



ST THOMAS'S
SCHOOL

**Minutes of Meeting held in the Staff Room
On Tuesday 20 February 2024**

1. **Present:** Michael Maher, Claire Fromow, Nick Chapman, Annika Lim and Megan Wheeler
2. **Karakia, Open & Welcome** Meeting opened at 6.39 pm.
3. **Apologies** Alistair Monk
4. **Declare interests** None
5. **Previous Minutes** The Board resolved that the minutes from the meeting held on 5 December 2023 are a true and accurate record.
Confirmed – N Chapman and A Lim
6. **Correspondence** Correspondence
 - i. Letter from PTA re donation
 - ii. Response to PTA re donation
7. **Action List** No actions outstanding.
8. **Financial Report** Financial Report
 - i. December Interim Financial report
 - ii. December Interim Statement of Financial Performance
 - iii. Draft Budget 2024 – Draft budget discussed and Board focus is on maintaining innovative teaching and learning programmes and improving facilities while maintaining a prudent financial reserve. *Approved – N Chapman / M Wheeler*
 - iv. 2024 Working Capital
9. **Principal's Report**
 - i. 16.25 FTE International Students
 - ii. Staffing update – Diversity report discussed.
 - iii. No major incidents, requiring follow up medical attention.
 - iv. Property update:
 - a. Painting of exterior of junior rooms completed during term break.
 - b. Entrance work including stone wall, canopy and planting completed prior to school opening.
 - c. Artificial turf: ground works including new drainage almost complete. Fence posts installed and turf expected to arrive late March.
 - d. Meeting held with MoE personnel and 5YA project manager to discuss upcoming projects. Waiting for quotes to arrive to install deck around Rooms 15 and 16 as first priority. Currently scoping work to modernise Rooms 5, 6, 7 and 8.

M Maher

10. Key Issues

End of Year Student Data:

- i. New mandated format used to report end of year data.
- ii. Indepth discussion around student progressions and Overall Teacher Judgements (OTJs). Staff continue to build their knowledge of how to use progressions most effectively to inform OTJs.

C Fromow

11. PTA Minutes

PTA minutes – 30 November 2023 – As read.

12. Policies

- i. Suspension Policy
- ii. Management Units Policy

Approved – N Chapman / M Wheeler

13. General Business

Document destruction as per MOE guidelines 7-year cycle.

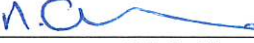
Approved – N Chapman / M Wheeler

14. Meeting Review

Indepth and constructive discussion around the board table.

The meeting closed at 8.52 p.m.

Next meeting: Tuesday 19 March 2024

Signed: 
Nick Chapman

Chair

Date: 19/3/2024.