

ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room
7:04pm Thursday 6 December 2018**

M I N U T E S

Present: Lisa Smith (Chair), Michelle Holly, David France, Kathryn O'Brien, Marianne Bray, Anna Campbell, Kelly Parker, Michael Chinnery and Antony Vodanovich

In attendance: Jenny Abesia (new Proprietors representative), Maggie Ogram (Osprey Consulting) and Sue Toombs (Minute Secretary)

Apologies: Fr Lio

Lisa led everyone in prayer.	
<p>1. <u>ADMINISTRATION</u></p> <p>1.3 Declarations of interest</p> <ul style="list-style-type: none"> • Standing declaration from Antony Vodanovich <p><u>WELCOME</u></p> <p>Lisa introduced Jenny Abesia to members of the board</p>	ACTION
<p>2. <u>PRESENTATION/DISCUSSION</u></p> <p>2.1 PPMS Summary Report by Maggie Ogram</p> <p>MOTION: That in terms of Section 48 of the Local Government Official Information and Meetings Act of 1987, the public be excluded from this part of the meeting because the Board wishes to discuss employment.</p> <p style="text-align: right;"><i>Lisa Smith All in favour</i></p> <p>MOTION: That the minute secretary remain to minute the in-committee meeting.</p> <p style="text-align: right;"><i>Lisa Smith All in favour In committee meeting began 7:09pm</i></p> <p>MOTION: That the meeting be made open to the public.</p> <p style="text-align: right;"><i>Lisa Smith All in favour In committee meeting finished 7:19pm</i></p>	

Maggie Ogram departed 7:19pm

2.2 Governance Manual Review

- The board agreed that the SMS Board Governance Manual was a comprehensive document and did not require any changes at this time

2.3 Visioning/Strategic Plan

- Strategic Plan 2019-2021 draft - the board discussed further ideas and some minor changes/additions will be made to the new plan.
- Annual Plan, draft - a walk-through of the document with deeper explanations was conducted. Focus areas have been identified for 2019, based on our data and the continuation of PLD from this year.
- Data - the Principal explained to the board how to understand the data presented at the meeting. We continue to work on raising the achievement of target groups of learners. The e-asTTle reading data shows accelerated achievement for all target groups. Pleasingly, reading and writing data shows improvement in the numbers of students achieving at or above expectation. Targets for next year will continue to focus on the cohorts of students that show disparities in their achievement.
- The board expressed its thanks to the teachers and leadership team for the report.

2.4 Meeting Schedule and Three-Year Work Plan

- The 2019 meeting schedule will be emailed to board members once the 2019 dates have been reconciled with the school calendar.
- The Three-Year Work Plan was tabled at the meeting. The Election succession planning date has been brought forward to February 2019 in order to communicate with the school community.

MOTION: That the Board of Trustees of St Mary's School, Northcote approves the draft Strategic Plan, Annual Improvement Plan and Three-Year Work Plan subject to minor changes.

*Lisa Smith
All in favour*

Michelle Holly

3. MONITORING

3.1 Principal's Report

- The report shared in Dropbox was taken as read.
- The Christmas Craft Market was a fabulous community event. All the key helpers have been thanked for their work and support of the school.
- The 'Principal for a Day' was a very positive initiative and the successful students took up office today.
- Lisa Smith brought to the board's attention school keys, who has them and who should have them. The parish has a key as some classrooms in Dominic block for Sunday Liturgy are used. It was decided that the school toilets should be locked and that students use the parish toilets. This also highlighted the question to be asked; are parish staff being police checked under the Vulnerable Children's Act 2014 whilst using school property?
- The 2018 Year 6 Camp was a great success. The board thanked the teachers and parent helpers for a well-run and enjoyable camp.

- The board discussed Cultural Day. Although it was agreed that a lot of work is done by both the school and parish to make this a wonderful combined celebration, Michelle has advised that, from her perspective as leader of the school, it is not sustainable in its current format.
- The Property Report was taken as read. The School will complete quotes for the building of a canopy over the Tiger turf and then present the plans to the Diocese, to ask that we use our parent building fund money to undertake this project.

Michelle Holly

3.2 Health & Safety

- There were no matters arising from the previous Health and Safety meeting.
- A question was raised by the board regarding the daily marking of attendance. The principal explained our process.

3.3 Financial report & monthly budget

- Shared in Dropbox.
- A proposal that in 2019 an outdoor canopy between Catherine block and the Admin building be constructed. Estimates for the canopy have been obtained, we await further estimate for sound and lighting. This will be a great asset to the school for whole school events. Contact will be made with the Diocese.

3.4 Draft budget 2019

- The Draft 2019 budget was presented to the Board with a projected surplus of \$9,042.

MOTION: That the 2019 Budget as tabled be approved.

Michelle Holly
All in favour

3.5 Student Attendance Report

- The board is pleased that attendance at our school is high and we have minimal truancy or unexplained absences. There is a number of students whose punctuality is an issue but teachers track this and speak to parents to try to reduce this. We know that lateness is due to parents not bringing children to school on time.

3.6 Personnel

MOTION: That in terms of Section 48 of the Local Government Official Information and Meetings Act of 1987, the public be excluded from this part of the meeting because the Board wishes to discuss employment.

Lisa Smith
All in favour

MOTION: That the minute secretary remain to minute the in-committee meeting.

Lisa Smith
All in favour
In committee meeting began 8:42pm

<p>MOTION: That the meeting be made open to the public.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i> <i>In committee meeting finished 8:58pm</i></p>	
<p>4. <u>ADMINISTRATION</u></p> <p>4.1 Confirmation of minutes / action points</p> <p>MOTION: That the Minutes and In-Committee Minutes of the meeting held on 8 November 2018 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>Confirmation of Finance report</p> <p>MOTION: 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>4.2 Correspondence</p> <ul style="list-style-type: none"> ● Correspondence was circulated via Dropbox. <p>MOTION: That the correspondence be received.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p>4.3 Upcoming Dates</p> <ul style="list-style-type: none"> ● Wednesday 12 December 2018 – Senior Prizegiving, 9:30am Junior Prizegiving, 11:30am ● Thursday 13 December 2018 – Nativity, ‘An Unexplained Christmas’, 5:30pm ● Wednesday 19 December 2018 – Year 6 Leavers’ Mass and function, 5:30pm ● Thursday 20 December 2018 – Closing Mass, 11:30am ● Thursday 28 February 2019 – BoT meeting, 7pm 	
<p>5. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u></p>	
<p>6. <u>MEETING CLOSURE</u></p> <p>6.1 Comments on meeting procedures and outcomes</p> <p>6.2 Preparation for next meeting</p> <p>6.3 Closing Prayer</p> <ul style="list-style-type: none"> ● Michael closed the meeting at 9:30pm with a prayer 	

SUMMARY OF ACTION POINTS:

#	Item	Description	Who
1.	2.3	Minor amendments required to the draft Strategic and Annual Improvement plan	Michelle Holly
2.	3.3	Outdoor canopy; contact to be made with the Diocese	Michelle Holly

Chairperson: _____ Date: 28 February 2019

Lisa Smith