



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 23 FEB 2022**

**OPENING: Meeting Starts at 6:00 pm**

1. **OPENING PRAYER:** Kevin Kannan – *Theme: Shared Wisdom*
2. **PRESENT:** *Marvin Casimiro, Venancio Lucido, Senen Antazo, Maria Curray, Jenny Clemente, Alan James and Kevin Kannan*
3. **APOLOGIES:** Senen Antazo, Lynda McPoland
4. **ABSENT:**
5. **DECLARATION OF INTEREST: BOARD PROCESS - Appoint Chair for 2022 led by Principal**

**NOMINATIONS:**

Nominations were called by Principal for Board of Trustees Chairperson 2022: Kevin Kannan nominated **Marvin Casimiro**. There were no further nominations. Marvin Casimiro accepted Chairperson's Responsibilities for 2022.

**Nominated: K. Kannan      Seconded: J. Clemente      All in favour - Carried**

**PROFESSIONAL DEVELOPMENT**

- i. **STA Scenario No 1 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**  
Started the meeting with the Jumbo Scenario Cards No 1, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.
- ii. **BOT Professional Development – New Board 2022, Professional Development Requirement – Governance Essentials and Understanding of Analysis of Variance – Led by Chair**

**STRATEGIC REPORTS**

- i. **PRINCIPAL'S REPORT.** Principal presented the Feb Report. Principal spoke to Staff Management and reallocations for 2022 and assured the Board that we were adequately staffed for 2022.

There were no / other questions raised related to the Principal's Report.

## MOTION

**MOVED THAT: The Principal's Report for February 2022** be accepted.

Moved: K. Kannan

Seconded: A. James

All in favour - Carried

## STRATEGIC REVIEWS

### 1. STRATEGIC REVIEW- SPECIAL CHARACTER

- i. **ANNUAL PLAN SPECIAL CHARACTER GOAL 1, 2022.** Principal discussed the Annual Plan Special Character Goal 1 from the Annual Plan 2022. **Goal 1- To support each child in the pursuit of Fruits of the Holy Spirit – Gospel Values.**
- ii. **SPECIAL CHARACTER AND RELIGIOUS EDUCATION PLAN ANNUAL PLAN 2022**  
Principal Presented the Special Character and Religious Education Plan for 2022.
- iii. **MOE SCHOOLS EVALUATION PLAN.** Principal discussed the Evaluation document and response to challenge by ERO person. Read Page 6- Evaluation questions and indicators.

### 2. STRATEGIC MOE REVIEWS

- i. **CHARTER AND ANNUAL PLAN 2022.** Principal spoke to the three remaining Charter Goals, as the Principal's Reports through the year would highlight the progress made towards achieving these goals.]  
**Goal 2. To Raise Levels of English Reading and English Writing, Achievement and Progress** with all and targeted students.  
**Goal 3. To Raise Levels of Mathematics Strands – Number, Algebra, Measurement and Geometry, and Statistics Achievement and Progress** with all and targeted students.  
**Goal 4. To Raise Levels of Science and Digital Technology Curriculum 4 strands, Achievement and Progress, resources and assessment material and reporting.**  
Principal will send copy of approved Charter 2022 – 2024 and Annual Plan 2022, to the Ministry along with 1<sup>st</sup> March returns.
- ii. **ANALYSIS OF VARIANCE, RESULTS 2021.** Principal highlighted Achievement Data in English Reading, English Writing and Mathematics - Strands, in the

**Analysis of Variance, Results, 2021.** Answered questions raised against student Achievement.

- iii. **GOAL SETTING AND REVIEW 2022.** Principal highlighted aspects in the Goal Setting and Review 2022, document that is developed for tracking Student Achievement and Progress, for Board Member understanding and took questions related to the document.

### 3. **REGULAR REVIEWS**

i. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK**

- a. **NZCEO CODE OF ETHICS.** The Board Chair read through the Principles of the NZCEO Code of Ethics, For Board and Staff for the information and understanding of compliance to the Catholic Education Office.
- b. **NZSTA BOT CODE OF CONDUCT** – Chair read the clauses of the NZSTA Code of Conduct and all BOT Members present signed the document in agreement
- c. **ROLE OF THE CHAIR** – Chair read each clause in the Chair’s Role and Responsibilities and invited questions. No questions were raised and the Chair signed the document.
- d. **BOT COMMITTEE MEMBERSHIP COMMITMENTS** – Chair gets Committee Chairs to Sign Terms of Reference for the following standing Committees.
- i. **Finance Committee.** This committee consists of: Chair – **Maria Curray**, Marvin Casimiro- Chair and Principal- Dr Kevin Kannan.
- ii. **Property Committee.** This committee consists of – Chair – **Jenny Clemente**; Marvin Casimiro Chair and Principal – Principal - Dr Kevin Kannan. An open invitation to **all Board members** to attend when a meeting is convened until BOT Elections.
- iii. **Special Character Committee.** This committee consists of all three **Proprietor’s Representatives** – Maria Curray, Lynda McPoland, Jenny Clemente, with Chair - Marvin Casimiro and Principal - Dr Kevin Kannan as ex-officio members, until Diocesan approval of Proprietor’s Representatives on expiry date in 2022, of Appointment Term of three years.
- iv. **Wellbeing Committee.** This committee consists of: Chair – **Venancio Lucido**; Marvin Casimiro - Chair, Principal- Dr Kevin

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Kannan. **Mr Alan James** - Assistant Principal is nominated as the **School Wellbeing Committee Chair**.

- ii. **FINANCE – BUDGET 2022**. The approved Budget 2022, has been implemented by **Education Services** in the **Jan Financial Report**.

#### **4. BOARD PROCESSES**

- i. **APPOINT CHAIR FOR 2022 – Completed**
- ii. **CODE OF CONDUCT and ROLE OF CHAIR - Completed**
- iii. **DELEGATION OF AUTHORITY, 2022 TO PRINCIPAL BY BOT**. Chair read out the clauses of the Delegation of Authority to the assembled Members for approval:

##### **DELEGATION OF AUTHORITY FOR 2022**

1. **MOVED THAT** the Principal has authority to **implement the annual operation plans** and give **priority to the school's annual targets**
2. **AND THAT** the Principal **has authority to spend up to \$3000** within the agreed budget with the expectation that the Principal is tracking spending against the agreed budget
3. **AND THAT** the Principal has authority to **manage banked staffing** provisions but will include this in the monthly report to the board.
4. **AND THAT** the Principal has authority to **allocate salary units** as long as it's within the **provision of the collective agreement**
5. **AND THAT** the Principal has authority to **initiate investigations relating to complaints against a staff member** or delegated by the Board of Trustees
6. **AND THAT** the Principal has authority to oversee **teacher Professional Growth Cycle** and **staff professional development**
7. **AND THAT** the Principal **has authority to employ teacher and support staff within staffing entitlement, and budget constraints**
8. **AND THAT** the Principal has authority to **employ, deploy, and terminate, Relieving and Support Staff Positions**, in consultation and collaboration with the board of trustees and within the terms of the relevant collective agreement
9. **AND THAT** the Principal has authority to **preserve Financial and Diocesan and School Property assets**
10. **AND THAT** the Principal has authority to **act as Protected Disclosures Officer**

11. AND THAT the Principal has the **authority to Stand Down and Suspend a student/s** using ministry of education guidelines
12. AND THAT the Principal has authority **to appoint the Privacy and EEO Officer**
13. AND THAT the Principal has authority to **implement the current enrolment scheme** and regularly report to the board of trustees on roll size as per the enrolment scheme

**MOTION**

**MOVED THAT: The Board of Trustees approve the above listed Delegations of Authority to Principal for 2022.**

**Moved: M. Casimiro**

**Seconded: A. James**

**All in favour – Carried**

- iv. **MOU 2022, BOT CHAIR – PRINCIPAL.** Principal and Temporary Chair have a MOU in place and have both agreed with it. Chair presented this MOU to the assembled members.
- v. **BOT COMMITTEE COMMITMENT REMINDER – Completed**
- vi. **BOT ELECTIONS – BOT CHAIR.** Board Chair mentioned the following dates related to coming BOT Elections. **Main Electoral Roll Closes Wed 13<sup>th</sup> July** and **Call for Nominations Friday 15<sup>th</sup> July.**

**ADMINISTRATION**

**1. NOV BOT MINUTES**

Chair stated – ‘Are there any changes to the **unconfirmed NOV BOT Minutes**? If not, I move that they be adopted and approved

**MOTION**

**MOVED THAT: The 24<sup>th</sup> Nov 2021 Board of Trustees Meeting Minutes be adopted and approved.**

**Moved: M. Casimiro**

**Seconded: M. Curray**

**All in favour – Carried**

**2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR NOV, DEC AND JAN**

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal’s Report for **NOV- DEC 2021 and JAN 2022.**

**MOTION**

**MOVED THAT: Batch Headers for NOV 2021 - \$8,365.59, DEC 2021 - \$3,313.44 and JAN 2022 - \$ 2,983.87** be approved for payment and Payments through **Bank Account** for **NOV 2021 - \$6,984.30, DEC 2021 - \$5,120.80** and **JAN 2022 - \$ 2238.24** be approved for payment.

Moved: M. Casimiro                      Seconded: M. Curray                      All in favour - Carried.

### 3. REPORTS AND ANY MATTERS ARISING FROM FEB 2022 REPORTS

#### MOTION

**MOVED THAT: Reports and any Matters Arising from FEB 2022 Reports** as presented, be approved and adopted as a true and correct record.

Moved: M. Casimiro                      Seconded: V. Lucido                      All in favour - Carried.

### 4. OUTWARD AND INWARD CORRESPONDENCE FOR DEC 2021 - FEB, 2022

#### MOTION

**MOVED THAT: The Outward Correspondence be confirmed** and that the **Inward Correspondence be received for Dec 2021 - Feb, 2022**

Moved: M. Casimiro                      Seconded: J. Clemente                      All in favour - Carried.

### PREPARATION FOR NEXT MEETING


1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 30<sup>th</sup> MARCH 2022
2. AGENDA ITEMS FOR NEXT MEETING – MAR referenced updated BOT Work Plan 2022:
  - i. STRATEGIC REVIEWS – SPECIAL CHARACTER - Nil
  - ii. MOE STRATEGIC REVIEW
    - a. STRATEGIC GOAL 2 – *To Raise Levels of English Reading and English Writing, Achievement and Progress*
  - iii. REGULAR REVIEWS –
    - a. STUDENT PROGRESS AND ACHIEVEMENT ANOVA AND GOAL SETTING INTERVIEWS - Goals Setting Parent Teacher Interviews – Term 1 Principals Report – Led by Principal
    - b. HUMAN RESOURCES AUDIT – Checklist 1 - *General HR Policies* - Led by Chair
    - c. FINANCE - SAARS Report, NOVOPAYE – Tabled – Led by Chair
    - d. DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2022 – Presented by Chair of Property Committee for Approved by BOT - Led by Property Chair
  - iv. BOARD PROCESS AND REQUIREMENTS –
    - a. Accounts to External Auditor
    - b. March Roll Returns
  - v. BOT ELECTIONS – Led by Chair
    - a. BOARD ELECTION DATES:

- i. Close Supplementary Roll-Wed, 3<sup>rd</sup> August
- ii. Nominations Close-Fri, 5<sup>th</sup> August
- iii. Voting Papers issued by Wed, 10<sup>th</sup> August
- iv. Election Day-Wed, 7<sup>th</sup> September
- v. Count Votes-Tues, 13<sup>th</sup> September
- vi. Board takes Office-Wed, 14<sup>th</sup> September

**CLOSING**

1. **Short Speech from M. Casimiro:** As we start the Year, Chair requested full involvement in our Board so that our students can reach their full potential.
2. **BOARD PROCESS REMINDERS - Nil**
3. **CLOSING PRAYER by *Marvin Casimiro: Thanksgiving Prayer***
4. **MEETING CLOSED at 7.50 pm**

*Approved and adopted as a true and correct record:*

  
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**Name: Mr Marvin Casimiro**  
**Chairperson**

**Date: 30/3/2022**