



Est. 1908

St. Margaret's School – Board of Governors

Board Meeting Minutes

DEC. 6, 2011 5:35 – 7:40 PM

ROOM 1 – ST. MARGARET'S

Chairperson	Joyce DeWitt-Van Oosten
Board Members In Attendance	Joyce DeWitt-Van Oosten; Pat Marsh; Owen Matthews; David Poore; Cory Laprade; Richard Beil; April Gilliland; Morgan Harker; Alex Alexis; Varinia Samosan; Yanping Cui (arr. 6:50 pm); Stephen Roberts (arr. 5:47 pm); Jeremy Mannall-Fretwell (arr. 5:47 pm)
Regrets	Deanna Chan
Staff	Cathy Thornicroft; David Burton
Recording Secretary	Sally Green

1. Call to Order

Summary Of Discussion	The meeting was called to order at 5:35 pm.
-----------------------	---

2. Welcome to Greg James as Honourary Advisory Governor

Summary Of Discussion	Joyce DeWitt-Van Oosten welcomed Greg James as Honourary Advisory Governor. Greg was a member of the Board of Governors from 2003-2009. As Honourary Governor, Greg is entitled to participate in Board meetings, but not vote on motions. He has expressed interest in being involved with both the strategic planning and fundraising committees.
Motions	N/A

3. Approval - Previous Minutes

Motions	November 1, 2011 - Public Minutes approved as presented. (DeWitt-Van Oosten, Matthews) - CARRIED.
---------	---

4. 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.
Motions	N/A

5. Communications Committee

Summary Of Discussion	A written update was distributed on behalf of the Board's Communications Committee, providing an update on its activities (copy attached).
-----------------------	--

	<p>Joyce DeWitt-Van Oosten reported that the Board's second newsletter for 2011 is in the process of finalization, and will be distributed in December.</p> <p>Rick Beil demonstrated the online collaboration platform of Sharepointe, which is now in use for the Board.</p>
Motions	N/A

6. Strategic Planning Committee

Summary Of Discussion	<p>Jeremy Mannall-Fretwell reported that a process for renewal of the SMS Strategic Plan has been finalized in consultation with the Head of School. Feedback from the Governors on a draft of the recommended process (as presented at the November Board meeting), has been received and incorporated. The process contemplates having a draft <i>Strategic Plan</i> completed by June 2012, with a finalized version completed in time for approval at the 2012 AGM. An off-campus strategic planning session involving the Board and the School administration will take place on February 3 and 4.</p>
Motions	N/A

7. Governance Committee

Summary Of Discussion	<p>Jeremy Mannall-Fretwell reported that a Board retreat/Strategic Planning Session will occur on the weekend of February 3 and 4, 2012. The details were provided to the Governors.</p> <p>It was also reported that the Board's Governance Committee met at the start of December to discuss a pending review of the Board's Policy Manual and SMS Bylaws. The Committee hopes to have recommendations available for Board consideration on both items by mid-March 2012.</p>
Motions	N/A

8. Head's Evaluation and Compensation Committee

Summary Of Discussion	<p>Stephen Roberts reported that the Head's Committee met with Cathy Thornicroft to establish goals for the Head of School in 2011/12. A draft set of goals was distributed to the Governors for consideration. Discussion ensued. Consensus was reached that the Committee would meet once again with Cathy to finalize her priorities for 2011/12, and that the next set of goals and/or priorities would be developed once a new Strategic Plan and accompanying Business Plan is in place.</p>
Motions	N/A

9. Fundraising Committee

Summary Of Discussion	<p>Owen Matthews provided an update on fundraising activities, including the following: work continues on updating/establishing a policy and planning structure for fundraising at SMS; the Annual Giving Campaign for 2011/12 is underway; 2500 letters were distributed seeking</p>
-----------------------	---

Motions	contributions to the Campaign; the School's alumnae and donor database is being updated to improve donor tracking; an Alumnae Tea was held on December 3 rd and was a success. The Fundraising Committee will be inviting an advancement specialist from Vancouver to attend St. Margaret's and speak to both the Board and the School administration about fundraising in the all-girls environment.
	N/A

Meeting Adjourned – Next Meeting scheduled for January 10, 2012.

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*
The Head's Evaluation and Compensation Committee will provide Governors with the evaluative template it developed over the summer, as well as an in-camera synopsis of C. Thornicroft's annual evaluation.	Head's Committee	October 2011	Outstanding
The school's administration will come forward with a platform, a vision for a 21 st century learning model, which can become a goal integrated into the Strategic Plan.	Cathy Thornicroft	March 2012	Outstanding
Strategic Planning Committee and the School administrative team will develop a process for renewal of the SMS <i>Strategic Plan</i> .	Jeremy Mannall-Fretwell	Sept 2011	Completed
The Head's Committee will meet with Cathy Thornicroft to finalize her priorities for 2011/12.	Stephen Roberts		Outstanding
Communications Committee to finalize/distribute Board newsletter.	Communications Committee	Dec 2011	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.