



## ST MICHAEL'S CATHOLIC SCHOOL

*"Christ is Ever Present"*

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

**Meeting held at SMCS on 19 October at 7.00pm**

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

**Other Attendees:** Catherine Westwood (Item 3, 4), Georgina van Schaijik (Item 3, 4)

No	Item	Agreed	Action
1	<b>Opening Prayer – All</b> <ul style="list-style-type: none"> <li>Apologies - Issa Cabling, Casiana Wooler</li> <li>Declaration of interest – none</li> </ul>		
2	<b>Minutes</b> <ul style="list-style-type: none"> <li>Confirmation of minutes (7/09/20)</li> <li>Confirmation of In-Committee minutes – there were no In-Committee minutes.</li> </ul>	Jon Justin	
3	<b>Term 3 progress Report</b> <p>Catherine Westwood introduced the topic. The Board made comments, asked questions and discussion followed including in relation to:</p> <ul style="list-style-type: none"> <li>The impact of COVID 19 on face-to-face time and results.</li> <li>The results compared with 2019 results and against other comparable schools.</li> <li>Opportunities to increase resourcing, testing areas of focus to support further uplift in results.</li> <li>The Board tested the data to understand more detail on how children are progressing through cohorts during the year, with management to further analyse the data to get this view on an anonymised student by student basis to understand how each child is progressing irrespective of their starting point.</li> <li>Discussed the insights and feedback from secondary schools including Baradene and Sacred Heart on academic preparation, noting positive feedback provided on this matter</li> </ul>		
4	<b>Enrichment Report</b>		

  
11/12/20

<ul style="list-style-type: none"> <li>● The Board discussed the different elements within the wider acceleration/extension Programmes at SMCS.</li> <li>● The Board requested that Management standardised the entry requirements and review how to progress more students through the programmes and come back with information on opportunities and costs.</li> <li>● The board reiterated to management that with the current year financial performance, that there is an opportunity for management to pull together a wish list of educational assets/resources/programmes they would love to have to provide further opportunities to all students.</li> </ul>	Brigid Alex	Ann
<b>5 Health and Safety Report</b>		
<ul style="list-style-type: none"> <li>● The Board discussed the Report and accidents in the previous period, noting no major incidents in the period.</li> <li>● The Board requested that the Report incorporate after school care H&amp;S Reporting going forward.</li> </ul>	Ann Lauren	Ann
<b>6 Principals Report</b>		
<p>Ann introduced the Report. The Board made comments, asked questions and discussion followed including in relation to:</p>		
<ul style="list-style-type: none"> <li>● Staffing updates, with recruitment underway to replace a tagged position and the Chair conducting an exit interview with the outgoing staff member.</li> <li>● The Board confirmed the process to send a questionnaire to all students who leave SMCS.</li> </ul>	Ann Joseph	Ann
<b>7 2020 Tracker for Students and Risk</b>		
The Board discussed the report and data insights.	Ann Alex	
<b>8 Attendance for Term 3 from MOE</b>		
The Board reviewed the attendance statistics for 2020 discussed impact of COVID-19 on attendance for the Term.	Ann Joseph	
<b>9 Finance and Property Report</b>		
<p>Mark introduced the Report. The Board made comments, asked questions and discussion followed including in relation to:</p>		
<ul style="list-style-type: none"> <li>● the update on the Sports field project with Diocese approval provided and with work commencing in early December, and the Turf to be ready for Term 1.</li> </ul> <p>The Board approved the quote from the contractor Turf Tech. The Board noted the SIPS funding is on hold with the Diocese progressing this matter further.</p>	Mark Joseph	
<b>10 Charter Planning Minutes</b>		
The Board discussed the update and noted the engagement approach and the timelines.	Jon Justin	
<b>11 Before and After School Provider Report</b>		
The Board noted the update from XLR8, noting good engagement. The Board resolved the review the contract for another year.	Jon Justin	
<b>12 Policy Reviews</b>		
<ul style="list-style-type: none"> <li>● The Board noted the Policy reviews for the Term for staff and Board.</li> </ul>		

The meeting ended at 9:11 pm