



Est. 1908

St. Margaret's School – Board of Governors

Board Meeting Minutes

MAR. 6, 2012 6:05 – 7:30 PM

ROOM 1 – ST. MARGARET'S

Chairperson	Joyce DeWitt-Van Oosten
Board Members In Attendance	Joyce DeWitt-Van Oosten; Owen Matthews; David Poore; Morgan Harker; Stephen Roberts; Pat Marsh; Cory Laprade; Richard Beil; Jeremy Mannall-Fretwell; Greg James; Varinia Samosan; Yanping Cui (arr. 6:20 pm);
Regrets	Deanna Chan; April Gilliland; Alex Alexis
Staff	Cathy Thornicroft; David Burton
Recording Secretary	Sally Green

1. Call to Order

Summary Of Discussion	The meeting was called to order at 6:05 pm.
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2. Approval - Previous Minutes

Motions	January 10, 2012 - Public Minutes approved as presented. (DeWitt-Van Oosten, Beil) - CARRIED. 1 Abstention. January 10, 2012 - In-Camera Minutes approved as presented. (DeWitt-Van Oosten, Matthews) - CARRIED. 1 Abstention.
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3. Head's Report

Summary Of Discussion	Cathy Thornicroft presented her Head's Report (copy attached), and updated the Governors on events/activities at the School over the past month including: re-enrolment numbers to date; upcoming Europe, Barcelona and Costa Rica student trips; staffing changes; and facility enhancements.
Motions	N/A

4. Governance Committee

Summary Of Discussion	Pat Marsh advised that a review of the Board policies was completed in January and the committee is now in the process of rewriting some of them. David Burton will require the completed package by June 30 in line with the previously scheduled review of the school's insurance policies. Jeremy Mannall-Fretwell advised that the Governance Committee will
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	finalize the bylaw review in mid-April.
Motions	N/A

5. Communication Committee

Summary Of Discussion	Joyce DeWitt-Van Oosten advised that the Committee will begin working on the Spring Board Newsletter which will be distributed at the beginning of April. This upcoming edition will focus primarily on the outcome of the Strategic Planning session attended by the Board and the school’s administrators held in February.
Motions	N/A

6. Strategic Planning Committee

Summary Of Discussion	Jeremy Mannall-Fretwell advised that following the Strategic Planning session in February, consultants hired by the Board prepared a report based on information gathered during the session. The committee chair and the Head of School will meet before the next meeting to discuss the report and determine the next steps to be taken.
Motions	N/A

7. Fundraising Committee

Summary Of Discussion	Owen Matthews advised that the Fundraising Committee is currently reworking the school’s Development Plan. The Committee would like the Board Chair to meet with the President of the Parent’s Auxiliary to discuss the alignment of fundraising goals. It was also reported that the number of staff members and parents giving financially to the school has increased over the past year.
Motions	N/A

8. New Business

Summary Of Discussion	Joyce DeWitt-Van Oosten reported that the Parent’s Auxiliary is currently organizing a 1950s themed Spring Fair. The event is scheduled for April 28 th , from 10:00 am – 3:00 pm. The Board will act as servers in the soda shop at Alexis Hall, during the event. An invoice for sun and warm temperatures has been issued.
Motions	N/A

Meeting Adjourned – Next Meeting scheduled for April 3, 2012 at 6 pm.

Signed as an Approved copy of the minutes of the Board:

Chair of the Board: _____ Date: _____

Executive Secretary: _____ Date: _____

Recording Secretary: _____ Date: _____

Board Action Item Log

Action	Responsibility	Due	Status*
Governance Committee to finalize the review of the Board policies.	Governance Committee	June 30, 2012	Outstanding
Governance Committee to finalize the review of the school's bylaws.	Governance Committee	Fall 2012	Outstanding
Communications Committee to finalize/distribute Board newsletter.	Communications Committee	April 2012	Outstanding
Strategic Planning Committee Chair will meet with the Head of School to discuss steps to be taken following the planning session.	Strategic Planning Committee/Cathy Thornicroft	End of March 2012	Outstanding
Board Chair to meet with PA President to discuss Fundraising Initiatives.	Board Chair	June 30, 2012	Outstanding

*Status will be either Outstanding or Complete. Completed items will remain on the log for one additional month/meeting cycle (marked as complete) before being removed.