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8/9/20

## ST MICHAEL'S CATHOLIC SCHOOL

*"Christ is Ever Present"*

### **SMCS BOARD OF TRUSTEES MINUTES**

**Meeting held at SMCS on Monday 15 June at 7.00pm**

**PRESENT:** Lauren Brown, Ann McKeown, Jon Williams (Chair), Casiana Wooler, Mark Twomey, Candice Harris, Brigid Stevens (Minute taker), Joseph Liava'a, Justin Brown, Alex Houghton.

No	Item	Agreed	Action
1	<b>Opening Prayer – All</b>		
	<ul style="list-style-type: none"><li>• Apologies - Issa Cabling</li><li>• Declaration of interest – none</li></ul>		
2	<b>Minutes</b>		
	<ul style="list-style-type: none"><li>• Confirmation of minutes (11/05/20)</li><li>• Confirmation of In-Committee minutes – there were no In-Committee minutes.</li></ul>	Jon Joseph	
3	<b>Health &amp; Safety</b>		
	<ul style="list-style-type: none"><li>• The Board reviewed the Accident data from the previous period including the serious incident in June, discussing the root cause and actions taken in response.</li></ul>		
4	<b>Principal's Report</b>		

Ann provided a summary of the Principals Report and the Board discussed key focus areas and progress over the period including in relation to:

- The results and feedback from the communications survey conducted with parents, noting the areas of learning to take forward for remote learning, including the need for increased time for zoom and structured sessions, and to ensure consistency of approach and experience for students across all classes. Ann also noted the success of Reading Eggs and that this will be taken forward.
- The staff update, noting an open job vacancy to replace Mr. King with communications to be shared as soon as practicable with the school community.
- The Health and Safety update including the Alert Level 1 measures in place and continued vigilance in Health and Safety for students and visitors. The Board also discussed the results of the electrical compliance report conducted by B-SAFE, confirming that the faulty items identified have been marked or removed as requested and that no significant issues were raised in the report.
- Recent security incidents at the school and the review underway on security services and the provider with the Property and Finance Sub-Committee currently assessing providers to progress this matter.
- The roll update, with Management keeping a close view on numbers that are currently due to reach maximum levels at the end of this year.
- Reviewed the Term 1 attendance numbers, noting the impact of COVID-19 on attendance.
- The Principal's Report was accepted.

Ann  
Justin

The Board also reviewed the Year 4, 5, 6 PAT scores with discussion including:

- The positive year on year trend in test scores across all subjects. The Board discussed the learnings to continue this momentum, noting that there has been more stability in staffing and more experienced teachers. Ann also provided an update on how teachers are using these results to gain insights to adapt and improve teaching e.g. recent effort in reading comprehension and the Board requested further examples of how this data being used to make proactive improvements for students.
- Discussed the number of children needing additional support due to learning disabilities and whether those numbers had increased, noting that the level remains consistent but with Ann to do further analysis of the data to understand any trends in that areas and bring those back to the Board.

Ann

## **5 Finance and Property Report**

Mark summarised the Finance & Property meeting minutes and the Board discussed the Committee update and focus areas including:

- The recent Audit result, with no issues reported.
- The review of the financial statements including sign off on the Annual Financial Report.
- The Government decision to provide additional funds to Integrated schools with the Committee awaiting further update from the Diocese around the process to receive these funds.

- The Sports Turf Project update, with timing now deferred to Spring 2020 and a site survey scheduled for the next week.
- The ICT Strategy update and the update on the cloud transformation proposal.
- The security provider review with the update as noted under Item 4 above.
- Attendance dues payment levels with the Diocese sending communications to support families in hardship and the Board noting the need to continue monitoring in this area to ensure we are providing support to families in need
- The minutes of the meeting were confirmed.

Mark  
Alex

## 6 Catholic Special Character Report

- The Board discussed the reflective space design, with a request for assistance with the tiling issued sent in the school newsletter and with Ann to follow up on the opportunity for this to be added to the parish bulletin.
- The minutes of the meeting were confirmed.

Ann  
Justin

Ann

## 7 Exit Surveys

The Board discussed the exit surveys including:

- The quality and participation in the exit surveys and recent improvements to use survey monkey and the expand the questions to gather more information. The Board noted the need for further review of these surveys with Candice and Ann to review these for improvements.
- Opportunities to improve overall participation rates with Ann to consider options to incentivise participation.
- Feedback from upstream schools on SMCS pupil preparedness, noting that little feedback had been provided other than for SMCS to continue to provide a good broad education base for students.

Ann  
Candice

Ann

## 8 Before and After School Care

- The Board discussed the meeting with the provider and the actions and feedback, with Ann to confirm the timing for the next user survey.

Ann

## 7 Policy Review

The Board noted Term 2 Policy reviews.

## 8 Administration

None

## 9 Correspondence

The Board discussed the training correspondence and Jon reminded Board members to sign up for training in key areas.

Board

## Other Business

The Chair requested Board members provide feedback on deep dive areas for the Board including potential areas of increased financial investment. The Board reminded Ann to capture and update the Board on the staff view of potential investment areas also e.g. across technology, enrichment, student ratios.

Board

Ann

Ann/John

The Board confirmed that there will be a staff exit questionnaire for Mr. King and the importance to encourage feedback from departing staff with Ann and John to follow up on this.

The Meeting closed at 8.30pm

The next meeting is scheduled for 3 August 2020.