



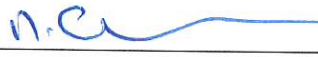
ST THOMAS'S  
SCHOOL

**Minutes of Meeting held in the Staff Room  
On Tuesday 15 May 2023**

1. **Present:** Michael Maher, Claire Fromow, Georgia Houlker, Nick Chapman, Annika Lim, Alistair Monk and Megan Wheeler
2. **Open & Welcome** Meeting opened at 6.30 pm.
3. **Apologies** None
4. **Declare interests** None
5. **Previous Minutes** The Board resolved that the minutes from the meeting held on 21 March 2023 are a true and accurate record.  
*Confirmed*
6. **Correspondence** Student-Care Report Term 1, 2023 – Noted  
  
Te Mahau letter providing final banking staffing balance for 2022 – Noted
7. **Action List** No actions outstanding.
8. **Financial Report** Monthly financial report – April 2023 – Tabled  
*M Maher / C Fromow*
9. **Principal's Report** Roll update.  
  
Surface flooding during recent weather event.  
  
Water ingress into lift shaft under investigation.  
  
Several fire alarm activations at night time caused by faulty smoke detector. One fire alarm activation during the day by a student.  
  
Restraint policy and training underway.  
  
Community of Learning (CoL) issues arose. Issues have been addressed to our satisfaction.  
  
Junior shades cleaned. The big one hasn't been cleaned. New quote to get the big canopy cleaned. Board supportive of this.  
  
Electrical issues report discussed. The Ministry are going to put equipment at the main switch which should stop the power outages. Waiting on the Ministry to release our 5YA funding discussed.  
  
Cohort entry report on how it has benefitted entry of new 5 year old students and their parents into the school community and helped to ensure smoother transition into classrooms.  
*N Chapman / A Monk*
10. **Key Issues:** None

11. **Kelly Club** Report Term 4 2022 – Noted  
Report Term 1 2023 – Noted
12. **PTA** Minutes for PTA April 2023 meeting – Noted  
Minutes for PTA May 2023 meeting – Noted
13. **Policies**
- i. Reporting on Student Progress – Approved
  - ii. Physical Restraint Report – Approved
  - iii. School Camps / EOTC Experience – Discussed in depth and some changes suggested. Policy will be modified and reissued to the board for sign off. The Board acknowledged the whānau and friends of the student who lost their life at the Abbey Caves incident. They reiterated the schools conservative approach to EOTC as part of our discussion.
14. **General Business**
- Camp Carey, Henderson Valley Road, next week. Same place we have gone for years. One water activity – Forward RAMS to Board. Parents will be reminded that if their child displays signs of sickness on the morning of camp they are to remain at home. It is not compulsory for volunteers or students to take a RATS test before attending camp.
- Document destruction of 2015 SENCO student files, as per 2023 Ministry guidelines– Approved.
- Proposals for basketball court canopy and front shelter. Will be discussed in committee.
- The meeting closed at 8.00 p.m.
- Next meeting: Tuesday 20 June 2023

Signed: \_\_\_\_\_

  
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~~Georgia Houliker~~ Nick Chapman  
Chair

Date: \_\_\_\_\_

16/06/2023  
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