



# 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 21<sup>st</sup> March at 7.00pm**

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

**APOLOGIES:** Carolyann Phillips (Sabbatical).

|   |               |                              |
|---|---------------|------------------------------|
| Mary opened with a Prayer at 7.05pm.  |               |                              |
| <b>Declaration of Interest:</b> None.   |               |                              |
| <b>1. Minutes</b>   | <b>Agreed</b> | <b>Action</b>                |
| The Minutes from 15 <sup>th</sup> February were circulated and accepted.  | Mark/Jonathan |                              |
| <b>2. Matters Arising from the Minutes</b>  |               |                              |
| There were no matters arising from the Minutes.   |               |                              |
| <b>3. Agenda Discussions</b>  |               |                              |
|   |               |                              |
| <b>4. Finance and Property Report</b>   |               |                              |
| <b>Property:</b>  |               |                              |
| Air conditioning: Annabelle will get an estimate for air conditioning in the Junior School.   |               | Annabelle                    |
| The Board went into committee (7.15pm)  |               |                              |
| The Board came out of committee (7.30pm)  |               |                              |
| The Property Committee to meet with the PTA to discuss options with them for fundraising for building a new junior playground.  |               | Sarah, Michael and Annabelle |
| Mary confirmed that there is an existing log book with a check list that Peter runs through weekly, monthly etc.  |               |                              |
| In terms of H&S -The Board agree to:  |               | Mary                         |
| <ul style="list-style-type: none"> <li>Look at the H&amp;S policy 5 in regards to our school site in light of the junior playground findings.</li> <li>Review terms of reference for all independent site inspections.</li> </ul> |               | Mark                         |

|   |  |                        |
|---|--|------------------------|
| <ul style="list-style-type: none"> <li>Hayden to contact Andrew Evans about H&amp;S practices for schools.</li> </ul> <p>The Board discussed other H&amp;S risks in relation to the physical aspects of our school and the lessons learned from the junior playground issue.</p> <p><b>The Property Report was moved and accepted.</b></p> <p><b>Finance:</b></p> <p>Draft Annual accounts for 2015 has been tabled.</p> <p>In line with the MOE's guidelines, we accept that BDO be accepted as our auditors.</p> <p>The Finance Report was moved and accepted</p> | <p>Michael/Nico</p> <p>Nico/Mat</p> <p>Mat/Michael</p> | <p>?</p> <p>Hayden</p> |
| <p><b>5. Health and Safety Report</b></p>   |  |                        |
| <p>Sarah bought up the other side of the H&amp;S Act in terms of wellbeing of staff, children and families and how the Board need to monitor and report this.</p> <p>The Board discussed the February incident of anaphylaxis.</p> <p><b>The Health and Safety Report was moved and accepted.</b></p>   | <p>Jonathan/Catherine</p>                              |                        |
| <p><b>6. Principal's Report</b></p>   |  |                        |
| <p>Mary presented the Proprietor Reps Annual Report 2015. Our tagged position numbers have been incorrectly noted as 7 No. and should be 8 No.</p> <p><b>The Principal's Report was moved and accepted.</b></p>   | <p>Catherine/Jonathan</p>                              |                        |
| <p><b>7. Management Team Update</b></p>   |  |                        |
| <p><b>8. BOT</b></p>  |  |                        |
| <p>Presentation on the 30<sup>th</sup> to the school community about the elections.</p>   |  |                        |
| <p><b>9. Correspondence</b></p>   |  |                        |
| <ul style="list-style-type: none"> <li>Note from Annette Wilson about her Cruise.</li> </ul>  |  |                        |

The Meeting closed at 9.07 p.m.

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

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

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