

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

Minutes

Date: Tuesday 21 March 2017
Time: 7.00pm – 9.40pm
Venue: School Staffroom

Agenda item	Minute/action item	Responsibility
1.	<u>Opening Prayer</u>	Oliver F
2.	<u>Introductions</u> Nil	Chair
3.	<u>Present</u> Craig T, Dinesh P, Fr Francis P, James R, Jeremy H, Leonie P, Michele M, Natalie T, Oliver F, Trevor L-J	Chair
4.	<u>Apologies:</u> None	Chair
5.	<u>Confirmation of the agenda:</u> <u>Motion:</u> THAT the agenda be confirmed. Moved by: Craig T Seconded: Dinesh P Objections: Nil Carried	Chair
6.	<u>Minutes of the Previous Meeting:</u> <u>Motion:</u> THAT, the minutes of the meeting held <i>on 23/2/2017</i> be confirmed Moved by: Craig T Seconded: Jeremy H Objections: Nil Carried	Chair
7.	<u>Declaration of interests:</u> <ul style="list-style-type: none"> • Dinesh P declared that he works for the Bishop/Diocese • Craig T – PTA 	BoT

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8.	<p><u>Principal's Report</u></p> <ul style="list-style-type: none"> • Annual Plan Goals tabled and discussed <ul style="list-style-type: none"> ○ New format for discussion at future BOT meetings (copy attached) • General NAGs 1-6 discussed <ul style="list-style-type: none"> ○ Roll is at 163, marginally higher than at the same time last year <p>Motion: THAT the Board of Trustees approve the Principal's Report Moved by: Oliver F Seconded: Dinesh P Objections: Nil Carried</p>	Michele M
9.	<p><u>Correspondence Log:</u></p> <p>Motion: THAT the Inwards correspondence is received (no Outwards correspondence)</p> <p>Moved by: Jeremy H Seconded: Dinesh P Objections: Nil Carried</p>	Chair
10.	<p><u>Reporting:</u></p> <ul style="list-style-type: none"> • <u>Finance report</u> <ul style="list-style-type: none"> ○ Report has been distributed via email <ul style="list-style-type: none"> ▪ Key indicators (Achieve budget, Healthy Financial State) ▪ Current financial state is okay ▪ Behind on budget at this stage due to the fact that we need to pay for last year's staff banking overuse out of this year's expenditure according to the MOE accounting policies – potentially investigate grants to address this? ▪ \$100K term deposit to be reinvested for a better rate 	Craig T

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	<p>Motion: THAT the Board approves the Finance Report.</p> <p>Moved by: Dinesh P Seconded: Fr Francis P Objections: Nil Carried</p> <ul style="list-style-type: none"> • <u>Parish Report</u> <ul style="list-style-type: none"> ○ 40 children enrolled in sacramental program ○ 3 adult helpers ○ 2 July – Holy Communion <p>Motion: THAT the Board approves the Parish Report.</p> <p>Moved by: James R Objections: Nil Carried</p>	
11.	<p><u>Policies:</u></p> <ul style="list-style-type: none"> • Introduction and Governance (Policies 1-8) approved • Operational Policies 1-3 approved • Board meeting schedule tabled and approved • Cyber bullying to be added to Health and Safety policy • “Being CyberSmart in the School Community” document to be added to H&S procedures <p>The Policy Sub-Committee has been disbanded and the policies will now be reviewed by the entire Board.</p>	<p>BoT BoT BoT Michele M Michele M</p>
12.	<p><u>Funding and Expenditure Requests:</u></p> <ul style="list-style-type: none"> • Nil 	
13.	<p><u>Proprietor’s Representative</u></p> <ul style="list-style-type: none"> • Must be Catholic • Preferably someone with an educational background • Two names have been suggested – Fr Francis to look into 	Fr Francis P

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14.	<p><u>In Committee</u></p> <ul style="list-style-type: none"> • Items discussed (separate Minutes issued) 	BoT
15.	<p><u>General business:</u></p> <ul style="list-style-type: none"> • Monte Supporters Clothing (Branding) <ul style="list-style-type: none"> ○ Opportunity to raise money for Netball and Flippaball teams (netballers first priority) to help with fees and perhaps uniforms ○ Leftover stock from the Fair – can be sold <ul style="list-style-type: none"> ▪ Sweatshirts and tee-shirts available ○ Leonie looking into creating new tees and sweatshirts using the same brand ○ Supporters clothing does <u>not</u> form part of the school uniform ○ Leonie will be obtaining the artwork for the branding to the school for future use <p>Motion: THAT the Board approves the use of the Monte supporter brand. Use of excess stock to raise funds for Monte Netball and Flippaball teams.</p> <p>Moved by: James R Objections: Nil Carried</p> <ul style="list-style-type: none"> • Solar power / power savings <ul style="list-style-type: none"> ○ James R tabled some information about solar power ○ However, the school already has a special rate for electricity (17c/kWh) so there may not be a big saving from a solar power unit in the short term – could be some longer term savings ○ James and Craig to work together on investigating the financial viability 	

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16.	<p><u>Action register</u></p> <ul style="list-style-type: none"> • Report on outcome of the H&S walk-through • Check with AT – school zone • Cyber bullying to be added to H&S policy and procedures • Artwork for the supporters branding 	<p>Michele M Trevor L-J Michele M Leonie P</p>
17.	<p><u>Closing Prayer</u></p>	Fr Francis P
18.	<p><u>Next Meeting Date:</u> Tuesday, 16 May 2017 4th Tuesday is PPC meeting 2nd Thursday is PTA meeting Meeting Closed: 10:10pm</p>	Chair