



# ST THOMAS'S SCHOOL

## Minutes of Meeting held in the Staff Room On Tuesday 19 March 2024

1. **Present** Michael Maher, Claire Fromow, Nick Chapman, Annika Lim and Megan Wheeler
2. **Apologies** Alistair Monk
3. **Guests** Year Leaders: Nicky King, Ashleigh Davis, Keryn Churches, Fiona Rua, Sam Lynch and Karen Bohan-Shaw
4. **Karakia, Open & Welcome** Meeting opened at 6.30 pm.
5. **Team target presentations** Year level leaders – achievement targets for the year presented.
6. **Election of Board Chair** Nick re-elected as Board Chair.
7. **Declaration of interests** None
8. **Previous Minutes** The Board resolved that the minutes from the meeting held on 20 February 2024 are a true and accurate record.  
*Confirmed – C Fromow and N Chapman*
9. **Action List** No actions outstanding.
10. **Financial Report**  
Financial Report
  - i. 2024 Budgeted Statement of Financial Performance (including fixed asset budget) revisited – tabled and approved.
  - ii. 2023 Draft Annual Accounts discussed and to be submitted to auditors.
  - iii. February 2024 Financial Report and Statement of Financial Performance – Approved.
  - iv. Wise Travel Card approved for Principal while travelling.  
*Approved - A Lim and M Wheeler*
11. **Principal's Report**
  - i. Kapa Haka tutor contracted to lead our students in Kapa Haka.
  - ii. 1 hour a day reading, writing and maths – year level teams completed Ministry of Education matrix and confirm that we are meeting expectations.
  - iii. Learning Extension Programme is up and running and review will take place later this year.
  - iv. 5YA projects update –
    - a. decking and canopy outside of rooms J16 and J17 to be installed over coming weeks.Other Property updates –
    - a. water tank installed in garden bed area behind room J12 with water pipe connecting down to birdsong area.
    - b. painting of hall to take place during term break.
    - c. school sign is ready for installation.
  - v. International student agent fairs are booked.
  - vi. Out of zone enrolments discussed.

- vii. Board succession discussed.
- viii. Academic achievements discussed.
- ix. Since the last sick bay report there has been one incident requiring further medical attention.

*M Maher*

**12. Key Issues**

- i. Term 1 eAsTTle Data – presented and discussed in depth.
- ii. 1 hour a day reading, writing and maths is happening.

*C Fromow*

**13. PTA Minutes**

PTA minutes – 14 February 2024 — As read.

**14. Policies**

- i. Community Conduct Expectations Policy - Ratified
- ii. Formal Complaints Policy – some changes
- iii. Investigate a Formal Complaint or Serious Allegation Policy - Ratified
- iv. Dealing with Persistent or Vexatious Complaints / Harassment in School Policy – some changes
- v. Off at the Gate Policy – some changes

*M Maher and A Lim*

**15. General Business**

None

**16. Meeting Review**

Robust and productive discussion around the board table.

The meeting closed at 8.25p.m.

Next meeting: Tuesday 21 May 2024

Signed:



Nick Chapman

Chair

Date:

