 2020**

1. **Present:** Richard Klipin, Michael Maher, Claire Fromow, Georgia Houlker  
Jake Shand, Michael Morton, Claudine Crabtree
2. **Open & Welcome** Meeting opened at 6.30pm.  
Michael Morton elected as Chair. Agreed that Georgia Houlker would
3. be Deputy Chair.
4. **Apologies** None
5. **Guests** Emma O'Brien
6. **Declare interests** Nil
7. **Previous Minutes**  
The Board resolved that the minutes from the meeting held on 10 December 2019 are a true and accurate record, once the following change has been made. Change to Point 10 – "As at the end of November a surplus is showing for the end of the year".  
*J Shand/G Houlker*
8. **Correspondence**  
PTA donation of \$11,500  
NZSTA Board Election Notice
9. **Action List**  
Chair to contact chair of Selwyn to be carried over to March  
Update of Code of Conduct changes made and signed by all.  
Chair to meet the Principal re Board Advisor to be carried over  
Proposal for carving – Principal has met with the carvers. Cost of this to be captured in the budget.  
Bullying Policy to be carried over.
10. **Financial Report**  
Deficit for the year was unexpected based on the budget. Impairments still to be added. \$155k deficit.  
There were extra costs for lighting and electric board in hall, PD also extra for teachers moving into new building.  
*R Klipin/J Shand*
11. **2020 Budget**  
Thank you to Georgia, Deryn and Michael for all their work on this. Originally budgeting for a larger

deficit but have pulled this back. Highlights – awareness of staff costs, increased PD, but there is extra funding coming in for this. Supplementary staff – being funded by the board. CAPEX – sickbay fit out and shade sail budgeted, plus shaded seating for the seniors. There is an additional \$117k budgeted for other stuff over and beyond what is already budgeted for the new build. Income – potential to bring in more income from other places. Action – grants to be explored and project to be found. Chair to put a note in the newsletter to see if there is someone in the community who would like to take this on. Board would like to see the most recent concurrence agreement. *R Klipin/J Shand*

## **12. Principals Report**

Principal and Chair to meet to discuss the new report format.

## **13. 2020 Strategic Plan and Annual Plan**

Board training and succession planning completed on the night. C Fromow updated the document as it was discussed and emailed these to the Board Members. Any feedback on this to be sent to the Chair by Thursday 20<sup>th</sup> February. This document needs to be sent to the Ministry in two weeks. Subject to the board finalising the board succession document the Board will approve and the Chair will sign the document on Friday.

Richard Klipin left the meeting at 8.00pm

## **14. Quote for Hall Deck and Canopy**

Tabled as per emails to Board. Approved.

## **15. Learning Outcomes**

Analysis of Variance shared. Pacifica students are still struggling, and boys are still below in writing. Y7 and 8 maths has been brought up. Year group targets for 2020 will be set by the end of week 5. This will be reported back at the end of the year. There will be midyear data, but this is not as quantifiable as the end of year data.

## **16. Surveys in 2020**

Look at calendar to see when a good time will be in Term 3 to do a staff survey.

## **17. PTA Report/Update**

To be forwarded to Board Members.

## **18. General Business**

### **Document Destruction for Board Approval**

Seven year cycle for documents to be destroyed.

*M Morton/C Crabtree*

### **Staff Exit Surveys**

Mary Chamberlain has almost completed these and is hoping to have a report available on Friday. Chair to follow up with Mary.

### **65-year Anniversary**

Agreed not to do this but to do something around the opening of the new building.

### **Board Workplan**

Principal to update and bring a draft to the next meeting.

## Positive Behaviour for Learning Programme

Team leaders meeting tomorrow afternoon and look at what programme is going to run across the school.

### 19. Meeting Review

Got through a lot of stuff but was tricky with the plan.

There were big chunks to get through.

Violently agree! Be good to just say yes.

Pontificate over things – need to move forward quicker.

Well done to Michael Morton on first board meeting as Chair

Good to get some of the stuff off the To Do list. Need to keep things moving.

Board papers to be sent by email in future.

R Klipin to sign up to the website to receive newsletters.

Chair will be away for the 27<sup>th</sup> February meeting, but Richard can make it. Others to discuss who else can.

The meeting closed at 9.22pm.

In Committee Session

Next meeting: 17<sup>th</sup> March 2020 6.30pm

Signed: \_\_\_\_\_

  
Michael Morton

Chair

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

17/3/20