



ST THOMAS'S SCHOOL

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

1. **Present:** Michael Maher, Claire Fromow, Annika Lim, Alistair Monk and Megan Wheeler
2. **Karakia, Open & Welcome** Meeting opened at 6.30 pm.
3. **Apologies** Nick Chapman
Alistair Monk to act as Chair.
4. **Declare interests** None
5. **Previous Minutes** The Board resolved that the minutes from the meeting held on 20 June 2023 are a true and accurate record.
Confirmed – M Wheeler
6. **Correspondence** Correspondence
 - i. Letter from PTA re donation
 - ii. Letter from Board to PTA re donation
 - iii. Response Letter from Te Mahau re funding
7. **Action List** No actions outstanding. School Finance Hub have advised that Payroll Toolkit is not commonly used in the Primary Sector.
8. **Financial Report** Financial Report
 - i. June Financial report - Tabled
 - ii. June Statement of Financial Performance - Tabled
 - iii. July Financial report - Tabled
 - iv. July Statement of Finance Performance - Tabled*Confirmed*
9. **Principal's Report** Have reached our funded roll of 780 and will apply to Ministry for funding for additional students.

St Thomas's School is committed to installing a basketball court and all-weather canopy for use by its 830 students and the wider community and is seeking funding for each element of the project. The Board resolved to apply to funders for the budget required to complete the first stage of the project which is building the basketball court complete with basketball hoops and installation of the foundations for the canopy.

Plans and documentation specification from Kamo Marsh for front shelter discussed. Ministry document, to go out for tender, ready to go. Acting Chair has signed.

Ongoing issues with electrics.

Part of the new collective agreement, all classroom teachers will get 3 extra days a year for release time. If you have a lead position, you would get 2 additional days non-contact time. A total of 7 days. It will make teaching more attractive as a profession. What can we / Board do to retain staff? Board supportive of new initiatives to retain staff.

Since the last sick bay report there have been 2 incidents requiring further medical attention.


M Maher

- 10. Key Issues:**
- i. Kamo Marsh Front Entrance Plan – discussed earlier
 - ii. 5YA document discussed. Project Manager getting quotes.
 - iii. Cyclical maintenance – external painting – getting 3 quotes.
 - iv. Term 3 eAsTTle results discussed.
- 11. PTA minutes** PTA minutes – 3 May 2023 and 14 June 2023 - Noted.
- 12. Policies** Policies
- i. Sun Smart - Ratified
 - ii. Food Safety – Ratified
 - iii. Healthy Foods and Drinks – Changes discussed.
- 13. General Business**
- Staffing 2024 / 2025 discussed previously.
 - Personal email addresses on Website discussed. Confirmed to remove personal emails.
 - Waterpolo Team going to AIMS games – permission to take school van – confirmed.
 - Confirmation School will be a voting place in upcoming election.
 - The Board discussed Auckland City Council’s Overland Flow Paths and acknowledged the two that are on our site and that we have responsibility not to block or divert where it enters or exits our property.
 - Aging fleet of school owned student laptops for Years 4 – 8. Compulsory to BYOD from Year 5. STEAM will have a class set, as higher spec is required. Look at technology policies and user agreements etc. We have cyber security lessons with the students every year. Investigate who we could partner with to support Year 5 – 8 students who may not have the funds to purchase devices.
- 14. Meeting Review** Excellent.

The meeting closed at 8.04 p.m.

Next meeting: Tuesday 19 September 2023

Signed: _____


Alistair Monk
Acting Chair

Date: _____

19/09/23