



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 17th May at 7.00pm

PRESENT: Sarah Langley, Carolynn Phillips, Mat Croad, Michael Clegg, Annabelle Wells, Jonathan Spencer (Minutes Secretary), Mark Lewis, Nico Buyck

APOLOGIES: Hayden Kingdon, Catherine Westwood.

Carolynn opened with a Prayer at 7.15pm.
Declaration of Interest: None.

1. Minutes	Agreed	Action
The Minutes from 11/4/16 were circulated and accepted.	Matt/Nico	
2. Matters Arising from the Minutes		
1. Annabelle to brief Carolynn on where air conditioning for Junior block is at based on process from previous purchase for Senior block. Carolynn to engage with possible suppliers and initiate quotes.		Annabelle
3. Agenda Discussions		
4. Finance and Property Report		
Property: Property committee met with PTA Representative. Board agreed to progress playground on "far bank" option as best fit within 20yr plan. Finance: Discussed having a monthly summary dashboard sheet that tracks financial progress. Finances are tracking to schedule for time passed year to date. The Finance Report was moved and accepted	Michael/Nico	Matt

5. Health and Safety Report		
Processes to be reviewed to ensure correct capture of information on child departure and results on return in event of injury. Analysis of student absenteeism to be shared with BOT and end of each term. Carolynn discussed current health and wellbeing of staff and students. The Health and Safety Report was moved and accepted.	Matt/Annabelle	Carolynn
6. Principal's Report		
As a Board we would like to express our interest in becoming a Community of Learners (COL) and perusing this interest further The Board went into committee at 8.30pm The Board came out of committee at 8.40pm The Principal's Report was moved and accepted.	Carolynn/Sarah	
7. Management Team Update		
Process and timeline for Principal appointment determined by Board. Subcommittee of Board appointed to facilitate appointment process.		
8. Policy Review		
Enrolment Policy and Process – deferred for new Board to discuss		
9. BOT		
The Board covered nominations received to date for upcoming Board elections.		
10. Next Meeting Agenda items:		
Welcome new Board members and appointment of new Chair		
11. Correspondence		
Advice for Catholic Diocese of increase in Attendance Dues	Carolynn/Annabelle	

The Meeting closed at 9.43 p.m.

Signed: _____

A handwritten signature in black ink, appearing to be 'S. J.', written over a horizontal line.

Date: 20 June 2016

The next Board Meeting will be held on: June 20th 2016