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2015

ST MICHAEL'S CATHOLIC SCHOOL

"Christ is Ever Present"

SMCS BOARD OF TRUSTEES MINUTES

For meeting held in Room 9 on Monday 17 Feb 2020 at 7.00pm

PRESENT: Lauren Brown, Ann McKeown, Jon Williams (Chair), ~~Issa Ilo-Cabiling~~, Casiana Wooler, Mark Twomey, Brigid Stevens, Alex Houghton,, Justin Browne

APOLOGIES: Candice Harris, Issa Ilo-Cabiling

No	Item	Agreed	Action
1	Opening Prayer		
	Apologies - Candice Harris and Issa Ilo-Cabiling		
	Declaration of interest - none		
	Confirmation of December 2019 Minutes	Justin Brigid	
2	Confirmation of in-committee minutes - none		
3	Election of Chairperson and Deputy Chair		
	Jon nominated as Chairperson and elected No Deputy Chair was selected to be revised next meeting	Alex Joseph	Revisit Deputy chair next meeting
4	Skill Matrix Reviewed skills of the BOT and sub committees Finance and Property: Justin, Alex, Jon, Ann, Casiana, Mark Health and Safety: Joseph, Candice, Brigid, Lauren		
5	Health and Safety: Meeting, Accidents, KiVa 2019		
	Brigid presented Health and Safety report Discussed improvements made in how injuries are recorded BOT made aware that potential asbestos hazard is considered sealed KiVa report reviewed and trends reviewed	Brigid Joseph	KiVa results to be reviewed when new data available
	Board approves Family Fun Day on the condition that Justin reviews the risks.		
6	Principal's Report		

6a 2019 Tracker for Students at risk

Ann requests to go to the Trans-Tasman Principals Conference

- To be reviewed by Finance committee to review costs vs benefits

Finance committee to review before next BOT meeting

Due to resignation of a tagged position SMCS is currently advertising for a new tagged teacher

- A special committee member is required for the interview

Principal's report accepted

Ann
Joseph

6b 2019 Tracker for students at risk

6c 2020 Tracker for students at risk

- BOT discussed how to monitor the progress made through the gifted and talented programme to assist in how to allocate funds.

Ann to review G&T programme and to bring findings to the BOT Term 2

6d 2019 SMCS Strategic Goals and Annual Plan Review

7 2019 Analysis of Variance

8 SMCS Charter

Changes made to the charter for 2020 were accepted by the Board

9 SMCS Strategic Plan 2020-2021

Reviewed Strategic Plan

Added:

"To provide resources and spaces that support engagement in learning"

Added to Curriculum section

"To Promote a culture of inclusiveness and understanding" Added to Culture section

10 2020 SMCS Strategic Goals and Annual Plan

Ann
Bridgid

Ann moved for the documents to be accepted

Ann
Justin

11 Finance and Property

Mark presented Finance and Property meeting minutes.

Mark
Lauren

This was accepted by the BOT

12 SMCS Triennial Review Calendar- Draft

Used STA suggested meeting overview to ensure the BOT is reviewing all the required policies.

SMCS BOT to fit academic level reviews.

Policy Review

BOT members to review STA website before

BOT Chair attended most recent PTA

BOT and PTA keeping communication open

PTA have a significant number of commitments currently.

Agenda Items for the next meeting

- Steven Durling and Jon Sullivan and DRS from Sacred Heart having a meeting with Ann. BOT interested in hearing about the transition.
- Communication. Expectations for school and parents: Communication tree.
- Surveys from parents and ex-pupils. Review procedure and questions. Google forms/ Survey Monkey.

Meeting finished at 9.00

