



ST THOMAS'S
SCHOOL

**Minutes of Meeting held in the Staff Room
On Tuesday 21 May 2024**

- 1. Present** Michael Maher, Claire Fromow, Nick Chapman, Annika Lim, Megan Wheeler and Arapeta Albert

- 2. Karakia, Open & Welcome** Meeting opened at 6.30 pm and Arapeta Albert was welcomed on to the Board.

Megan Wheeler was elected as Deputy Chair.

- 3. Declaration of interests** None

- 4. Previous Minutes** The Board resolved that the minutes from the meeting held on 19 March 2024 are a true and accurate record.
Confirmed – N Chapman and M Wheeler

- 5. Correspondence** Student-Care Report Term 1, 2024 - Noted

- 6. Action List** No actions outstanding.

- 7. Financial Report** Financial Report
 - i. March Financial report
 - ii. March Statement of Financial Performance
 - iii. April Financial report
 - iv. April Statement of Financial Performance*Approved – N Chapman and M Wheeler*

- 8. Principal's Report**
 - Sick Bay report – 4 injuries.
 - Staffing scarcity is an issue across New Zealand.*M Maher*

- 9. Key Issues**
 - i. International students – Michael went to the Korean international student fair. Very well set up. Organiser, David Shin, came to the school to do a promotional video. After Korea Michael went to Thailand. Agents are only getting back up to speed after COVID. Having a presence at these fairs is essential. David Shin will bring two students for the whole of next year. We are enrolling a group of 20 Chinese students for a short-term stay of between 4 - 6 weeks. We will support the short-term students that come in, so it does not impact too much on the teachers. A Teacher Aide will support the teachers and the short-term students. Michael would like to market to Japan and Korea in the future, to build our reputation. Michael will work up a marketing plan.
 - ii. General discussion around Strategic and Annual Implementation Plan.

M Maher

10. Policies

- i. Code of Conduct – all Board members signed.
- ii. Formal Complaints Policy – Approved with one change.
- iii. Dealing with Persistent or Vexatious Complaints / Harassment in School Policy – Approved.
- iv. Off at the Gate Policy – Approved with some changes.
- v. Child Protection Policy – Approved.
- vi. Drugs & Alcohol Policy – Approved with one change.

N Chapman

11. General Business

Approval of overall credit card limit of \$17,000 approved i.e.

- a. Michael \$5,000 to \$7,000
- b. Ingrid \$4,000 to \$6,000
- c. Glen remains the same at \$4,000

M Wheeler and A Lim

12. Meeting Review

Good collaboration around the board table.

The meeting closed at 8.05p.m.

Next meeting: Tuesday 18 June 2024

Signed:



Nick Chapman
Chair

Date:

6/6/2024