



St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 31 MAR 2021

OPENING: Meeting Starts at 6:30 pm

1. **OPENING PRAYER:** Alan James – *Theme:*
2. **PRESENT:** *Marvin Casimiro, Venancio Lucido, Jessica Steiner, Maria Curray, Lynda McPoland, Jenny Clemente, Alan James and Kevin Kannan*
3. **APOLOGIES:** Sonam Chand
4. **ABSENT:**
5. **DECLARATION OF INTEREST: BOARD PROCESS - Nil**

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario 4 No 2 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**
Started the meeting with the Jumbo Scenario Cards **No 2**, 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 – ERO Requirement – Understanding Analysis of data – Session led by Vicky McLennan STA before BOT Meeting - Led by Chair**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **MAR REPORT**. Principal spoke about Property Maintenance minor contracts completed.
There were no other questions related to the Principal's Report.

STRATEGIC REVIEWS

1. **STRATEGIC REVIEW SPECIAL CHARACTER**
 - a. **STRATEGIC GOAL 1 - Goal. *To Support each child in the pursuit of Holiness.***
Principal discussed the actions in the Annual Plan **Goal 1**.

- b. **ANNUAL PLAN SPECIAL CHARACTER AND RE.** Principal discussed the actions in the Annual Special Character and RE Plan for 2021 in line with the Catholic Review and Attestation Visit in Term 2.

2. STRATEGIC MOE REVIEWS

- a. **STRATEGIC GOAL 2 – To raise Levels of English Literacy – Reading and Writing.** Principal discussed the actions in the Annual Plan **Goal 2**, to raise levels of English Literacy – Reading and Writing with targeted students of Maori, Pacific ethnicities and Boys.

3. REGULAR REVIEWS

- a. **HUMAN RESOURCES AUDIT – Checklist 2 - Recruitment.** The Recruitment Audit was presented by the Board Chair to the whole Board to discuss and then was tabled.
- b. **FINANCE - SAARS Report 2020, NOVOPAY** – Board Chair tabled the SAARS Report 2020.
- c. **DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2021.** Board Chair discussed and tabled the Reviewed Annual Cyclical Maintenance Plan 2021.
- d. **BOT TRAINING – Governance and Management Training with STA for all BOT Members.** Completed by STA provider from 5.30 – 6.30pm, 31 March 2021.

4. BOARD PROCESSES

- a. **PRINCIPAL’S PERFORMANCE MANAGEMENT PROFESSIONAL GROWTH CYCLE** – The Principal’s Performance Agreement was signed 10th Mar 2021- **Led by Chair**
- b. **BOT TRAINING. Organize Strategic Plan 2021 - 2023 Development Training with STA for all BOT Members.** The Chair would look at Mrs Vicky McLennan coming in before the Sept, Oct and Nov BOT Meetings to complete the Strategic Planning PLD. Chair to contact Mrs Vicky McLennan related to ANOVA and Student Achievement and Progress, second session before the May BOT Meeting. **Led by Chair**

ADMINISTRATION

1. FEB BOT MINUTES

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

MOTION

MOVED THAT: The 24th FEB 2021 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro Seconded: Alan James All in favour – Carried

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR FEB 2021

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal's Report for FEB 2021.

MOTION

MOVED THAT: Batch Headers for FEB, 2021 -\$8,757.82, be approved for payment and Payments through Cheque Book for FEB 2021 -\$482.53, be approved for payment.

Moved: Marvin Casimiro Seconded: Jess Steiner All in favour - Carried.

3. REPORTS AND ANY MATTERS ARISING FROM MAR, 2021 REPORTS

MOTION

MOVED THAT: Reports and any Matters Arising from MAR, 2021 Reports as presented, be approved and adopted as a true and correct record.

Moved: Marvin Casimiro Seconded: Venancio Lucido All in favour - Carried.

4. TABLING OF MARCH ROLL RETURNS 2021

MOTION

MOVED THAT: The 1st March Roll Return for 2021 as tabled, be confirmed and accepted

Moved: Marvin Casimiro Seconded: Lynda McPoland All in favour - Carried.

5. OUTWARD AND INWARD CORRESPONDENCE FOR MAR, 2021

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for MAR, 2021

Moved: Marvin Casimiro Seconded: Jenny Clemente All in favour - Carried.

PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 26 MAY.
2. AGENDA ITEMS FOR NEXT MEETING – 26 MAY referenced updated BOT Work Plan 2021:
 - i. STRATEGIC REVIEWS – SPECIAL CHARACTER - Nil
 - ii. MOE STRATEGIC REVIEW - Nil

- iii. **REGULAR REVIEWS –**
 - a. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 - 12 –**
Operational Policies 1-5 - Led by Chair
 - b. **SCHOOL EVALUATION INDICATORS DOMAINS – 2, 5, 6 - Domain 2**
Leadership and conditions for equity and Excellence - Led by Chair
 - c. **CURRICULUM - PROGRESS AND ACHIEVEMENT - Term 1 End, Progress**
and Achievement Report, Targeted Students and All Students - Led by
Principal
 - d. **FINANCE. Audited Accounts – Approval – Led by Chair**

CLOSING

- 1. **CHAIR’S CLOSING COMMENTS:**
- 2. **BOARD PROCESS REMINDERS:**
- 3. **CLOSING PRAYER by Maria Curray: Thanksgiving Prayer**
- 4. **MEETING CLOSED: 8.15pm.**

Approved and adopted as a true and correct record:



Name: *Mr Marvin Casimiro*
Chairperson

Date: 26/5/2021