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11/5/21

ST MICHAEL'S CATHOLIC SCHOOL

"Christ is Ever Present"

SMCS BOARD OF TRUSTEES MINUTES

Meeting held at SMCS 22 February 2021 at 7.10pm

PRESENT: Lauren Brown, Ann McKeown, Jon Williams (Chair), Mark Twomey (Minute taker), Brigid Stevens Joseph Liava'a, Justin Brown, Alex Houghton, Issa Cabling, Cassy Wooler.

Apologises: Candice Harris

No	Item	Agreed	Action
1	Opening Prayer – All		
	<ul style="list-style-type: none"> Apologies - Candice Harris Declaration of interest – none 		
2	Minutes		
	<ul style="list-style-type: none"> Confirmation of November minutes - Confirmation of November In-Committee minutes – 	Jon	Justin
3	Election of Chairperson and Deputy Chair		
	<ul style="list-style-type: none"> Jon Williams elected as Chair Mark Twomey elected as Deputy Chair <p><i>NZSTA note that the Chair is now referred to as the Presiding Member</i></p>	Mark Alex	Alex Jon
4	Health and Safety		
	<ul style="list-style-type: none"> There was no health and safety meeting this month 		
5 A	Principal's Report		
	<ul style="list-style-type: none"> Discussed report. Ann's highlight for the month has been the extension of the enrichment programme to include more students over the course of the year Note policy review; Finance and Property Management Policy requires updating to remove the reference to school fee dollar amounts noted under Attendance Dues and Other Income; Ann to advise School Docs 	Alex	Joseph Ann
5 B	2021 Tracker for Students at Risk		
	<ul style="list-style-type: none"> The Board discussed the data. it was noted that it is early in the term, the data will be more meaningful at term end 		
5 C	2020 SMCS Strategic Goals and Annual Plan Reviewed		

	<ul style="list-style-type: none"> Discussed plan and changes made 		
6	2020 Analysis of Variance		
	<ul style="list-style-type: none"> Analysis of variance report presented. 	Ann	Alex
7	SMCS Charter Minutes and Charter		
	<ul style="list-style-type: none"> Committee met and revised Charter where required, with a particular emphasis and focus around Catholic Character and the Treaty of Waitangi 	Jon	Mark
8	SMCS Strategic Plan 2021-2023		
	<ul style="list-style-type: none"> Plan to be submitted - note it is a live document so changes/updates can be made after submission 	Jon	Mark
11	Finance and Property		
	<ul style="list-style-type: none"> Report presented. Cyclical maintenance plan 2021 update was discussed and approved) 	Justin	Alex
10	Correspondence		
	<ul style="list-style-type: none"> Informational handouts distributed. All reminded to take up opportunity for online NZSTA Workshops 		
11	Other		
	<ul style="list-style-type: none"> Discussion on sub-committee membership - there was no change to the Catholic Character, Health and Safety or Property and Finance sub-committees. Also discussed the timing of meetings - it was agreed that early mornings are best, but days of week to be confirmed by various committee members Ann also discussed inviting Georgina and Catherine along to meetings as part of their professional development 		Sub-committees

The meeting ended at 8.25pm