



ST THOMAS'S  
SCHOOL

**Minutes of Meeting held in the Staff Room  
on Tuesday 25 February 2025**

- 1. Present** Michael Maher, Claire Fromow, Nick Chapman, Megan Wheeler and Arapeta Albert  
Visitor: Samuel Tyler.
- 2. Apologies** Annika Lim and Alistair Monk
- 3. Karakia, Open & Welcome** Meeting opened at 6.30 pm
- 4. Election of Board Chair** Nick was re-elected as Board Chair – Unanimous.
- 5. Declaration of interests** None.
- 6. Previous Minutes** The Board resolved that the minutes from the meeting held on 3 December 2024 are a true and accurate record.  
*Confirmed – M Maher & N Chapman*
- 7. Correspondence**
  - i. Letter from PTA regarding donation
  - ii. Letter to PTA thanking them for donation
- 8. Action List** No actions outstanding.
- 9. Financial Report**
  - i. December interim Financial Report
  - ii. December interim Statement of Financial Performance
  - iii. Draft Budget 2025 – Approved with an additional line of \$20k for APTEC under expenses - N Chapman and Secoded C Fromow
  - iv. School Donations*Confirmed – M Wheeler and A Albert*
- 10. Principal's Report**
  - i. Health and Safety Report
  - ii. Equal Employment Opportunities report*M Maher*
- 11. Key Issues**
  - i. 2024 Analysis of Variances discussed in detail and implications of curriculum refresh highlighted.
  - ii. Curriculum Refresh – Maths and Literacy to be rolled out in a measured way.
  - iii. 5YA – Tidying up of rooms in junior area. Tenders evaluated and project manager working through the process. It will be a six-week project. Expected start date will be the start of next holidays.
  - iv. Board Assurance Statement and Self-Audit Checklists were discussed and to be sent out to Board members.*C Fromow and M Maher*
- 12. Policies**
  - i. 2025 Code of Conduct for State School Board Members (Māori and English versions) – Signed.
  - ii. Smoke and Vape Free Environment Policy
  - iii. Evacuation Procedures*Approved – C Fromow and M Wheeler*
- 13. General Business**
  - i. Sports Coordinator role discussed

#### 14. Meeting Review

Review of new structure of board meetings.  
Very productive meeting and strategy focussed.  
Going forward, all meetings will cover:

- Attendees present
- Apologies
- Karakia, open & welcome
- Declarations of interests
- Previous minutes
- Correspondence
- Action List
- Financial Reports
- General Business

First meeting of each term would include:

- Annual Plan update
- Significant projects

Second meeting of the Term would be:

- Health and Safety report
- Equal Opportunities report
- Policies
- Attendance Report

Next meeting – Team Leaders update.

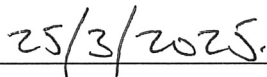
The meeting closed at 8.15 p.m.

Next meeting: Tuesday 25 March 2025

Signed:

  
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Nick Chapman  
Chair

Date:

  
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