



ST THOMAS'S
SCHOOL

**Minutes of Meeting held in the Staff Room
On Tuesday 20 June 2023**

- 1. Present:** Michael Maher, Claire Fromow, Nick Chapman, Annika Lim, Alistair Monk and Megan Wheeler

Open & Welcome Meeting opened at 6.30 pm.
Confirmation of Nick as Chair.
- 2. Apologies** None
- 3. Declare interests** None
- 4. Previous Minutes** The Board resolved that the minutes from the meeting held on 15 May 2023 are a true and accurate record.
Confirmed - C Fromow / M Wheeler
- 5. Correspondence** Confirmation of Nick as Chair.

Annual Reports document receipt notification.

Student-Care Report Term 2, 2023 – Noted.
- 6. Action List** No actions outstanding.
- 7. Financial Report** Audited Annual Report 2022 – Tabled

Budgeted Balance Sheet – Approved – *N. Chapman / M Wheeler*

Audit report from RSM – Tabled

Monthly financial report – May 2023 – Tabled

Statement of Performance – Tabled
Confirmed – N Chapman / M Wheeler
- 8. Principal's Report** Matariki next week. Art show at Orakei Village. Kapa Haka group will perform at school and open morning for parents. Coffee Cart will be available. Formal assembly, pizza lunch and staff social will take place.

Fully staffed. However, APPA Staffing Survey notes there is a staffing shortage, nationwide which is challenging.

5YA is now approved. Invoices for reimbursement for lighting and portion of bike track can now be submitted.

Electrical issues continue. Back up UPS batteries are installed but not switched over yet. Update of all our switches required and expect MoE to cover cost.

Fire alarm cable to hall, which is buried beneath the concrete carpark is broken. Currently we have an extension on our building warrant of fitness while this issue is sorted. Staff and hall hirers have been advised to ring the fire brigade, if required.

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

M Maher

9. Key Issues:

MoE Code of Conduct for all State School Board members discussed. Recommended to adopt with some changes.

Discussed raising the International Student Fees for 2024 – Approved.

N Chapman / A Lim

Teacher only day – 20 October – Approved.

Online Project Board – Trello Board – Will help plan activities and expenditure.

Karakia – Showing leadership by opening staff meetings. Board will adopt to open board meetings as well – Noted.

10. Policies

- i. Discretionary Leave – Was ratified 4 March 2022. Some changes to make. Will take back to Board meeting in August.

11. General Business

None

12. Meeting Review

Good timekeeping.

The meeting closed at 7.30 p.m.

Next meeting: Tuesday 15 August 2023

Signed: _____

N. Chapman

Nick Chapman
Chair

Date: _____

19/9/2023.