



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held via Zoom  
On Tuesday 14<sup>th</sup> April 2020**

1. **Present:** Michael Maher, Claire Fromow, Michael Morton, Georgia Houlker, Jake Shand, Richard Klipin, Claudine Crabtree
2. **Open & Welcome** Meeting opened at 6.30pm.
3. **Apologies** None
4. **Guests** None
5. **Declare interests** Nil
6. **Previous Minutes**  
The Board resolved that the minutes from the meeting held on 17 March 2020 are a true and accurate record.

*M Maher/R Klipin*

**7. Correspondence**

Student Care Term 1 Report Acknowledged.

**8. Action List**

NZSTA survey – G Houlker will send this out and give a 3-week period to complete individually.

G Houlker still to follow up on the Bullying Policy.

Chair has made contact regarding the changes to the fence. A solution is to take the retaining wall down as long as it doesn't impact the fence. Once the fencing contractors are back on site, they will look into it.

Chair to follow this up.

Chair thanked Amy Thurston.

Calendar of events is still to be done. Chair to meet up with C Fromow to discuss this.

M Maher contacted Auckland Transport requesting assistance for a Traffic Management Plan and is waiting to hear back from them.

Boards Grants article to be uplifted and put in fortnightly newsletter.

Board Roles and Responsibilities amendments to be sent to Chair for signing.

**9. Financial Report**

Report was sent out today. G Houlker has a couple of questions which she will raise with Deryn. There will be some shifts in the budgets due to the lockdown. A review of the budget will take place after a couple of weeks of returning to school after lockdown. Income will most likely drop from donations. Deryn has been set up to work remotely so contractors/invoices are being paid but there are some

technical issues that are being worked on. Going forward a cloud-based financial system will be investigated.

*C Crabtree/C Fromow*

#### **10. Principals Report**

Property – there was carpet damage caused by the building work in the Pohutukawa Centre. A-Line have agreed to pay for replacing this but would like to look at replacing this with vinyl. M Maher and C Fromow to discuss how vinyl would affect noise levels and identify areas where it would work best. Ask project managers to quote for these areas and bring back to Board for decision.

The Council want to do some extra planning for the hall canopy which will incur an additional cost of \$1,500 which the project managers said is a fair price. Approved.

New classroom block - SLT will discuss this with Lisa Horton in the near future.

A discussion around internet safety for students working on devices from home took place. Students are protected by the N4L when in school. Provisions have been put in place for teachers working with students remotely and set up to be as safe as can be. A reminder will be put in this week's newsletter to parents about online security for their children and offer some options, such as Switch on Safety for individual devices. A reminder about how to access student emails will also be included in the newsletter.

There is a Pandemic plan in place, which was developed with the help of Harrison Tew, and this is being reviewed daily by the SLT with regards to how things will work when students return to school. Ministry have given some information on getting ready for the students to return to school which will include some teacher only days. M Maher will share the Pandemic Plan with the Board.

There are a few staff with underlying health issues who have stayed away from work prior to lockdown and are not expected to return when lockdown ends. The SLT will be keeping in contact with these staff on a regular basis. The school will be guided by the MoE on return dates and everyone will know at the same time through the MoH notices.

Classroom teachers are looking after all of their students and look at who is engaging with the work being sent out and are aware of the Pasifika group. M Maher has applied to the MoE for permission to go onsite to retrieve IT equipment if needed.

*J Shand/R Klipin*

#### **11. Draft Annual Report for 2019**

Auditors are due onsite on 19<sup>th</sup> May but this may need to be reviewed. G Houliker to email questions to Deryn.

#### **12. Student Achievement Data**

E-Astle report – very similar to previous years. Tracking at or above schools similar to St Thomas's and above the national average. Areas to focus will be on Year 3 and Year 5 writing with boys. Students know where they are at with their progressions and parents have access to these.

#### **13. Key Issues:**

##### **COVID-19**

Discussed earlier. Staff have been amazing with the preparation for learning from home. Community have also been supportive of how the school has dealt with the situation. A wellbeing newsletter will be sent out to the community this Friday. SLT check in with staff on their wellbeing. EAP services are available for staff if they require counselling. Communications with the community will continue on a

regular basis. Board will send a message to the staff about wellbeing which will be included in M Maher's newsletter to the staff this week.

The school site is currently locked down but there have been some trespassers who Maxtrix have dealt with.

**Principal's Appraisal Update**

M Maher caught up with Mary Chamberlain last Thursday and the appraisal will be updated and then Mary will meet up with staff when they return to the site or via telephone and the completed document will then come back to the Board. 2020 job description will be drafted and shared with Board.

**14. General Business**

**Mid-term Election** – agreed defer this until this for the time being.

**15. Meeting Review**

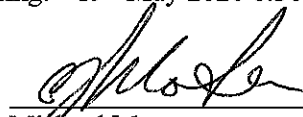
Zoom meeting worked fine.

Time – difficult to do from home at this time of day with young children.

The meeting closed at 7.58pm.

In Committee Session

Next meeting: 19<sup>th</sup> May 2020 6.30pm

Signed:   
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Michael Morton  
Chair

Date: 19 May 2020