



ST MICHAEL'S CATHOLIC SCHOOL

"Christ is Ever Present"

SMCS BOARD OF TRUSTEES MINUTES

For meeting held in Room 9 on Monday 9 September 2019 at 7.00pm

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

APOLOGIES: Brigid Strevens

Item	Agreed	Action
1. Opening Prayer Declaration of Interest – none.		
2. Confirmation of Minutes The minutes from the last meeting were accepted.	Mark/Joseph	
3. Confirmation of In-Committee Minutes The minutes from the last meeting were accepted.	Joseph/Justin	
<u>Agenda Discussion</u>		
4. Health & Safety The Health and Safety Committee did not have a meeting, however, an update was put forward in the Principal's Report.		
5. Principal's Report The Principal's Report was accepted.	Ann/Casiana	
6. Finance & Property – August 2019 The Finance and Property meeting was discussed and minutes of the Finance and Property meeting were accepted.	Alex/Justin	

 22/10/19

<p>It was noted that there is a meeting in the School Hall at 6.30pm on 18 September 2019 for the school community to discuss the turf and the SMCS Property masterplan at which the Finance and Property Committee will be available to answer questions.</p> <p>7. Catholic Special Character The Catholic Special Character meeting was discussed and minutes of the Catholic Special Character meeting were accepted.</p> <p>8. ERO The last review in 2017 noted three areas of focus</p> <ul style="list-style-type: none"> ● strengthen evaluation capacity to sustain improvement ● increase student agency ● continue to explore ways to effectively engage with parents/whānau to develop a shared sense of ownership of the new strategic direction and to improve outcomes for children. <p>It was noted that the school has programmes in place to address these and we are on track and making good progress.</p> <p>The next ERO visit is 2020. It was noted that the ERO will call a meeting prior to the review visit to outline any particular focus for the review. The BoT chair will be invited to the meeting. It was agreed to raise the visit again in the BoT meeting in the new year.</p>	<p>Casiana /Lauren</p>	
<p><u>Policy Review</u></p> <p>9. Performance Management Discussion on the policy and specific areas was undertaken. Further BoT member review is required.</p> <p>10. Health, Safety and Welfare Policy (Reviewing the overarching Health, safety and Welfare policy). Discussion on the policy and specific areas was undertaken. Further BoT member review is required.</p>		
<p><u>Other Business</u></p> <p>11. Reviewing of shared documents prior to attendance at future BoT meetings was discussed. It was noted that BoT members are able to raise questions/comments via the shared drive and doing this prior to the meeting would assist with preparation and meeting flow.</p>		<p>All</p>
<p><u>Identify Agenda Items for Next Meeting</u> - none raised</p>		

<u>Administration</u> 12. Correspondence - none		
The meeting closed at: 8.45pm The next meeting is set for: Monday 21 October 2019		

