



ST THOMAS'S  
SCHOOL

**Minutes of Meeting held in the Staff Room  
on Tuesday 29 October 2024**

- 1. Present** Michael Maher, Nick Chapman, Alistair Monk, Anika Lim, Megan Wheeler and Arapeta Albert.
- 2. Apologies** Claire Fromow
- 3. Karakia, Open & Welcome** Meeting opened at 6.35 pm
- 4. Year level leaders report back** Year level leaders, Carolyn Agoston, Samantha Lynch, Keryn Churches, Ashleigh Davis and Nicky King reported back against the goals they set for reading, writing and maths at the start of the year – Student achievements are increasing for all year levels.
- 5. Declaration of interests** None.
- 6. Previous Minutes** The Board resolved that the minutes from the meeting held on 10 September 2024 are a true and accurate record.  
*Confirmed – N Chapman and A Monk*
- 7. Correspondence**
  - i. Term 3, 2024 Report from Student-Care
  - ii. Harrison Tew Letter of Appraisal from lockdown practice.
- 8. Action List** Clarify Asset Register details and meet with Arapeta about Staff Usage and Expenditure (SUE) report prior to next Board meeting.
- 9. Financial Report**
  - i. September Financial report
  - ii. September Statement of Financial Performance
  - iii. Draft Budget – first draft will be done by next Board meeting.  
*Confirmed – A Monk and M wheeler*
- 10. Principal's Report**
  - i. Attendance Data – Attendance for Term 3 was over 90% each week. Reasons for absences included illness 58%, holidays 29%, unjustified 10% and justified 3%.
  - ii. Annual plan – new maths curriculum coming out, resources will be provided by the Ministry. Five programmes to choose from and we are leaning towards Prime Maths or Numicon.
  - iii. Learning Extension programme – Michael will share at next Board meeting.
  - iv. STEAM Centre kitchen changes discussed.
  - v. Board succession discussed. Election September next year.  
*M Maher*
- 11. Key Issues**
  - i. Strategic Plan – staff feedback – discussed on teacher only day. Make sure the programme we are offering is the best that we can offer and maybe a bit niche, especially for Year 7 & 8s. Someone to come in and facilitate a group session to discuss initiatives in the Strategic Plan with the Board.
  - ii. Cultural Health and Safety – Michael met with Matt from Ngāti Whātua Ōrākei to discuss options going forward.

## **12. Policies**

- i. New International Students Tuition Agreement and Policies – Board agreed to archive existing policies and to adopt new agreement and schedules.
- ii. Staff Wellbeing
- iii. New Entrant Classification Policy
- iv. Performance Management – Appraisal of Teachers and Ancillary Staff Policy
- v. Safety and Security on the School Premises
- vi. Appointment Policy
- vii. Health Curriculum Statement

*Approved with some minor changes – N Chapman and A Lim*

## **13. General Business**

- i. Kea Crossing – discussed safety issues with parents driving dangerously in the area around the Kea crossing.
- ii. Admin review – Doing an organisational review of roles and responsibilities, including SLT, property manager and SENCO coordinator to ensure efficiency of roles.


## **14. Meeting Review**

Substantive quality discussion.

The meeting closed at 8.51 p.m.

Next meeting: Tuesday 3 December 2024

Signed:



Nick Chapman  
Chair

Date:

3/12/2024.