

**Monte Cecilia Catholic School
BOARD OF TRUSTEES MEETING**

Minutes

Date: Thursday 23 February 2017

Time: 7.00pm – 10.10pm

Venue: School Staffroom

Agenda item	Minute/action item	Responsibility
1.	<u>Opening Prayer</u>	Natalie T
2.	<u>Introductions</u> Hanna Leigh	Chair
3.	<u>Present</u> Craig T, Dinesh P, James R, Jeremy H, Leonie P, Michele M, Natalie T, Oliver F, Trevor L-J	
4.	<u>Apologies:</u> Fr Francis <u>Resolution:</u> THAT the apologies are accepted Moved by: James R Objections: Nil Carried	Chair
5.	<u>Confirmation of the agenda:</u> <u>Resolution:</u> THAT the agenda be confirmed. Moved by: James R Objections: Nil Carried	Chair
6.	<u>Minutes of the Previous Meeting:</u> <u>Resolution:</u> THAT, the minutes of the meeting held <i>on 13/12/2016</i> be confirmed Moved by: Craig T Seconded: Jeremy H Objections: Nil Carried	Chair

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7.	<p><u>Declaration of interests:</u></p> <ul style="list-style-type: none"> • Dinesh P declared that he works for the Bishop/Diocese • Craig T – PTA 	BoT
8.	<p><u>Principal's Report</u></p> <ul style="list-style-type: none"> • Annual Plan tabled and discussed • Updated Strategic Plan tabled and discussed • Analysis of Variance results tabled and discussed <ul style="list-style-type: none"> ○ Possibly an information evening to further expand on the results presented <p>Motion: THAT the Board of Trustees approve the Principal's Report</p> <p>Moved by: Dinesh P</p> <p>Seconded: Oliver F</p> <p>Objections: Nil</p> <p>Carried</p>	Michele M
9.	<p><u>Policies:</u></p> <ul style="list-style-type: none"> • Updated Policy Framework Document tabled • Changes were discussed and approved • Document needs to incorporate Special Character elements • Will continue to review document throughout the year • Michele has put together a timetable for reviewing <p>Motion: THAT the updated Policy Framework Document be approved</p> <p>Moved by: James R</p> <p>Objections: Nil</p> <p>Carried</p>	BoT
10.	<p><u>Principal's Appraisal:</u></p> <ul style="list-style-type: none"> • John Rutherford (Cognition Education) proposed as Michele Mill's appraiser. Qualifications, fees and endorsements heard by the BoT <ul style="list-style-type: none"> ○ Has Catholic School experience <p>Motion: THAT John Rutherford be appointed as Principal Appraiser</p>	Chair

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	<p>Moved by: James R</p> <p>Objections: Nil</p> <p>Carried</p>	
11.	<p><u>Correspondence Log:</u></p> <p>Resolution: THAT the Inwards correspondence is received (no Outwards correspondence)</p> <p>Moved by: Natalie T</p> <p>Seconded: Craig T</p> <p>Objections: Nil</p> <p>Carried</p>	Chair
12.	<p><u>Reporting:</u></p> <ul style="list-style-type: none"> • <u>Finance report</u> <ul style="list-style-type: none"> ○ 2017 Budget tabled <ul style="list-style-type: none"> ▪ Aim for 2018 budget to be completed Sep/Oct this year ▪ Budgeting for a marginal deficit in 2017 ○ Long Term Financial Plan tabled and discussed <ul style="list-style-type: none"> ▪ Strive to maintain status quo ▪ Finances healthy at the moment ▪ However, need to address \$3,500 deficit in budget to ensure future equity <p style="padding-left: 40px;">Presentation to the Board attached</p> <p>Motion: THAT the Board amends the draft 2017 budget by adding \$3,500 to the donation revenue budget line and adopts the amended 2017 budget accordingly.</p> <p>Moved by: Leonie P</p> <p>Seconded: Dinesh P</p> <p>Objections: Nil</p> <p>Carried</p> 	Craig T

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	<ul style="list-style-type: none"> • <u>Parish Report</u> <ul style="list-style-type: none"> ○ Deferred till next meeting 	
13.	<p><u>Computer Equipment</u></p> <ul style="list-style-type: none"> • Lease for computer equipment runs out at the end of March 2017 • The Principal and staff have investigated the requirements and in conjunction with Craig T have looked at options from a financial perspective • Best option provided capital cost of around \$80K over the next four years <p><i>Motion:</i> THAT the Board delegate authority to the Principal to enter into a lease agreement for the supply of 125 units and associated professional services and related equipment with a capital cost of \$80,000</p> <p>Moved by: Craig T Seconded: James R Objections: Nil Carried</p> <p><i>Motion:</i> THAT the Board delegate the authority to purchase 24 desktop computers that are coming off lease for a total cost of \$2,760 excluding GST</p> <p>Moved by: Craig T Seconded: James R Objections: Nil Carried</p>	Craig T

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14.	<p><u>Funding and Expenditure Requests:</u></p> <ul style="list-style-type: none"> The website administrator has applied for a grant to upgrade the website. Michele has given them permission to upgrade (no additional cost to us) <p>Motion: THAT the Board approves of Michele applying for grants</p> <p>Moved by: James R</p> <p>Objections: Nil</p> <p>Carried</p>	Michele M
15.	<p><u>Asset Register Maintenance</u></p> <p>Motion: THAT Monte Cecilia asset register maintenance is delegated to Education Services Ltd, a company specialising in education reporting. Education Services Ltd complies with all Financial Reporting Standards.</p> <p>Moved by: James R</p> <p>Objections: Nil</p> <p>Carried</p>	BoT
16.	<p><u>Proprietor's Representative</u></p> <ul style="list-style-type: none"> Peppy A-P has relocated to Australia New proprietor's rep is required Fr Francis and Michele are considering options 	
17.	<p><u>Action register</u></p> <ul style="list-style-type: none"> Not discussed 	
18.	<p><u>In Committee</u></p> <ul style="list-style-type: none"> No in-committee meeting items raised 	BoT
19.	<p><u>General business:</u></p> <ul style="list-style-type: none"> PTA – how to support and increase membership <ul style="list-style-type: none"> Manual support Support of events such as quiz night International food event? Variety show? 	

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	<ul style="list-style-type: none"> • BOT support at Pancake Night (Shrove Tuesday) <ul style="list-style-type: none"> ○ Invited PPC members, Finance Committee and Rita from the Parish ○ Will be a table at Pancake night – BOT to encourage parents to join PTA • Summer swimming pool usage <ul style="list-style-type: none"> ○ Around 15 families used the pool over the summer break ○ Leonie, Donna and Liz supervised usage ○ Raised around \$65 	
20.	<p><u>Trustees Code of Behaviour Policy</u></p> <p>Trustees Code of Behaviour Policy document tabled</p> <ul style="list-style-type: none"> • All Board members present signed the document 	
21.	<u>Closing Prayer</u>	Dinesh P
22.	<p><u>Next Meeting Date:</u></p> <p>Tuesday, 21 March 2017</p> <p>4th Tuesday is PPC meeting</p> <p>2nd Thursday is PTA meeting</p> <p>Meeting Closed: 10:10pm</p>	Chair