

# ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room  
7:10pm Thursday 2 November 2017**

## M I N U T E S

**Present:** Lisa Smith (Chair), Michael Chinnery, Michelle Holly, David France, Anna Campbell, Angela Murdoch, Kelly Parker, Orille Fernando

**In attendance:** Sally Dalzell (LSM), Rachel Laurenson (MoE), Sue Toombs (Minute Secretary)

**Apologies:** Antony Vodanovich, Marianne Bray and Fr Lio Rotor

Lisa led everyone in prayer.	
<b>1. <u>ADMINISTRATION</u></b>	<b>ACTION</b>
<b>1.3 Declarations of interest</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>2. <u>PRESENTATION</u></b>	
<p><b>2.1 Limited Statutory Manager revocation, presented by Rachel Laurenson &amp; Sally Dalzell</b></p> <ul style="list-style-type: none"> <li>• Rachel congratulated the board on the progress in which St Mary's School has made and confirmed the school is now moving onto the next stage, revocation of the intervention. A list of Ministry contacts were advised for future support, if required.</li> <li>• Sally reported on the work carried out since her meeting in September. Observations and engagement via board meetings, Board Chair and Principal meetings have proved that the school no longer requires LSM support. The Board is well placed to resume all governance powers. In early October the revocation process began with ERO personnel and MoE.</li> <li>• The whole board were commended and positively congratulated on the achievement they have made in just over a year. Learner focus and raising achievement is evident in the school as well as the school's special character.</li> </ul> <p style="text-align: right;"><i><b>Rachel Laurenson &amp; Sally Dalzell departed 7:32pm</b></i></p> <p><b>2.2 Update on BYOD/Digital Immersion, presented by Michelle Holly</b></p> <ul style="list-style-type: none"> <li>• Meetings have taken place with Noel Leeming regarding packages and 'add-ons' available to our community for the purchase of devices. Noel Leeming is also able to provide setup and ongoing tech support. Officemax also offer BYOD packages to schools. Consideration has been carefully researched around 'what device' and importantly the cost to parents.</li> </ul>	

<ul style="list-style-type: none"> <li>• Chromebooks or laptops are to be recommended for Years 4-6 for their research and reporting capability. These devices can follow the student to intermediate school.</li> <li>• For Years 1-3 it is recommended iPads to be used as they prove to be a good receptive tool and adequately meet the needs of these young learners.</li> <li>• Consultancy providers, CORE Education, have met with the senior leadership team. They are well experienced in the process of digital immersion in schools. CORE Education can provide support at planned parent meetings as well as valuable teacher support.</li> <li>• A digital immersion presentation evening by CORE Education is scheduled in November to offer advice to our parent community. This evening is also to give parents the opportunity to ask questions with an 'Answer' evening scheduled the following week.</li> <li>• A staff digital immersion group has been formed in preparation.</li> </ul> <p><b>2.3 Update on rebranding, presented by Michelle Holly</b></p> <ul style="list-style-type: none"> <li>• Mark Saunders has met with the student branding group and senior leadership team regularly this term. Following on from the September presentation and at the board's request designs in many media, colours and sizes were presented. This has proved beneficial as favourable designs have changed their appearance.</li> <li>• The board requests that the two preferred options be put to the students and voted on. The board will be happy with the adoption of either option.</li> </ul>	
<p><b>3. <u>DISCUSSIONS</u></b></p> <p><b>3.1 Special Character Review</b></p> <ul style="list-style-type: none"> <li>• Lisa explained to board members that the review is implemented in two-parts. Each year the board provides a report to the Diocese on the school's special character. Every three to four years a special character review takes place. This involves the Diocese visiting school, an attestation report, Board questionnaire, surveys to the school community and parishioners plus a yearly report. Our external review will take place on November 14 -17.</li> <li>• The board as a group answered the Special Character Board Questionnaire at tonight's meeting</li> </ul> <p><b>3.2 Policy Review</b></p> <ul style="list-style-type: none"> <li>• School Docs is now online. The renewing/updating of policies when they become due is highlighted. There are a number of policies for current review.</li> </ul> <p><b><i>ACTION: To obtain parent, staff and board login details for School Docs</i></b></p> <p style="text-align: right;"><b><i>Orille Fernando departed 8:56pm</i></b></p>	<b>Michelle Holly</b>
<p><b>4. <u>MONITORING</u></b></p> <p><b>4.1 Principal's Report</b></p> <ul style="list-style-type: none"> <li>• The report was taken as read.</li> </ul>	

**Motion – Professional Learning**

That the Board of St Mary's School, Northcote approves the engagement of CORE Education to facilitate the Digital Immersion programme at an initial cost of \$6,807.89.

**Michelle Holly**

**All in favour**

**4.2 Financial report & monthly budget**

- Shared in Dropbox.
- A donation of \$10k by the PSG has been received. It is proposed that this significant donation be put toward the digital immersion project and the renovation of the upper playground.
- The school accounts are tracking well and the per student ministry guideline figure is looking very healthy. The current surplus will begin to decrease with the scheduled maintenance programme taking place in the school holiday.
- The 2018 Draft budget, version 1 was tabled. The final version will be ready ahead of the next board meeting in December.

**Orille Fernando returned 9:20pm**

**4.3 Building/Maintenance Update**

- Shared in Dropbox
- Minutes and the detailed proposed maintenance to 'D' block were discussed. The board acknowledged and thanked the work undertaken by the Caretaker.
- The Health and Safety of the proposed contractor undertaking the holiday painting maintenance programme together with their liability cover were examined.

**Motion:** That the St. Mary's Board of Trustees approve the remediation of D Block and that Brett Lendich be engaged to paint the outside of the older buildings, the corridor in D Block and D1, 4 and 6.

**Michelle Holly**

**All in favour**

**4.4 Health & Safety**

- The health and safety committee met last week.
- All staff are reminded of the online hazard register. The Korean Language School have been attending our meetings and assure the Health & Safety group they are following the school health & safety guidelines
- There were no matters arising from this meeting.
- A question arose to research an app available to schools in which parents can be notified to the safety of students at times of school emergency. We do currently have emergency processes in place with the support of Harrison Tew.
- The Principal discussed a recent matter of concern toward one of its staff members related to inappropriate levels of parent pressure. This is not uncommon and is constantly being managed by the SLT. The senior leadership team is closely supporting the staff member, their well-being is of concern, and processes are already in place. The support from the board to all staff members' wellbeing is of high priority.

<p><b>5. <u>ADMINISTRATION</u></b></p> <p><b>5.1 Confirmation of minutes / action points</b></p> <p><b>MOTION:</b> That the Minutes and In-Committee Minutes of the meeting held on 14 September 2017 be approved as a true and correct record.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p><b>Confirmation of Finance report</b></p> <p><b>MOTION:</b> That the finance report as tabled be approved.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p><b>5.2 Correspondence</b></p> <ul style="list-style-type: none"> <li>• Correspondence was circulated via Dropbox.</li> </ul> <p><b>MOTION:</b> That the correspondence be received.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p><b>5.3 Upcoming Dates</b></p> <ul style="list-style-type: none"> <li>• Friday 10 November 2017, 9:30am – Opening Ceremony</li> <li>• Catholic School Office will be advised once timetable has been received</li> <li>• Tuesday 12 December 2017 – BoT Christmas Drinks</li> <li>• Thursday 7 December 2017, 7pm – BoT meeting</li> </ul>	
<p><b>6. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u></b></p>	
<p><b>7. <u>MEETING CLOSURE</u></b></p> <p><b>7.1 Comments on meeting procedures and outcomes</b></p> <p><b>7.2 Preparation for next meeting</b></p> <p><b>7.3 Closing Prayer</b></p> <ul style="list-style-type: none"> <li>• Lisa closed the meeting at 9:45pm with a prayer</li> </ul>	

**SUMMARY OF ACTION POINTS:**

#	Item	Description	Who
1.	3.2	To obtain parent, staff and board login details for School Docs	Michelle Holly

Chairperson: \_\_\_\_\_ Date: 7 December 2017

Lisa Smith