

ST MARY OF THE CROSS CATHOLIC PRIMARY SCHOOL

BOARD OF MANAGEMENT

MINUTES

MEETING NO. 2 15th October, 2014

Greg welcomed all present and thanked them for their attendance.
Greg especially welcomed Maria Peterson. Maria gave a brief introduction

1.0 Present and Apologies

1.1 Present:

Leon Colla, Brendan Shanahan, Fleur Griffiths, Tim Whitmore, Pauline Alabakis, Greg Carey, Maria Peterson

1.2 Apologies:

Nil

2.0 Prayer

“Life in the Kingdom”

3.0 Minutes of the Previous Meeting

“The Minutes of the Previous meeting reflected a true and accurate record of that meeting”

Moved: Greg Carey

Seconded: Pauline Alabakis

NOTE

4.0 Business Arising from the Minutes

4.1 Membership of the Board

Pauline raised some concerns about there being no documentation around membership of the Board. Leon advised this would be dealt with in the Agenda item 5.1

PA

4.2 Effectiveness of the Board

How is the Board reviewed? Who is it accountable to? Is the PP the sole decision maker?

Discussion ensued, but it was felt that a further discussion was needed. Agenda for the next meeting.

PA

NOTE

4.3 Functions and Duties of the Board

Should the policies requiring Board attention be listed – OH&S? Enrolment Policy? Evacuation and Disaster Management?

PA

It was agreed that “include but not limited to’ was adequate at this time

NOTE

4.4 Confidentiality Clause

Tim offered an expanded Confidentiality Clause, which will be included in the next draft.

TW

Action: Send Confidentiality Clause to Leon for inclusion

TW

4.5 Functions of the Board

Issue was raised by Pauline as to whether we change to opening statement of the Functions and Duties section of the Procedural Document to include the phrase “To advise and assist” rather than it being included in every statement in this section.

PA

It was decided to leave the document as is until final draft form is achieved. The Board will then review the statements.

NOTE

5.0 Board Business

5.1 Procedural Document

Leon distributed three draft documents for consideration: 'Membership', 'Meeting Preparation' and 'Policy Making Procedures'

The only document discussed was Membership – the following minor changes were made:

Add: Principal and Deputy Principal as Ex Officio members

Add: Three staff members not two (agreed by the Board)

Agreed: Annual general Meeting should be held annually – part of accountability

Agreed: Develop guidelines for AGM

Change: Voting rights only to parents attending the AGM, to All parents having the right to vote.

Add: In the event of a dead heat – Parish Priest will have final decision

Agreed: To establish a stagger – teachers serve one year then change – parents spend two years initially on the Board.

The Board agreed to deal with the other two documents at the next Board meeting, but Board members should review the two documents prior and send alterations, critiques or comments to Leon so that adjustments can be made.

Action: All Board members to read and comment on Policy Making procedures and Meeting Preparation. Send comments to Leon

ALL MEMBERS

Agenda 'Policy Making Procedures' and Meeting Preparation' for the November meeting.

LC

5.2 Enrolment Numbers 2015

Leon presented a document which outlined the projected numbers for 2015. Leon stressed that the numbers will alter as the year progresses as there are still outstanding enrolments to come in. Our current tally is 205, but our target for 2015 should be 210 or above.

NOTE

5.3 Preliminary Budget 2015

Leon presented the first stage of the budget process which is the General Recurrent Grant worksheet, which reflects the amounts of Government Grants that we will expect next year. Discussion around the SES factor which is very high for our school.

NOTE

Further documentation will be presented when it is finalised.

NOTE

5.4 LOTE Provision – 2015

Leon presented two documents: Languages – finding your voice – a CECV strategy plane for 2014-2016, and a proposal from Dr Mark Vicars from VU to develop a partnership program with a school in Thailand.

There was no time to discuss this in depth, other than we need to find out what languages would best suit our children moving into secondary school.

No decision on the partnership proposal.

NOTE

Action: Find out what languages are taught at MSJ and Emmanuel College.

LC

The Board will hold an extraordinary meeting on Wednesday, 29th October, to discuss the issue of LOTE provision for St Mary of the Cross.

NOTE

Action: Find out what languages are taught at our local secondary schools.

LC

5.5 Board Communication

Brendan gave a brief run down of the schools plan to issue all families with an email address that is consistent.

We also spoke of the need to be transparent and communicate the work of the Board often.

Other suggestions included:

NOTE

- Board of Management Information Night
- A regular feature on the web page
- Email communications after each meeting
- Surveys to gain feedback
- A Board Newsletter

This item to be added to the agenda for each meeting to ensure an accurate message is communicated to all families.

6.0

Other Business

6.1 **Study Tour – Sante Fe**

Postponed due to lack of time

NOTE

6.2 **Employment of Teachers**

Leon explained that we have a number of vacancies for next year. Over 60 applications have been received. Leon would like a Board member to be involved in the interview process.

Pauline Alabakis volunteered to assist with the interview process.

NOTE

6.3 **Insight SRC Survey results**

To be deferred to later meeting

NOTE

6.4 **Changes to the learning environment for 2015**

Pauline expressed to concerns of some parents about what was going to happen in 2015. How the environment would change. How will we cope with the increase in numbers – playground space etc.

It was suggested that we put some thought into how we could communicate this information to parents in a must efficient way. Suggestion was that we hold a meeting to inform.

No decision was made – agenda to next meeting.

NOTE

6.5 **School Operations**

Tim raised an issue which ahs arisen from parent feedback. Parents are not understanding how the school operates, why different teachers take children at different times etc.

It was suggested that a meeting be held with parents to explain some of these issues.

Action: Arrange a parent information evening to address concerns raised

LC

Business for the next meeting

The items suggested were:

1. Board Procedural document – discussion around accountability of the Board
2. Information meetings for parents
3. Board communication
4. LOTE Provision (Extra ordinary meeting – 29th October)
5. Budget progress report
6. Enrolment update

Date of next meeting

The Board will next meet on **Wednesday 12th November at 5.30pm**

An Extraordinary meeting of the Board will be held on Wednesday, 29th October at 5.30 pm. Main issue for discussion LOTE provision for 2015.

Close

The Chairperson thanked everyone for their contribution and attendance and declared the meeting closed at 7.17pm.