



ST THOMAS'S
SCHOOL

**St Thomas's School Board of Trustees
Minutes of Meeting held via Zoom
On Tuesday 18th August 2020**

1. Present: Michael Maher, Michael Morton, Georgia Houlker,
Jake Shand, Richard Klipin, Claudine Crabtree, Claire Fromow

2. Open & Welcome Meeting opened at 6.30pm.

3. Apologies None

4. Guests None

5. Declare interests None

6. Previous Minutes

The Board resolved that the minutes from the meeting held on 16 June 2020 are a true and accurate record.

J Shand/R Klipin

7. Correspondence

Tamaki College Zone Letter – this has also been shared with the Community in a recent newsletter.

8. Action List

G Houlker and C Fromow have discussed calendars.

Chair and G Houlker have met with Rebecca Hollett to discuss Rebecca helping with grant applications for the school. G Houlker will put together a spreadsheet of the different grants that are available and will bring this to next months meeting. Identifying possible grants will be added to the annual plan for next year.

Principals Job Description to be signed by M Morton

Following comments from community survey some changes have been made to the distanced learning program which is currently taking place again in a Level 3 lockdown.

9. Financial Report

There is a YTD surplus of \$64k. There had been an expected deficit for this point in the year but due to a number of factors this has not happened. G Houlker will meet with D Hatton and Principal to discuss budgets. Setting next years budget will have to take into account the impact of less FFPs and donations.

A joint application, with Orakei School, on behalf of the CoL is being sent to the MoE to request funds from the new Student Wellbeing funds that are being put into place.

Principal/R Klipin

10. Principals Report

The current roll is 737 which is down due to fewer students coming in at entry level. This will affect the Operations Grant 2021.

Property is moving along and without students being in school at the moment has meant they can move at a faster pace. Until the project manager signs off the building there will be no access for students.

The carving for the library is complete and will be brought into school after lockdown. This will stay wrapped until there is a dawn blessing which will then be followed by an official opening. This will most likely take place on separate days.

A path up to the front office for wheelchair access has been put in place as well as a wider path from the hall to the street.

Removal of prefab classrooms will be carried out during the next school holidays. A temporary road at the back of these classrooms has been put in and this will be removed at the same time as the pre-fabs.

Staff are doing well over the current lockdown. They have felt more prepared with distance learning this time and are taking part in more zoom calls with their students. Students have been wobbly and there have been a number of significant issues with the older students which has kept our Counsellor busy. Some of the behaviour has been challenging, which seems to be stress related.

The Board have received feedback from parents in the Community that teachers have been brilliant with the continuity from classroom to online learning during the current lockdown. G Houlker to send C Fromow an email relating to this so it can be shared with staff.

Counselling services will continue next year. The MoE are looking at putting in some funds for counsellors in the primary sector.

211 – Communication of Engagement Plan Information Graphic – this will be used to explain what collaborative teaching looks like in school. This will be used with the parent community at open evenings and with new parents who are coming into the school. This will be ready for the opening of the new building. Also, work is being done on a video which will go on our website.

C Fromow/G Houlker

11. Policy – Chair Role Description Policy

No changes. Chair to sign.

12. Key Issues:

Update on Build Financials

The cost to the Board is \$524,960 which covers additional work such as sickbay connection, hall deck and canopy and the admin block connection. MoE have provided \$400k from the 2019 School Investment Package. The only extra cost at the moment is for the phone system for opening the electronic gates into carparks will be approx. \$800.

HERO – Student Management System and Communications App

This ticks a number of boxes which would improve on the systems that are currently in place. Have visited a couple of schools and spoken to others and have received positive feedback. This will be a one point of contact for everything, it would include our SMS, progressions, communications. This would start off with communications and then roll out other parts of it over time and have everything running for the start of 2021. There will have to be 2 systems running for one term. The Board have agreed that this

goes ahead. C Fromow to update the Principal on the timeframe of how this is tracking as part of the Principal's Report. J Shand agreed to look over the contract.

Out of Zone Ballot

In previous years the school has only offered an out of zone ballot for Category 2 which is siblings of current students. The Board have agreed that the school will offer a limited number of places for Category 6 – all other applicants.

2019 and Terms 1&2 2021 Attendance Data

FYI

eAsTTle Overview of Test Results

These results were from testing at start of Term 3. National norms from other schools will not have reacted to the COVID lockdown. There is a slight drop off in maths due it being hard to teach remotely due to not having access to resources. Y8 maths is not where we would like it to be but they are doing fine at other subjects.

13. PTA Update

As read.

14. General Business

Access to School Pool over Summer

Concerned with the amount of vandalism from when it was open in the past. Look at putting a roster together to check the pool at the end of the day? Update pool signage with positive messages? Needs more rigour around the rules and responsibilities which will be discussed with the PTA.

Camp Benzon

Year 8 students are schedule to go to Camp Benzon for four nights on the 19th October. *Agreed*

A meeting will be held with staff to decide whether they would like to go ahead with the Positive Behaviour for Learning (PB4L) in 2021. If staff vote to go ahead the Board approves.

Landscaping

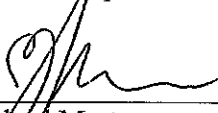
Four companies have been shortlisted for master planning and the Board will look into this further.

15. Meeting Review

The meeting closed at 8.03pm.
In Committee Session

Next meeting: 15th September 2020 6.30pm

Signed:



Michael Morton
Chair

Date:

22 Sept 2020
