



ST MICHAEL'S CATHOLIC SCHOOL

"Christ is Ever Present"

SMCS BOARD OF TRUSTEES MINUTES

For meeting held in Room 9 on Monday 21st October 2019 at 7.00pm

PRESENT: Lauren Brown, Ann McKeown, Jon Williams (Chair), Issa Ilo-Cabiling (Minute taker), Casiana Wooler, Mark Twomey, Candice Harris, Brigid Stevens, Alex Houghton, Joseph Liava'a, Justin Browne, Catherine Westwood, Georgina van Schaijik

APOLOGIES: None

No	Item	Agreed	Action
1	Opening Prayer - Justin		
	Apologies - none		
	Declaration of interest - none		
	Confirmation of minutes	Justin Lauren	
2	Confirmation of in-committee minutes - none		
3	SMCS Curriculum - Catherine & Georgina		
	Add something for gifted children		Catherine
4	Term 3 Progress Data - Catherine & Georgina		
	Clarify sub-levels for parent community so that they have a better understanding		Catherine
	Parents of Of Concern children were notified before interviews		
	Report currently manually generated <ul style="list-style-type: none"> • Will ask eTAP to automate 		Catherine
5	Health & Safety		
	Accident Statistics discussed		
	Put definition of Serious incident on report - broken bone, excessive bleeding		Ann

6 Principal's Report

Moderation of writing - all teachers come together with a selection of writing & have discussions, assessments

The Board ratified the following two positions:

1. Permanent Scale A Teacher - Isabella Anderson
2. Fixed Term Scale A Teacher - Sophie Dodd

Tracker for at risk students discussed

Principal's report accepted

Alex
Casiana

7 Finance & Property

After school care

- Discussed survey results with provider
- Went through all the feedback
- Extend contract for another year - approved
- Board delegates contract conditions to Ann - day to day operations - approved

Sports Turf

- Meeting held where four families turned up
- Consider/investigate natural grass and drainage - approved

Finance report discussed & accepted

Casiana
Lauren

8 Catholic Special Character

Fill up Bishop's report Part A preferably within the next two weeks - just add name & comments on one form in Google drive

All

Policy Review

Sun Protection Policies

- Sunscreen not provided due to allergies

9 Correspondence

Teacher only days - suggestion to tie up on long weekends

Ann

Reflective area

- Plan open for feedback
- Ann to put together a document for the Diocese

Ann

Bishop's letter on enrolment

- Majority of our children are baptised Catholic
- We are ok - no action required

10 Other Business

EOY get together - Jon to send dates, preferably Thursday

Jon

New parents evening - Thursday 21st November 7pm

Candice
Justin

- BOT attendance - Candice & Justin

Meeting closed - 9pm

Next meeting - Monday 2nd December 7pm

Ann

- Ann on prayer