



**SAINT THOMAS AQUINAS SCHOOL  
ANNUAL GENERAL MEETING MINUTES**

**6 May 2021**

**Held in the HALL of St Thomas Aquinas School**

**1. Welcome and Opening**

Mr Mungaroo welcomed all parents, staff, and BOG members.

**2. Prayer**

Mrs Deiner opened with a reading and prayer.

**3. Approval of precious minutes**

The minutes of the previous meeting was approved.

**4. Financial Report**

**4.1 2019 Audited Revenue summary:**

• Gross school fees	R32 329 724
• Discounts and staff reductions	R779 602
• Bad debts	R1 168 877
• Bad debts recovered	R86 765
• Scholarships and Bursaries	R376 500
• IEB Exam fees	R231 150
• Net revenue	R29 860 360

**4.2 2020 Provisional unaudited Revenue summary:**

• Gross school fees	R34 097 140
• Discounts and staff reductions	R784 385
• Bad debts	R2 226 247
• Bad debts recovered	R87 106
• Scholarships and Bursaries	R378 000
• IEB exams fees	R203 835
• Net revenue	R30 591 779

**4.3 Budgets per Grouping for 2020 (Pie chart)**

• School revenue	R36 650 811
• School operating costs	R21 628 278
• Other income	R1 266 965
• Administration	R8 674 607

#### 4.4 Budgets per Grouping for **2021**

- School revenue R36 651 110
- School operating costs R22 711 006
- Other income R874 280
- Administration R8 427 589

Bad debts have a huge impact on the financials. Number of learners decreased as parents could not afford to pay (job loss, COVID-19).

#### 4.5 General:

- Technology upgrades occurred during the past year (computers, screens, cameras installed).
- COVID-19 PPE R405 000.
- Admin costs – we made savings.
- Sound investments reflect a positive balance

#### 4.6 Levies:

Due to COVID many activities did not take place e.g. school trips. Concessions only applied for 2020. Each grade received a concession, but the amounts were different and grade specific. The amount was divided by the number of learners in the grade and was carried forward.

#### 4.7 Questions and answers (Finances):

- 4.7.1.1 What happens to the operating profit and reserves? Investments can be used to upgrade the technology items at St Thomas Aquinas.
- 4.7.1.2 How is bad debt recovered? What is the way forward? Continue to preserve and introduce penalties. Policy decision moving towards 2022 is to add interest to the fees owed.
- 4.7.1.3 Will St Thomas Aquinas consider offering family (sibling) discount? When looking at the full picture, what happens is parents with one learner have to carry the amount for families that may have 5 children.  
When fee structures are discussed at the end of the year, the BOG try their best not to increase the percentage of fees to much. The BOG can review this at the end of 2021 when the fee structures are discussed.
- 4.7.1.4 Is a certain percentage profit margin targeted? When the Operating model is drawn up, we do take into account:
- The number of learners
  - Students in Grade 7 are likely to leave
  - Target 2-3% profit margin to cover over and above profit margins.
- 4.7.1.5 Why are the learner numbers decreasing? Last year term 3 and 4 were impacted a lot by COVID-19. We had 669 learners but parents had to remove their children as it was just too much. Many businesses were affected.
- 4.7.1.6 How are scholarships offered? The Grade 7 learners currently at St Thomas and at other schools are invited to write scholarship exams. The academics of the learners is reviewed on an individual basis. Within the past 3 years, St Thomas Aquinas learners are

the stronger candidates. Parents at St Thomas have made good decisions, bringing their children to the school. Over the past few years, the sport and cultural scholarships have not been awarded.

Reminder that the school does not receive any government funding. Thanks to parents that pay school fees on time. The school will need some maintenance upgrades moving forward.

**5. BOG members present at the AGM introduced:**

- Dr Buleni – The PTA representative
- Mrs Bam – Non parent representative
- Mr Thomo – Newly appointed, parent representative
- Dr Motoane – Newly appointed, parent representative

Mr M Katuruza (Vice chairperson), Mrs Khota and Mr Rampfumedzi have resigned. The BOG needs a non-parent representative. CV's can be sent to Mrs Lange.

**6. Chairperson's Report:**

- The BOG had a strategy planning session in 2020 for the next 5 years.
- We need to maintain the Catholic ethos, provide excellence in teaching, promote good discipline, holistic views, and a safe environment.
- Aims and Action plans: upgrade technology and network infrastructures, introduce another language, increasing the number of learners (especially in the High School), improve marketing.
- Thanks to Mrs K Kgobotlo for her hard work and dedication in the finance department.
- Thanks to the staff, that are so involved in the screening procedures every morning to keep our learners safe.
- Thanks to Mrs Deiner, Mrs Lange, Mrs Soal and Mrs Daly.

**7. Parent Teacher Association (PTA) report (Dr Buleni):**

- Online teaching and learning last year, was challenging and parents had many concerns, but St Thomas pulled through. Platforms such as Class Dojo and Google Classroom were difficult to get used to but parents and learners have improved.
- Open Day – Open day is on the 8 May, please show support and come and visit the school.

**8. Matters Arising:**

**8.1 Tuckshop:**

- On Point will be running the school tuckshop (Seloane Makhale).
- The tuckshop will open from the 15 May.
- St Thomas Aquinas promotes a cash free environment so the introduction of a 'Card/token/pin' system will be encouraged.
- The POPIA will be applied when dealing with parent bank details and WhatsApp orders, or any other personal information.
- Pre-orders must be placed either the evening before or before 9h00 in the morning.

- The menu will be shared on Facebook and WhatsApp groups.
- Due to Social distancing the learners may not stand in queues or go to the tuckshop in the 15-minute breaks. The food will be delivered to the classrooms especially the preschool and Foundation Phase.
- On Point staff will take into account the importance of health and food safety rules.

## **9. General (Questions and Answers):**

9.1. Does the school offer extra lessons e.g. that do not come with added costs for the parents?

In both the High School and Primary school subject lessons are offered after school for those that needed extra assistance. Extra-murals will continue depending on the COVID-19 regulations.

9.2 Is the subject ADD maths offered?

There is an institution that offers IEB ADD Maths as a subject. Mrs Soal has the details and will share the information. The lessons only start in Grade 10 not in Grade 8 and 9.

Learners at St Thomas have taken extra subjects and written exams, over and above what is offered at St Thomas Aquinas.

9.3 Why is the homework in Grade 3 more than Grade 2?

Mrs Daly and Mrs Van der Merwe have had discussions and will make every effort to balance the homework in Grade 2 and 3. Moms are welcome to ask questions and invited to speak to Mrs Daly/Van der Merwe after the meeting.

9.4 Who controls the bad debt and how are the fees collected?

Mrs Lange and Mrs Kgobotlo work together and contact the parents owing fees. The parents have signed a contract and should abide by the conditions in the contract. Letters, SMS, emails, and phone calls are made to the parents that owe fees.

9.5 Why was there no swimming this year and why does Tennis come at an extra cost?

Mrs Soal discussed the swimming regulations that were gazetted. In order to have learners in the pool, more teachers would have had to be on duty; one teacher to five learners. We, therefore, did not have enough staff to warrant swimming. There is a coach in Witbank that has a registered swimming club, this does however require extra costs as it's an activity that is outside of St Thomas Aquinas school.

The tennis coach does private lessons and lessons for St Thomas learners after school.

9.6 If the school has to close again due to COVID numbers will the school use Class Dojo and Google classroom again? Would it be a possible not to use Class Dojo?

Mrs Van Der Merwe to give more information after the meeting. Class Dojo has been updated, new reward and marking systems are offered.

**10. Technology moving forward:**

- Firmlinx will assist with upgrades to improve networks and technology.

**11. Choir conductor:**

Mrs Lange announced that we are looking for a Choir conductor.

**12. Closing Prayer**

Mrs Deiner closed with a prayer.

**13. Thanks to the parents for making an effort to join the AGM.**