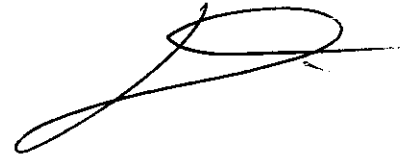
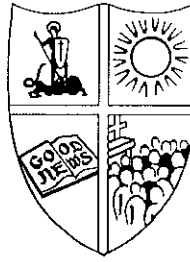


24/9/19

ST MICHAEL'S CATHOLIC SCHOOL

"Christ is Ever Present"

SMCS BOARD OF TRUSTEES MINUTES

For meeting held in Room 9 on Monday 5 August at 7.00pm

PRESENT: Lauren Brown, Mark Twomey, Jon Williams, Joseph Liava'a, Justin Browne, Casiana Wooler, Brigid Strevens, Ann McKeown, Alex Houghton, Candice Harris, Issa Cabling

APOLOGIES: None

Item	Agreed	Action
<p>1. Opening Prayer by Ann at 7.05pm Reflection for St Mary MacKillop Feast Day</p> <p>Present - all</p> <p>Apologies - None</p> <p>Declaration of Interest - None</p> <p>2. Confirmation of Minutes <i>Chair position confirmed from last BOT – Jon accepted as BOT Chair - formalised</i></p> <p>3. Confirmation of In Committee Minutes The minutes from the last meeting were accepted.</p>	<p>Joseph/Alex</p> <p>None Joseph/Lauren</p>	
<p><u>Agenda Discussion</u></p> <p>4. Health & Safety</p> <ul style="list-style-type: none"> ● Justin summarised Health & Safety Subcommittee report. ● Justin nominated Brenton Harrison to be co-opted onto Health Safety Committee as per Subcommittee recommendation. Mark seconded. BOT passed ● Student Council meeting conducted. Student feedback and recommendations received by the School. Student council met with students. 	<p>Justin /Mark</p>	

- Subcommittee wants to establish data to look at trends to assess and make changes to minimise and/or eliminate risk/hazards/near misses

Health and Safety Committee report was accepted.

5. Principal's Report

- Still waiting for quote for the Reflection Space. Ann to move forward on appointing installer
- Staff Encountering Christ course during the break was success
- Bounce back and Wellbeing programmes introduced in Room 8 - teaching students resilience - After pilot completion then assessed and student feedback gathered as part of the valuation.

Programme tested on a class and a group. Pilot is 10 weeks long. Finishes in Term 3. Ann reports to BOT in Term 4.

- Dwayne Woollams – care and wellbeing for teachers. Look at what makes a team function - good outcome - positive feedback – high esteem and trust within the team – feeling safe. Good to undertake this mid-year and after a stressful term. Good to see the positive feel in the team.

Note: Joseph left meeting at 8.00pm

- 2020 Roll is full roll and there is a waiting list so priority will be given to student from the St Michaels and Parnell Parishes
- Ann summarised the Tracker for Children at risk and went through the data with the BOT.
- Additional PD in some areas for Writing in Y4 & 5.
- Communication by staff to parents of the children at risk is important.
- Tracking well with funding.
- "Footsteps" is being implemented
- Cultural festival and Grandparents Day coming up this term.
- Term 3 Policy review under School Docs listed in Ann Report
- BOT to review by end of Term 3.

The principal's report was accepted.

6. Finance & Property -

Ann/Alex

<ul style="list-style-type: none"> • Alex summarised the Property & Finance subcommittee report • Alex is subcommittee chair for the next 6 months. Role will be rotated amongst the subcommittee members. • Alex presented overview of the Master Plan- next development on the lower sports field. Want to work on FAQs for the school community. • Cyclical Plan overview given – some items tagged for replacement are being pushed out e.g. asphalt works, Junior Block roof. Hall exterior brought forward on Programme. • Hall Exterior paint pricing sought. • Ann and Justin meeting to makes adjustments on Maintenance Plan to reflect changes • Alex gave overview of After School Care • Financial for July – Tracking well • Alex moved financial report was accepted. 		
<p>Finance and Property documents were accepted</p>		
<p>7. Catholic Special Character</p> <ul style="list-style-type: none"> • Cassie summarised Catholic Character • Survey to the school community on google by end of the term. • Look at another survey from another school to get ideas of the type of questions we should ask • Subcommittee noted on School Website has ‘Special Character’ not visible - will look at a special tab on web site so that Community can navigate and find information easily • Look at improving communication with the parent community. • Reflection space was covered in Principal’s Report 	<p>Alex/Justin</p> <p>Alex/Lauren</p> <p>Cassie/Candice</p>	
<p>Catholic Special Character report were accepted</p>		
<p><u>Administration</u></p> <p>8. Correspondence</p> <ul style="list-style-type: none"> • Ann’s letter of thanks to BOT for the recent family trip after difficult Term 2. • BOT Training – on Wednesday night at Vermont St Columbia Centre - 6.30pm • ERO in 2020 - Add to the agenda at the next meeting to look at preparing ERO as a BOT 		

The meeting closed at: 9.05 pm
The next meeting is set for: Monday 9 September 2019

