



ST THOMAS'S
SCHOOL

**Minutes of Meeting held in the Staff Room
on Tuesday 10 September 2024**

- 1. Present** Michael Maher, Nick Chapman, Alistair Monk, Megan Wheeler and Arapeta Albert
- 2. Apologies** Claire Fromow and Annika Lim
- 3. Karakia, Open & Welcome** Meeting opened at 6.35 pm
- 4. Declaration of interests** None
- 5. Previous Minutes** The Board resolved that the minutes from the meeting held on 13 August 2024 are a true and accurate record.
Confirmed – M Wheeler & A Albert
- 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. August Financial report
 - ii. August Statement of Financial Performance
 - iii. Update on school donations paid year to date
Confirmed – M Wheeler & A Albert
- 9. Principal's Report**
 - i. Education Review Office to engage with school in Term 3 with visit proposed for April 2025.
 - ii. 5YA - Refurbish 4 junior classrooms and toilet blocks.
 - iii. Will get quote to refurbish toilet block next to swimming pool – to be funded by Board funds.
 - iv. Basketball court – camera couldn't get down the drains. Will get tree roots removed from pipes and then send camera down again.
 - v. FFP students discussed – successful short term programme in July. Created a priority list for next July for students who were here this year.
M Maher
- 10. Key Issues**
 - i. 2025 School Board Triennial Elections – Wednesday 17 September 2025.
 - ii. Board has given authority to Principal to approve refunds to FFP students, in accordance with the policy.
 - iii. Health curriculum community survey results discussed and a health curriculum statement will be developed.
 - iv. Health & Safety
 - ❖ lockdown drill successfully carried out on Tuesday 3 September.
 - ❖ Evacuation drill was also completed on Tuesday 3 September.
- 11. Policies**
 - i. Asset Protection Policy
 - ii. Financial Planning and Condition Policy
 - iii. Protected Disclosure Procedure
 - iv. Anti-Bullying Policy
 - v. Procedures for All Visitors to the School
 - vi. Uniform Policy
 - vii. Uniform Procedure

Approved with some minor changes – A Albert and A Monk

12. General Business


None

13. Meeting Review

Good discussion.

The meeting closed at 8.09 p.m.

Next meeting: Tuesday 29 October 2024

Signed: 
Nick Chapman
Chair

Date: 29/10/2024.