

## **ST MICHAELS CATHOLIC SCHOOLS BOARD OF TRUSTEES MINUTES**

**For Meeting held in the Staff room on Monday 21<sup>st</sup> November 2011 at 7.30**

**pm.**

**Present;** John O'Brien in the Chair, Carolynn Phillips, Nico Buyck, Catherine Westwood, Angela Little, Neil Swanney, Jim Piper, Hayden Kingdon, Catherine Everitt, Annette Wilson (Minute Secretary )

**Apologies;** Caroline Stone, Margaret Van Meeuwen.

Catherine E opened the meeting with a prayer.

There was no **Declaration of Interest**.

**Minutes;** The Minutes were accepted with the exclusion of the statement about Michael Clegg on p 1 , removal of the statement about reps attending Secondary schools open evenings p2, the change of Policies 5 and 5a to 6 on p 2 and the word *excess* replacing *assessor* regarding the Hall Bond on p 2.

John/ Catherine W

Agreed.

### **Matters arising from the Minutes;**

Hall cleaning by Green Acres started today (21.11.11). The contract is for this term for a weekly clean of the hall and senior toilets on Mondays for \$150.00 per week.. Peter Laver expressed approval of the completed task prior to the Board Meeting.

Carolynn and Angela have taken their wish list to the PTA and the blinds for the Hall are able to be funded.

The report on the Community Dreaming groups and the emailed policies had not been received.

### **Strategic Decisions;**

Policy 6 a was accepted.

John/ Angela

Agreed.

Policy 7, Special Character was reviewed.

It was moved that the statement '*and the Board actively supports this development*' be added to Point 1.

Angela/ Jim

Agreed.

The Special Character Committee are to discuss reference to St Mary MacKillop in the policy and to report early next year

**Strategic Discussions;**

Hall Contract; The Bond will be \$500.00 in keeping with the excess on the Insurance Policy. The Hall was left admirably clean following the Cocktail Party.

Jim had emailed alterations to the Hall Hire agreement which he said were in keeping with other such facilities.

John thanked Jim for his work on the document and moved acceptance of the agreement.

John/ Angela

Agreed.

**Principal's Report;**

Carolynn spoke to her report. The Caring Shed concept will also allow parishioners' to donate goods and Carolynn, Malica and four children will visit Monte Cecilia this term to learn more about the project.

The Board went into Committee at 8.30 pm.

Staff Personnel

The Board came out of Committee at 8.35 pm.

Carolynn suggested that the Property committee should discuss the distribution of cleaning tasks with Peter Laver next year.

It was moved that the Green Acres cleaning contract be accepted for twelve months with a review in three months time. A clause is to be added to state this. Angela/ Neil

Agreed.

The Principal's report was accepted.

Carolynn/ Neil

Agreed.

**Special Character;**

Hayden reported on the success of the Class Mass last Sunday 20<sup>th</sup> Nov and expressed appreciation of support from Katherine Wilson.

Catherine E reported on the Youth Ministry which has arranged a 'plan of attack' gathering on 9<sup>th</sup> December from 1.45 - 2.45 pm. for year 6 students. Catherine, Margaret, Hayden and two parents will guide the initiative. Every second Sunday will be a topic night with a

Youth Mass on the fourth Sunday. Contact is being made with past pupils now in years 7 and 8.

Neil said the men's group will meet before the end of the year.

Carolynn reported that Malica has met with the DRS from St Pius and their choir will sing at St Michaels School Jesse Tree Mass.

John Spencer has agreed to attend the next Special Character meeting in February.

The Report was accepted.

Catherine E/ Neil

Agreed.

### **Finance and Property;**

Nico explained details of the draft Budget. There will be no fee increase and the rate will be retained going forward.

Carolynn outlined the PD and IT developments within the draft Budget.

Nico said that funds were tracking well for the month.

Property;

Carolynn has a quote for \$1890.00 for playground markings which will be done over the summer holidays. The blinds for the Hall can be installed in December for \$7,100 plus GST.

Carolyn moved that the quote from Home Vision for blinds for the hall be accepted

Carolyn/ Angela

Agreed.

The Finance and Property Report was accepted.

Nico/ Catherine E.

Agreed.

### **General Business;**

The next meeting is to start at 6 pm for a 7.30 pm dinner. Hayden tendered apologies.

Angela will invite Monsignor for the meal which will cost \$40.00 per head .

The school data is to be circulated prior to the December meeting, and queries sent to Louise.

### **Correspondence;**

CSO Newsletter

University of Auckland. Participant Information sheet. Angela to action.

The Board went into Committee at 9.27. pm

Staff letter

The Board came out of Committee at 9.45 pm

The Correspondence was accepted.

Carolynn/ Catherine W

Agreed.

Carolynn was congratulated on her careful planning and handling of the information regarding the new school uniform.

John moved a vote of thanks to Carolynn.

John/ Catherine E.

Agreed.

The meeting closed at 10.00 pm.

Signed..... Date.....

Next meeting at Angela's home 46 Omaha Rd (no number on letter box) at 6 pm.