



**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 15<sup>th</sup> February at 7.00pm**

**PRESENT:** Sarah Langley, Mary Kedzlie (Acting Principal), Catherine Westwood (Minutes Secretary), Mat Croad, Michael Clegg, Annabelle Wells, Jonathan Spencer, Mark Lewis, Nico Buyck.

**APOLOGIES:** Hayden Kingdon,Carolynn Phillips (Sabbatical).

Mary opened with a Prayer at 7.05pm.  
**Declaration of Interest:** None.

| <b>1. Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Agreed</b>     | <b>Action</b> |
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| The Minutes from 7 <sup>th</sup> December were circulated and accepted with several changes made by the BOT and recorded by Sarah.                                                                                                                                                                                                                                                                                 | Mat/Jonathan      |               |
| <b>2. Matters Arising from the Minutes</b>                                                                                                                                                                                                                                                                                                                                                                         |                   |               |
| There were no matters arising from the Minutes.                                                                                                                                                                                                                                                                                                                                                                    |                   |               |
| <b>3. Agenda Discussions</b>                                                                                                                                                                                                                                                                                                                                                                                       |                   |               |
| <b>BOT Meeting Dates (2016)</b><br><b>All Meetings Week 3 and Week 8 of each term.</b><br>Next meeting: March 21 <sup>st</sup><br>April 11 <sup>th</sup> - BOT dinner<br>Term 2:<br>May 16 <sup>th</sup><br>June 20 <sup>th</sup><br>Term 3:<br>August 8 <sup>th</sup><br>September 12 <sup>th</sup><br>Term 4:<br>October 17 <sup>th</sup><br>November 21 <sup>st</sup><br>December 12 <sup>th</sup> - BOT dinner |                   |               |
| <b>4. Finance and Property Report</b>                                                                                                                                                                                                                                                                                                                                                                              |                   |               |
| <b>Finance:</b><br>The December accounts are currently being audited and will be presented at the next BOT meeting.<br><br><b>The Finance Report was moved and accepted.</b><br><br><b>Property:</b><br>The Board went into committee (7.45pm)                                                                                                                                                                     | Annabelle/Michael |               |

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| <p>Junior playground: Sarah will discuss with Lane Flynn (PTA Chair)<br/>Air conditioning: Annabelle will get an estimate for air conditioning in the Junior School.</p> <p>Lower court: Mat and Michael will meet with Mark Twomey. Mat will meet with Simon Glass to discuss funding grants.<br/>Lower field: Mat and Michael will explore Council funding.</p> <p>Nico will meet with Alex Houghton from the Parish Council.</p> <p>The Board came out of committee (8.15pm)</p> <p>The Property Committee provided an update regarding options for the lower field and tennis court.</p> <p><b>The Property Report was moved and accepted.</b></p>                                                        | <p>Sarah/Annabelle</p> <p>Mat, Michael<br/>Mat<br/>Mat, Michael</p> <p>Nico</p> <p>Sarah/Jonathan</p> | <p>Sarah<br/>Annabelle</p> <p>Mat, Michael<br/>Mat<br/>Mat, Michael</p> <p>Nico</p> |
| <p><b>5. Health and Safety Report</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                       |                                                                                     |
| <p>The Board has been presented with an annual report which recommends the immediate closure of the Lower Playground. The Board will close the playground effective immediately pending assessment and required repair work. Safety fencing will be hired and the school community will be informed.</p> <p>Management have made extensive efforts to gain explicit guidance regarding ratios for adults to children within the pool area. In the interim the school will follow the 1:8 ratio for EOTC, with the adult remaining outside the pool. The Board will continue to monitor any further information that becomes available.</p> <p><b>The Health and Safety Report was moved and accepted.</b></p> | <p>Catherine/Sarah</p>                                                                                |                                                                                     |
| <p><b>6. Principal's Report</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                       |                                                                                     |
| <p>Mary presented the draft Charter to the Board.</p> <p>Mary, Georgina and Catherine will complete the Statement of Variance prior to the next BOT meeting.</p> <p>Mary presented the Board with the latest ERO indicators (<i>Effective School Evaluation</i>).</p> <p><b>The Principal's Report was moved and accepted.</b></p> <p><b>The Appointees Report to the Bishop was moved and accepted.</b></p>                                                                                                                                                                                                                                                                                                  | <p>Mat/Mark</p> <p>Jonathan/Annabelle</p>                                                             |                                                                                     |
| <p><b>7. Policy 1 – Board Operations</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                       |                                                                                     |
| <p>Mary and Sarah to review the Policy Review Cycle (NZSTA model).</p> <p>Genevieve to add dates reviewed to each policy as they are updated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                       |                                                                                     |

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| The Board updated Policy 1.                                                                                                                                                                                            |  |  |
| <b>8. Agenda Items for next Meeting</b>                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>● Review contribution shortfall for any patterns.</li> <li>● Review Policy 8.</li> <li>● Mary to present a reviewed agenda.</li> <li>● Updated Hall Donation letter.</li> </ul> |  |  |
| <b>9. Correspondence</b>                                                                                                                                                                                               |  |  |
| <ul style="list-style-type: none"> <li>● Confirmation of Request for Concurrence for Carolynn.</li> <li>● Card from Carolynn Phillips.</li> <li>● Card from Annette Wilson.</li> </ul>                                 |  |  |

The Meeting closed at 9.40 p.m.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**The next Board Meeting will be held on:**