

**ST MICHAEL'S CATHOLIC SCHOOL**  
*"Be it known to all who enter here that CHRIST  
 is the reason for this school"*

### **SMCS BOARD OF TRUSTEES MINUTES**

**For meeting held in the Staffroom on Monday 8th August at 7.00pm**

**PRESENT:** Sarah Langley, Mary Kedzlie, Mat Croad, Anna Harvey, Jon Williams, Alex Houghton, Casiana Wooler, Rebecca Popovic, Justin Browne, Stephanie Radich.

**APOLOGIES:** Nico Buyck

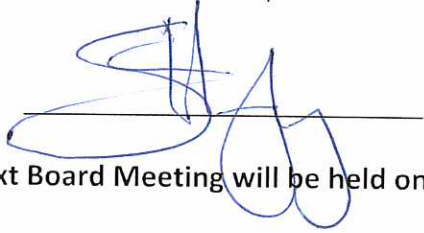
Mary opened with a Prayer at 7.10pm. <b>Declaration of Interest:</b> None.		
<b>1. Minutes</b>	<b>Agreed</b>	<b>Action</b>
The Minutes from 20/6/16 were circulated and accepted.	Justin/Steph	
<b>2. Matters Arising from the Minutes</b>		
1. Mary to discuss air conditioning process with Carolyn and if required Annabelle. Carried forward. 2. Feuerstein activity for for next BOT meeting. Carried forward. 3. H&S Adviser to present at a future BOT meeting. Carried forward.		Mary  Anna Sarah
<b>3. Agenda Discussions</b>		
1. Principal Appointment Process - an update of the Principal appointment process was provided by Sarah. The appointment process was outlined, which includes reference checks & class visits by members of the sub-committee. The closing date for applicants is the 26th of August.		
<b>4. Finance and Property Report</b>		
<b>Property:</b> The Board received and reviewed the verbal property report which included the recently signed agreement with Tigerturf to lay turf on the existing tennis court, the junior playground, and the upcoming maintenance visit from Watershed Group.	Mat/Alex	
<b>Finance:</b> The financial report for July was presented and the net working capital projections to 31 december was agreed and accepted.	Justin/Anna	

<b>5. Health and Safety Report</b>		
<p><b>The Health and Safety Report was moved and accepted.</b> Noted the decline in reported incidents in the past month.</p> <p>Discussions focused on ensuring H&amp;S policy, processes and forms for managing contractors coming on site given upcoming projects on school site.</p>	Anna/Rebecca	
<b>6. Principal's Report</b>		
<p><b>The Principal's Report was moved and accepted.</b> Discussion on the 2016 Catholic Character Review and the best approach to engaging the school community for feedback.</p> <p>ERO review rescheduled from Term 4 2016 to next year.</p> <p>Updated Charter available electronically for BOT members to review.</p> <p>Consideration being given for those children that achieve 100% attendance for term.</p> <p>The Board went into committee at 8:15pm.</p> <p>The Board came out of committee at 8:30pm.</p> <p>It was agreed that the BOT would undertake some governance training with Mary K.</p> <p>2.</p>	Anna/Rebecca	Mary
<b>7. Policy Review</b>		
<p>Policy 8 Enrolment - the policy was discussed and accepted.</p> <p>Child Protection Policy - the policy as presented to page 2 was accepted.</p> <p>It was agreed to train staff on legal requirements for the new policy and relevant legislation.</p>	Anna/Mary Anna/Alex	Mary
<b>8. Administration</b>		
<b>9. Next Meeting Agenda items:</b>		
Health & Safety Expert		

<b>10. Correspondence</b>		
NZSTA Trusteeship booklet was tabled		

The Meeting closed at 9.23 p.m.

Signed:



Date:

28/11/16

The next Board Meeting will be held on: August 8<sup>th</sup> 2016