



ST THOMAS'S  
SCHOOL

**Minutes of Meeting held in the Staff Room  
On Tuesday 24 October 2023**

1. **Present:** Michael Maher, Claire Fromow, Nick Chapman, Alistair Monk and Megan Wheeler
2. **Karakia, Open & Welcome** Meeting opened at 6.34 pm.
3. **Apologies** Annika Lim
4. **Declare interests** None
5. **Previous Minutes** The Board resolved that the minutes from the meeting held on 19 September 2023 are a true and accurate record.  
*Confirmed – A Monk / M Wheeler*
6. **Projects on the Project Board** To be discussed later.
7. **Correspondence** Correspondence
  - i. Letter from PTA re donation
  - ii. Response from Board to PTA
8. **Action List** Discussed
9. **Quotes** Painting quote from J. R. Webb approved, for painting the junior and senior school. Will be done in stages over three years. We chose them due to their price and historical performance with the school.
10. **Financial Report** Financial Report
  - i. September Financial report – Tabled.
  - ii. September Statement of Financial Performance – Tabled.
  - iii. Draft Budget 2024 – Discussed.
  - iv. Draft Capex Budget 2024 – Discussed.
  - v. Refund for 3 international students for 2 terms – Approved.  
*Approved – N Chapman / A Monk*
11. **Principal's Report** Out of zone ballot has been held and responses have been sent out. Expected roll increase at the start of 2024. A lot of families moving in and out of the zone this year.


Recruiting for 2024 teacher positions – applications received as below:

Not overseas		Overseas	
Male	Female	Male	Female
1	18	6	23

Review of EOTC events – discussed.

*M Maher*

- 12. Key Issues:** BOT Listing is an optional component in the 2023 Annual Report. The Board members listing will continue as before.
- BOT meeting dates for next year – confirmed.
- 13. PTA minutes** None
- 14. Policies** Policies
- i. Bring your own Device Policy – Approved.
  - ii. Theft and Fraud Prevention Policy – Approved.
  - iii. Refund Policy for international students – changes discussed – A cancellation fee will apply to any refunds.
  - iv. International Students Policy – changes discussed – For enrolments of less than one term a minimum of a one term fee will be payable plus the administration fee.
- 15. General Business** None.
- 16. Meeting Review** Rich discussion on a range of topics.
- The meeting closed at 8.15 p.m.
- Next meeting: Tuesday 5 December 2023.

Signed:   
Nick Chapman  
Chair

Date: 5/12/2023