



ST THOMAS'S
SCHOOL

St Thomas's School Board of Trustees
Minutes of Meeting held in the School Conference Room
On Monday 17th March 2020

1. **Present:** Michael Maher, Claire Fromow, Michael Morton, Georgia Houlker, Jake Shand, Richard Klipin (by telephone)
2. **Open & Welcome** Meeting opened at 6.30pm.
3. **Apologies** Claudine Crabtree
4. **Guests**
5. **Declare interests** Nil
6. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 17 February 2020 are a true and accurate record.
C Fromow/J Shand
7. **Correspondence**
RSM letter re Audit. Date booked for May.
8. **Action List**
Chair has contacted Selwyn to get contact details for their Board Chair.
Chair and Principal have met to discuss Board training. G Houlker has been in contact with Chris France who has suggested the Board having a separate meeting to do a Board Evaluation survey. Look at doing this around second week of term 2 and Chris will give some dates that he is available to get together to go through the Board Evaluation tool and will then develop a plan.
Board newsletter was sent out but no response for someone to look into grants. This item will be placed in the next fortnightly newsletter and sent out via Flexibuzz.
Staff exit surveys to be discussed later.
Bully policy review – ask the Wellbeing group to review the document in Term 2. G Houlker to email this to C Fromow who will pass it to E Johnson. The board will consult with the community in Term 3 about this.
Staff Survey to take place on the teacher only day in Term 2.
Work plan to be discussed later.
9. **Financial Report**
Library budget has been spent on e-books for the senior students. FFP's could potentially be a drop going forward. Budgeted for receiving 65% of donations. Currently have received only a little over half of this.
M Maher/G Houlker

10. Principals Report

Chair and Board agreed the report and information with traffic light easy reference to the Strat Plan was a big step forward and thanked Principal for the new format

Development in St John's have 81 houses going into Donnelly St. The school zone has still to be determined by the Ministry.

Currently fully staffed. There are some concerns around staff with health issues in light of the current Pandemic. Working on backup staff. Relievers are very hard to get now.

A neighbouring fence has got a retaining wall which a child climbed up on to and tried to leave the school.

Management would like to have this rectified as soon as possible. Chair to look into getting this done.

Gates by admin block are locked at 9.00am and opened at 2.55pm. Entry through the front office only.

Swimming pool fence and gate completed. Kohi Rd gate not rectified yet.

Principal has sent a request to the ministry to transfer the school investment package to the build.

Building is currently 3 days behind.

Will lose carpark by the hall soon for the rest of the build. Current access to the hall will be lost and a temporary entrance will be created.

Timeline to be created for the school environment plan – outdoor spaces. This will be discussed at next meeting to work out a plan.

Powhiri was brilliant and the Chair will contact Amy to thank her.

G Houlker/M Morton

11. Health and Safety:

Traffic Management

Student ran into a moving vehicle one morning before school. Have spoken to the students at assembly and said that if they do not use the crossings. Discussion regarding how we could improve safety of Allum St pick up and drop off area directly outside the office. Decision made to contact Auckland transport/Constable Gordon to see if they can help with making this safer and help to create a better traffic management plan.

Robust discussion on what was deemed a notifiable incident or event outside of Board Meetings to the Chair and Board. R Klipin wanted it minuted he disagreed with the Schools view. No agreement was reached. Chair and Principal to meet and decide best way forward and bring to the next Board.

COVID-19

Pandemic Plan has been put in place and updated as and when required. Doing everything proactively as possible. Stopped all sports teams going out of school, camp postponed until Term 4, Outdoor Adventure Group will not do their overnight activity just a day out, all assemblies have been cancelled. Have shown the Nano Girl video to all students in the school to encourage good handwashing. A briefing will be held every Monday afternoon for all staff. The staff were asked to brainstorm what support we can give our students to work at home if the need arises.

There are some families who are not sending their children to school in case they get the virus. If anyone going overseas at Easter, they will be in self-isolation for 2 weeks on return. Have completed the Ministry questionnaire. Stepping through day by day looking at how it will work.

Principal will keep Board updated with any critical new developments. Flu vaccinations offered to staff – currently 30 signed up. Recommended that Board members sign up to all boxes on Flexibuzz so that they get all communications being sent out.

12. Board Evaluation Tool

Georgia will circulate some dates to get a date in the diary so that this can be discussed whilst completing the survey.

13. Engagement Plan

Create a calendar of events for the community which can be in the Board newsletter once a term. Also, consider doing workshops at the end of the year. Look at the current methods of giving information to the Community and whether there are better ways to do this. There will be more communication sessions for the community before the new building is open.

14. Board Work Plan

Work plan reviewed and year level targets handed out. Some of these maybe tweaked as the year moves forward. Four team leaders will come to a board meeting at the end of the year to talk about what they have done this year. Work plan to drive the agenda going forward. Operational procedures are currently being reviewed and management will keep the board informed.

15. Board Roles and Responsibilities Policy

Changes as follows:

1.2 The board sets/reviews the strategic aims by the end of the year.

3.2 Remove.

Reviewed 17/3/2020. Once changes to be made this will be signed by the Chair at the start of the next meeting.

16. PTA Report/Update

As read.

17. General Business

Local Housing Development on College Road

Discussed earlier.

Year 5 Camp to Tawharanui

Postponed until the end of the year. Approval required but will bring this back to the Board in Term 3.

Outdoor Pursuits Group trip to Waihi

One day walk, changed from an overnight. No approval now required.

18. Meeting Review

Too long but a lot of important items covered.

More time was spent on Principals report which is good.

The meeting closed at 9.26pm.

In Committee Session

Next meeting: 14th April 2020 6.30pm

Signed: 
Michael Morton – Chair

Date: 6/5/2020