



ST THOMAS'S  
SCHOOL

**Minutes of Meeting held in the Staff Room  
on Tuesday 13 August 2024**

1. **Present** Michael Maher, Claire Fromow, Annika Lim, Megan Wheeler and Arapeta Albert
2. **Apologies** Nick Chapman and Alistair Monk
3. **Karakia, Open & Welcome** Meeting opened at 6.30 pm
4. **Declaration of interests** None
5. **Previous Minutes** The Board resolved that the minutes from the meeting held on 19 June 2024 are a true and accurate record.  
*Confirmed – A Albert & A Lim*
6. **Correspondence**
  - i. Letter from PTA regarding donation.
  - ii. Letter from Board to PTA thanking them for the donation.
7. **Action List** No actions outstanding.
8. **Financial Report**
  - i. Budget Statement of Financial Position –  
*Approved by the Board – M Maher and M Wheeler*
  - ii. June Financial report
  - iii. June Statement of Financial Performance
  - iv. July Financial report
  - v. July Statement of Financial Performance

Term deposits expiring in August and October 2024. Board to review term deposit rate options on maturity.

  - vi. Audited Financial Accounts 2023 –  
*Approved by the Board to go onto the website*

*Confirmed - A Lim & M Wheeler*
9. **Principal's Report**
  - i. **Landscape plan layout**

Brown Brothers (Drainage contractors) have visited site. We have two storm water drains – pipes go into a large manhole.

Steve Walters – Project Manager, has also visited. He will bring in drainage contractors to determine the condition of the drains and where they go to. Steve will prepare tender documents for Basketball Court and Canopy and put on Government Electronic Tender Service (GETS) to attain quotes for proposed work.

Michael has applied to the council to get the school plans.
  - ii. **Hall renovation**

Steve suggests changing windows on roadside of hall to louvres plus have air vents in the ceiling and remodelling the hall kitchen.
  - iii. One hour reading, writing and maths plus new maths curriculum discussed.
  - iv. International students – 19 short-term. 4 short-term students leaving this week.  
New SIEBA international policies being adopted by the school.
  - v. Out of Zone enrolment discussed and information morning coming up.
  - vi. New school sign required for outside corner wall.
  - vii. Recruitment going well.

*M Maher*

**10. Key Issues**

- i. Education Office Board Assurance Audit discussed.
- ii. Teacher Training Programme Proposal from Auckland Primary Teacher Education Collaborative (APTEC). Michael and Lead Principals met with Deputy Prime Minister – David Seymour, who was very supportive of the initiative. In collaboration with local Principals and Waikato University, propose to recruit and train teachers. Trainee teachers work 2 days a week at school, 2 days a week study and 1 day a week class placement. 44 spaces to go to all Primary Schools – Board supportive of providing one place.
- iii. eAsTTle Results
  - i. BSLA is a good tool for writing skills
  - ii. Writing skills have improved  
Our school data is above or similar to other high decile city Primary schools.
  - iii. Target areas:  
Reading Y4 and Y8  
Maths Y4 and Y8

*C Fromow and M Maher*

**11. Policies**

- i. Gift Policy
- ii. School Events and Professional Development Meetings Policy
- iii. School Donation Policy
- iv. Credit Card and Charge Card Policy
- v. Property Management Policy

*Approved with some minor changes – M Wheeler & A Lim*

**12. General Business**

The board discussed and supported a survey going out to the school community, about the Health Curriculum. Results will be assessed by the Board who is responsible for putting out a statement on the Health Curriculum.

*C Fromow*

**13. Meeting Review**

Professional and productive discussion around the board table.

The meeting closed at 8.00 p.m.

Next meeting: Tuesday 10 September 2024

Signed:   
Megan Wheeler  
Acting Chair

Date: 10/09/24