



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held in the Staffroom
On Tuesday 19th May 2020**

1. **Present:** Michael Maher, Claire Fromow, Michael Morton, Georgia Houlker, Jake Shand, Richard Klipin (via phone), Claudine Crabtree
2. **Open & Welcome** Meeting opened at 6.32pm.
3. **Apologies** None
4. **Guests** None
5. **Declare interests** Nil
6. **Previous Minutes**
The Board resolved that the minutes from the meeting held on 14 April 2020 are a true and accurate record.

M Maher/G Houlker

7. **Correspondence**
In-Committee

8. **Action List**

NZSTA Survey – this has been sent out and is due back by Tuesday 2nd June. It takes approximately 45 – 90 minutes to receive the feedback from Chris France. Agreed to arrange this meeting for Tuesday 23rd June at 6.30pm. G Houlker will confirm once she has spoken with Chris France.

Anti-bullying Policy review document has been sent to C.Fromow who has forwarded it to E.Johnson.

Fencing contractors are due on-site tomorrow, Wednesday 20th May to sign off. Gate on Kohi Rd still to be rectified. Retaining wall – they are investigating the safety before making adjustments.

Calendar of events to discuss later in meeting.

Quote for replacement carpet is in progress.

Request for help with applying for grants advert to be included in June 5th newsletter.

Documents which are handed out at a Board meetings to be placed on Our Cat Herder.

9. **Financial Report**

Unusual month due to COVID-19. Still behind on donations but they are still coming in. Will need to get another financial report through before a real picture of how the finances have been affected by COVID-19. G Houlker to speak with D Hatton regarding donations. PTA fundraising maybe affected by COVID-19. G Houlker to contact PTA Chair. Cleaning budget – extra 2 hours per day currently – revisit the impact of these costs later. Computer budget overspent but this was to do with the build problems which

arose. Some budgets have been underspent due to being closed.

C Crabtree/J Shand

10. Principals Report

In the first two weeks back at Level 3 there were 18 children in 3 bubbles. This worked very well and allowed systems to be put into place for the whole school to return in Level 2. On returning in Level 2 there were 37 students absent and parents were called. These will be followed up with a phone call to see how they are. New entrants class started on Monday and will continue their first week by starting at 9.15 and leaving at 2.45pm. It has worked very well with parents dropping off their children at the gate and feedback received from parents has been very positive. Staff have reported that having the students arrive at 8.30am means that they are more settled, ready to learn and the school feels calmer. Will look at continuing with this going forward. It feels safer at the end of the day with parking out of the front of the school blocked off. A note to go out in this week's newsletter about the positive feedback received from community.

Student surveys were carried out by the Education Review Office on distance learning and wellbeing and very positive feedback was received.

An application for PD was sent to MoE and funding has been received for two facilitators, one working with the Senior Leadership Team on distance learning review and one working with the wellbeing team.

Annual Plan Update – learning progressions are being used by the teachers. Term 2 Student Led Conferences will be postponed until Term 3 and a date to be confirmed.

A note to be included in this week's newsletter on how parents can contact their teacher.

All EOTC events have been cancelled for this term. No students will be attending AIMS this year as fundraising and training time has been lost.

A Staff Wellbeing survey was sent out before staff returned to the site. Document shared with board. From this a lunchtime walking group has been set up for staff which will take place twice a week during lunch break. An external person who is working with the Wellbeing team is very impressed with what the team has been doing so far.

The Senior Leadership Team have been in contact with Lisa Horton who has produced some templates around space for teachers to work. Teachers will set these spaces up during this term to test how it works.

A timeframe to be put in place for the School environment plan. The Principal will bring information about landscape designers to the next Board meeting. Board members can share details of known landscape designers with the Principal prior to the next meeting.

Property

Principal to contact the carvers to check on progress.

All gates are still being kept locked at night and during the weekend and will continue with this whilst the pandemic continues and also for health and safety reasons due to the building site.

Intruders came onto the site last Saturday night and caused some issues around the site. CCTV picked this up and a crime report has been lodged.

All gates onto the property, including neighbours' gates which border the school were secured during lockdown to keep people off site. A request came in from one neighbour to have their gate reopened but

before a decision could be made the neighbour unscrewed and reopened their gate so that they could access the school property. The neighbour had also contacted a member of the board saying they were upset that the locking of their gate was not communicated. A discussion about access to the school property for the entire community was discussed and it was unanimously agreed that whilst the COVID-19 pandemic was ongoing and while major construction work is continuing that all access to the school grounds will remain locked. This will be reviewed again once the building work is complete and the pandemic is no longer an issue. A letter from the Board to be included in this week's Newsletter and sent to the neighbour who had contacted the school outlining this decision.

A-Line are putting a canopy over the deck by the staffroom and a decision is yet to be made as to who will pay for this.

The canopy over the Junior playground has started and the footings are in place. The contractors are due back on site next week.

The plans for the hall canopy are currently with the Council. A new entrance to the back of the hall is in place and being used by Kelly Club.

The audit this year has been harder due to the auditors not being on-site. This will be easier once we have moved to a cloud-based system.

J Shand/C Fromow

11. Key Issues:

COVID-19

Covered earlier

Kelly Club Fees

Due to minimum wage their fees have had to increase.

12. General Business

Community Calendar

Investigate what better calendar options are available other than google calendar. The calendar will include sports events, student led conferences, open evenings, assemblies etc. G Houliker to look into this.

Principals Appraisal

Mary Chamberlain is waiting to come on-site to meet with staff.

Workplan

Chair and Principal to look at this and start working through it again.

AT Traffic Management Plan

Contact has been made and will be in touch soon.

13. Meeting Review

Went well.

The meeting closed at 8.26pm.

In Committee Session

Next meeting: 16th June 2020 6.30pm

Signed:



Michel Morton
Chair

Date:

16/6/20