

**The St Brigid's Board of Trustees minutes of meeting 3 May 2021,
held at 6pm in the staffroom**

Item	Description
1.	<p>Present – Linda Birch, Dean O’Shaughnessy, Amanda Prowse, Greg Archer, Joe Robins, Chris Elliott, Meg Davies, Helen Sligo, Carol Winter, Ferdie Gomes (via Google Meeting), Lynne Candiliotis (Minute Secretary)</p> <p>Trustee welcome – Dean welcomed trustees to the meeting.</p> <p>Health & Safety – everyone was familiar with the emergency procedures</p> <p>Apologies – no apologies</p>
2.	<p>Confirmation of minutes from 29 March meeting - There were no changes to the minutes.</p> <p>Motion - Dean moved that the minutes from the meeting on 29 March 2021 be approved as a true and accurate record of matters dealt with – Chris seconded. Motion carried</p>
3.	<p>FSC Finance report – A Trustee had a question which was agreed to be discussed outside of the meeting.</p> <p>Motion – Dean moved that the Finance report dated March 2021 be approved – Linda seconded. Motion carried</p>
4.	<p>2020 Principal’s Appraisal – It was confirmed that the Appendix was now included as part of the full report for Trustee’s consideration for approval. There were no subsequent questions.</p> <p>Motion – Dean moved that 2020 Principal’s Appraisal be approved – Helen seconded. Motion carried</p>
5.	<p>Sub-committees</p> <ul style="list-style-type: none"> • 2021 Principal Appraisal sub-committee <ul style="list-style-type: none"> ▪ A brief discussion amongst all Trustees was held in relation to the terms of reference and nominations for members for this sub-committee. The terms of reference are embedded in the Principal’s Appraisal policy reviewed & confirmed in September 2020. The confirmed structure of the sub-committee is: Chair, x1 Proprietor’s Rep and x1 Parent Rep. ▪ Helen expressed interest to continue as the Proprietor’s Rep. As there was no other Proprietor Reps Helen was confirmed for the sub-committee. ▪ Meg, Chris, and Joe expressed interest for the Parents rep position. A secret vote by all Trustees was held with the results as: Meg – 5 votes, Joe – 3 votes, Chris – 2 votes. Meg, with the majority votes was elected as the nominated Parent Rep. ▪ Dean expressed the desire for the sub-committee to meet sooner than later with the objective of preparing a report for the full board at the next meeting, for discussion/sign off. ▪ Dean thanked those who expressed their interest to stand on the sub-committee. • 2021 Finance sub-committee (FSC) <ul style="list-style-type: none"> ▪ The existing members are Dean, Chris and Greg. ▪ Chris had previously indicated his intention to stand down. ▪ Dean advised that Amanda after expressing an interest was unable to progress due to existing commitments. Joe reiterated his expression of interest & as there were no other parent rep expressions of interest – Dean formally appointed Joe to the sub-committee.
6.	<p>Trustee vacancy – Proprietor’s Rep. update</p> <p>Dean, Linda, and Fr Peter Roe had met to discuss the nomination of David Power as a Proprietor’s Rep. Linda and Dean shared a brief background of David’s school and local community activities. Fr Peter has endorsed David’s nomination. The Nomination form for Archbishop’s Appointment to the Board of Trustees has been sent to The Vicar for Education, Jenny Gordon. If approved by Cardinal John, Dean will invite David to attend the next BOT meeting.</p>
7.	<p>General Business</p> <p>Dean asked if there was any general business:</p> <ul style="list-style-type: none"> ▪ Linda advised that it has been a good start to the term. <ul style="list-style-type: none"> ○ The new playground equipment should be completed by Wed 12 May. ○ The CAPEX purchase of computer Chromebooks was delayed due to not enough available quantities in the country but IT provider will let Linda know when available.

	<ul style="list-style-type: none"> ○ The school Grant application for new school signage was not successful. Dean added that the new school signage was already approved in the 2021 CAPEX budget expenditure and therefore management was able to proceed with the signage purchase. ▪ Meg commented how nice the new school website looks. ▪ Carol questioned the basketball hoops draft Board paper and Amanda queried whether it also related/included netball hoops in the draft Board paper. Management were asked to re-check & update the draft board paper ready for the next meeting. ▪ Chris re-iterated the need for action point 10.2.2.1 – Annual strategic plan/goals/targets to be addressed at the next meeting as agreed at the 29March meeting action point. It was reiterated that Linda needed to in the first instance look at where there are measures and outcomes where the connection could be stronger to develop & have quantitative measures in place to independently report against. Chris & Joe’s assistance in this was reaffirmed and would await to view Linda’s first cut. ▪ Dean asked how the operational security cameras were going & was advised that there were no incidents over the school April T1 holidays. Linda had met with Greg O’Connor (local MP) with one aspect of the discussions was what can be offered to support young people in our community. <p>There was no further general business.</p> <p>Greg finished the meeting with a prayer.</p>
7.	<p><u>Meeting closure & thanks</u> Dean called the meeting to a close at 7.00pm.</p>

Next meeting - Monday 24 May, 6pm School staffroom

Confirmed _____ Date _____