



ST THOMAS'S  
SCHOOL

**Minutes of Meeting held in the Staff Room  
on Tuesday 20 May 2025**

- 1. Present** Michael Maher, Nick Chapman, Megan Wheeler, Arapeta Albert, Myriam Gros, Claire Fromow and Alistair Monk
- 2. Team Leaders Presenting their Team Targets** Enchante Chang, Pranita Naidoo, Nikki Gosden, Keryn Churches, Monique Riddle, Fiona Rua, Arima Rhodes and Karen Bohan-Shaw
- 3. Apologies** Annika Lim
- 4. Karakia, Open & Welcome** Meeting opened at 6.30pm
- 5. Declaration of interests** None.
- 6. Previous Minutes** The Board resolved that the minutes from the meeting held on 25 March 2025 are a true and accurate record.  
*Confirmed - N Chapman and M Wheeler*
- 7. Correspondence**
  - i. StudentCare Report
- 8. Action List** Code of Conduct to be signed by new Board Member.  
No actions outstanding.
- 9. Financial Report**
  - i. March Financial Report discussed
  - ii. March Statement of Financial Performance discussed
  - iii. April Financial Report discussed
  - iv. April Statement of Financial Performance discussed
  - v. Would like to view the template that StudentCare use.
  - vi. The Board have set aside \$10,000 for the J5-J8 refurbishment 5YA project if required.  
*Confirmed – C Fromow and A Monk*
- 10. Principal's Report**
  - i. Annual Implementation Plan presented.
  - ii. Put together a long term plan to provide best facilities possible for delivery of the NZ and school-based curriculum.
  - iii. Network for Learning – The upgrade will take place this year.
  - iv. BoT retention going into elections. It is important to continue delivery of the strategic direction of the Board.
  - v. M Gros to provide a blurb and have photo taken for newsletter.
  - vi. Information about the Board will be displayed in the office.
  - vii. Induction for M Gros to be carried out with M Maher.
  - viii. Health and Safety report discussed  
*M Maher*
- 11. Key Issues**
  - i. Annual Implementation Plan 2025 Progress Report – discussed in Principal's Report.

- ii. Student Attendance Data  
Regular attendance at 85% which is back up to pre-COVID.

*M Maher*

## **12. Policies**

- i. Curriculum Programme (small changes)
- ii. Enrolment of Students
- iii. Privacy (small changes)
- iv. ICT (Staff) (small change)

*Approved – C Fromow and N Chapman*

## **13. General Business**

- i. Argyle (Uniform Supplier) proposal will be sent to legal team before signing.
- ii. Board approval required for document destruction as per MOE Retention and Disposal Schedule – 7-year cycle:
  - a. Student records
  - b. Personnel records
  - c. Finance recordsGoing forward the School will digitalise all paper-based files in line with the MoE Retention and Disposal Schedule. A Monk will share expertise with M Maher for best practice possible.
- iii. ERO – The following Board Members will meet with ERO at 9.00am on Monday 16 June. N Chapman, A Albert and M Wheeler.

## **14. Meeting Review**

Indepth and succinct discussion around the board table. Thanks to be passed onto the Team leaders for presenting this evening.

The meeting closed at 7.58p.m.

Next meeting: Tuesday 17 June 2025

Signed: \_\_\_\_\_

Nick Chapman  
Chair

*M Wheeler*

*PP Acting Chair*

Date: \_\_\_\_\_

*17/06/25*