

3. MONITORING

3.1 Principal's Report

- The report shared in Dropbox was taken as read.
- The Property Report was taken as read.

3.2 Health & Safety

- There were no matters arising from the previous Health and Safety meeting.
- The Board will carry out a Health and Safety walkthrough of the school in term 4 at an early morning - day to be confirmed.

Michelle Holly

3.3 Financial report & monthly budget

- Shared in Dropbox.
- The current and projected school roll growth was discussed in depth. The formation of a board focus team consisting of four board members and a newly appointed deputy principal was agreed as a good way forward for discussions around marketing the school.

MOTION: That the Board of Trustees of St Mary's School, Northcote approves the purchase of 20 x Chromebooks at a cost of \$8,438.60 ex gst.

Michelle Holly
All in favour

MOTION: That the Board of Trustees of St Mary's School, Northcote approves the additional purchase of 20 x Chromebooks at a cost of \$8,438.60 ex gst.

Michelle Holly
All in favour

MOTION: That the board form a sub-committee to discuss issues around roll growth.

Lisa Smith
All in favour

3.4 Draft budget 2019

- The DRAFT budget for 2019 has been further scrutinised and updated. Staffing is again proving to be a challenge for 2019. Our new entrant numbers are growing which will mean two new classes will be started earlier than expected.
- The Principal also put forward the need for new marketing funds to include website design for our school.
- The inclusion of budget lines related to our new strategic plan has been put in place to ensure our resourcing enables our plans to be implemented.

3.4 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

<p>MOTION: That the minute secretary remain to minute the in-committee meeting. <i>Lisa Smith</i> <i>All in favour</i> <i>In committee meeting began 8:35pm</i></p> <p>MOTION: That the meeting be made open to the public. <i>Lisa Smith</i> <i>All in favour</i> <i>In committee meeting finished 8:47pm</i></p>	
<p>4. <u>ADMINISTRATION</u></p> <p>4.1 Confirmation of minutes / action points MOTION: That the Minutes and In-Committee Minutes of the meeting held on 13 September 2018 be approved as a true and correct record. <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. <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. <i>Lisa Smith</i> <i>All in favour</i></p> <p>4.3 Upcoming Dates</p> <ul style="list-style-type: none"> ● Thursday 8 December 2018 – BoT meeting, 7pm with Christmas drinks to follow. 	
<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"> ● Lisa closed the meeting at 9:07pm with a prayer 	

SUMMARY OF ACTION POINTS:

#	Item	Description	Who
1.	2.1	Special Character review	Michelle Holly
2.	2.3	Reply to uniform proposal	Lisa Smith
3.	3.2	Health & Safety: to arrange a date for board members walkthrough	Michelle Holly

Chairperson: _____ Date: 6 December 2018

Lisa Smith