



ST MICHAEL'S CATHOLIC SCHOOL

"Christ is Ever Present"

SMCS BOARD OF TRUSTEES MINUTES

For meeting held in Room 9 on Monday 25th March at 7.00pm

PRESENT: Lauren Brown, Stephanie Radich, Jon Williams, Rebecca Popovic, Justin Browne, Casiana Wooler, Mat Croad, Brigid Strevens, Ann McKeown, Alex Houghton

APOLOGIES: Cecilia Ruiz-Acosta

Item	Agreed	Action
1. Opening Prayer 2. Declaration of Interest - none 3. Draft SMCS Curriculum The board thanked Catherine for her work in putting this together. The curriculum is well underway. 4. Confirmation of Minutes The minutes from the last meeting were accepted. 5. Confirmation of In-Committee Minutes The 'in committee' minutes from the last meeting were accepted.	 Brigid/Lauren Jon/Alex	
<u>Agenda Discussion</u> 6. Health & Safety The health and safety report was accepted. The process for reviewing and maintaining the risk register was discussed. High risk areas are on a regular cycle of regular reviews. 7. Principal's Report The principal's report was accepted. 8. SMCS Strategic Plan 2019 - 2021 (updated) This was tabled at the meeting 9. Finance & Property - December 2018 The finance and property report was discussed and minutes of the Finance and Property meeting were accepted. The board approved the change in depreciation	 Justin/Mat Ann/Mat Alex/Jon	

<p>rate for chrome books where useful life will reduce from five to three years.</p> <p>The board approved proceeding with looking at options for the lower sports field as per the master plan.</p> <p>The board approved the updated agreement on use of School Hall between school and parish subject to the agreement being updated for health and safety responsibilities for the chair to sign in due course.</p> <p>10. January and February Draft Management Accounts The board approves the 2018 financial statements subject to a final review by Jon and Alex.</p> <p>11. Catholic Special Character The special character report was taken as read.</p> <p>12. Succession Planning: The board approved the appointment of the Returning Officer, Genevieve Van Coller. The letter of offer to be signed by the Chair and sent to the Returning Officer. Key dates for upcoming elections</p> <ul style="list-style-type: none"> • Nominations for BOT elections close 24 May 2019 • Voting papers sent 29 May 2019 • Voting closes 7 June 2019 • New Board announced 14 June 2019 <p>Induction of new members of the BOT was discussed</p>	<p>Alex/Justin</p> <p>Cassie/Rebecca</p> <p>Ann/Jon</p>	<p>Alex & Jon to review 2018 Financial Statements.</p> <p>Steph, Rebecca, Cassie and Brigid to put together an induction plan for new board members and present at the May Board meeting.</p>
<p><u>Policy Review</u></p> <ol style="list-style-type: none"> 1. School Swimming Pool 2. Alcohol, Drugs, and Other Harmful Substances 3. Legislation and Administration Policy 		
<p>Identify Agenda Items for Next Meeting</p>		
<p><u>Administration</u></p> <p>8. Correspondence</p>		
<p>The meeting closed at: 9:35 The next meeting is set for: Monday 13th May</p>		

Reviewed & approved

