

ST MICHAELS CATHOLIC SCHOOLS BOARD OF TRUSTEES MINUTES
For Meeting held at Angela Little's home on Monday 12th December 2011 at

6 pm.

Present; John O'Brien in the Chair, Carolyn Phillips, Catherine Everitt, Catherine Westwood, Margaret Van Meeuwen, Nico Buyck, Jim Piper, Neil Swanney, Caroline Stone, Angela Little, Annette Wilson (Minute Secretary) Louise Campbell (Observer).

Apologies; Hayden Kingdon

John opened the meeting with a prayer, asking for blessing for the Boards' decision making and for the work of Hayden.

There was NO Declaration of Interest.

Minutes; Nico requested that item 1 in the previous Minutes be re written to say 'Amended wording on Page 1'. He also asked that the word 'flow' be added to the final statement on p 4 to read 'Carolynn was congratulated on her careful planning and handling of the information flow regarding the new school uniform.'

The Minutes were accepted.

John/ Carolyn

Agreed.

There were no matters arising.

Strategic Decisions; Policy 7 was reviewed and accepted.

Angela /Margaret

Agreed.

Strategic Discussions;

There were no special projects

Principal's Report. Carolyn had circulated the completed Charter with alterations in green for members '0 perusal. She explained that as a working document it is subject to change as appropriate.

The Report was accepted.

Carolynn/ Catherine W.

Agreed.

Principal's Appraisal; Carolyn left the meeting.

Angela presented bound copies of the Leadership Performance Survey compiled by Tony Burkin. There was one from the Board and one from the Staff. She clarified the graphs. The surveys are available for Board members to study. There are two copies.

An executive summary was circulated and it was noted that 'St Josephs' on page 1 should be 'St Michaels'. The summary was very positive, giving credit for achievement and vision.

The Report was accepted and its comprehensive form was commented on. Board members expressed appreciation of Carolynn's leadership of the school.

Angela/John

Agreed.

Angela moved that Interlead be used again for Carolynn's appraisal next year.

Angela/ John.

Agreed.

Carolynn returned to the meeting and John congratulated her on an excellent appraisal. She was asked to facilitate a meeting with Tony and the Board early in the New Year.

Monitoring;

Louise presented the 'Cohort Comparison Matrixes' and explained the process used to collect the data, and the actions taken by staff and the management team to implement its findings. John thanked Louise for her report and proposed a vote of thanks which was carried with acclamation.

John/Margaret

Agreed.

Special Character;

Catherine reported on the Youth Ministry and the discussion held with children in preparation for a Retreat in 2012.

John commented favourably on the Reconciliation service which was widely appreciated.

The Report was accepted.

Catherine E/ Neil

Agreed.

The **Reading Recovery** report was circulated and discussed and congratulations were offered to Mrs Wilson.

Finance and Property;

Nico spoke to his report which had been circulated in advance. He said that finances were looking good and that the forecast is positive. The maintenance fund is healthy at this stage.

An email is to be sent reiterating credit card options for payment of fees. Carolynn to action.

There were no Property matters.

The Report was accepted.

Nico/ Angela

Agreed.

Administration/ Correspondence.

Lighting New Fires

NZSTA Resource Manual and Branch Report.

NZSTA News.

CSO- Bishop's Rep appointment letter re Jonathon Spencer.

Annual Report from the Catholic Diocese.

New Insurance Risk Policy for 2012.

The Correspondence was accepted.

Carolynn/ Nico

Agreed.

Catherine E requested that a protocol be established regarding the duties of PTA Class representatives. Caroline said that one already exists and it was decided that Nico would ask Rachel to review and if necessary up date the existing one.

The Board discussed the Consultation and Communication letters received and Margaret moved that it be recorded that the Board fully endorses the response of Carolynn and the Board Chairman.

Margaret /Neil

Agreed.

John proposed a toast to Angela and Neil who were attending their last meeting, and thanks were expressed. Neil replied that he had enjoyed participation in the Board's activities and appreciated the collaborative element involved. He wished the Board a successful future.

Angela said she appreciated her long association with this lovely little school and admired the expertise of Board members enjoying especially the healthy debates on many issues, and the interesting aspect of dealing with parents. She wished the school every success in the future.

The Meeting closed at 8.40 pm

Signed.......... Date.....13/02/2012.....

Meeting dates for 2012

13th February, 19th March, 23rd April, 21st May, 18th June, 16th July, 20th August, 17th September, 15th October, 19th November, 10th December.

