



**St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE MEETING HELD ON 30 MAR 2021**

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

1. **OPENING PRAYER: Alan James – Theme: Lord of the Gathering**
2. **PRESENT: Marvin Casimiro, Venancio Lucido, Senen Antazo, Maria Curray, Alan James and Kevin Kannan**
3. **APOLOGIES: Jenny Clemente**
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**  
Jumbo Scenario Cards **No 2**, deferred to next meeting

**STRATEGIC REPORTS**

- a. **PRINCIPAL'S REPORT.** Principal presented the **MAR REPORT**. Principal invited questions and clarification related to BOT Report. There were a few questions related to the Principal's Report. Chair asked about the Chromebook upgrade. Principal informed Board that St Anthony's School will continue with Red Light till the end of Term 1 pending MoE directives.

**STRATEGIC REVIEWS**

1. **STRATEGIC REVIEW SPECIAL CHARACTER**
  - a. **SPECIAL CHARACTER DIOCESAN AUDIT 2021– Led by Chair.** Chair tabled and signed the Special Character Diocesan Audit, signed 30<sup>th</sup> March 2022 after going over major headings of CSO Audit Report for general Board information.

## 2. STRATEGIC MOE REVIEWS

- a. **STRATEGIC GOAL 2 – *To raise Levels of English Reading and English Writing, Achievement and Progress***. Principal discussed the actions planned for achieving the Annual Plan 2022, **Goal 2, to raise Levels of English Reading and English Writing, Achievement and Progress** with Whole School and Targeted Group which is made up of those Students who are Well Below (2 Levels) and Below (1 Level) in Curriculum. Principal raised the potential changes in the Teaching and Learning to the NZ English Curriculum.

## 3. REGULAR REVIEWS

- a. **STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Goals Setting Parent Teacher Interviews, Term 1**. Principal spoke to the success and process of the Term 1 Parent Teacher Interviews, over 9<sup>th</sup> and 10<sup>th</sup> March, under COVID conditions, with reference to the Principal's March Report to the Board.
- b. **HUMAN RESOURCES AUDIT – Checklist 1 - *General HR Policies***. The **General HR Policies** Audit was presented by the Board Chair to the whole Board to discuss and then was tabled.
- c. **FINANCE - SAARS Report 2021, NOVOPAY** – Board Chair tabled the SAARS Report 2021 for Board information.
- d. **DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2022**. The Board Chair discussed and tabled the Reviewed Annual Cyclical Maintenance Plan 2022 for Board information in the absence of the Chair Property Committee, Mrs Jenny Clemente. Chair read out the 3 Annual Cyclical Maintenance plans to occur over 2023. Communication with the Diocese about EPMP still in process.

## 4. BOARD PROCESSES

- a. **ACCOUNTS TO EXTERNAL AUDITOR – Agreement Signed 10- Mar 2022- Led by Chair**. Chair tabled the Accounts to the External Auditor, signed 10<sup>th</sup> March 2022.
- b. **1<sup>st</sup> MARCH ROLL RETURNS. Led by Principal**. Principal confirmed that the 1<sup>st</sup> March Roll Returns had been sent to the MoE, by School Office Secretary, Mrs Julie Grut.
- c. **Board Election Dates 2022. Led by Chair**.

Same dates as mentioned in previous correspondence.

## **ADMINISTRATION**

### **1. FEB, 2022 BOT MINUTES**

Chair stated – ‘Are there any changes to the **unconfirmed FEB, 2022** BOT Minutes? If not, I move that they be adopted and approved

#### **MOTION**

**MOVED THAT: The 23<sup>rd</sup> FEB Board of Trustees Meeting Minutes be adopted and approved.**

**Moved: Marvin Casimiro      Seconded: Venancio Lucido      All in favour – Carried**

### **2. BATCH HEADERS AND BANK PAYMENTS FOR FEB 2022**

Principal requested Chair to approve Batch Headers and Bank Payments as per Principal’s Report for **FEB 2022**.

#### **MOTION**

**MOVED THAT: Batch Headers for FEB, 2022 -\$8,232.71, be approved for payment and Payments through Bank for FEB 2022 -\$2,893.93, be approved for payment.**

**Moved: Marvin Casimiro      Seconded: Maria Curray      All in favour - Carried.**

### **3. REPORTS AND ANY MATTERS ARISING FROM MAR, 2022 REPORTS**

#### **MOTION**

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

**Moved: Marvin Casimiro      Seconded: Senan Antazo      All in favour - Carried.**

### **4. ACCEPTANCE OF MARCH ROLL RETURNS 2022**

#### **MOTION**

**MOVED THAT: The 1<sup>st</sup> March Roll Return for 2022 as tabled, be confirmed and accepted**

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

### **5. OUTWARD AND INWARD CORRESPONDENCE FOR MAR, 2022**

#### **MOTION**

**MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for MAR, 2022**

**Moved: Marvin Casimiro      Seconded: Maria Curray      All in favour - Carried.**

## PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 25 MAY.
2. AGENDA ITEMS FOR NEXT MEETING – 25 MAY referenced updated BOT Work Plan 2022:
  - i. SPECIAL CHARACTER STRATEGIC REVIEWS - Nil
  - ii. MOE STRATEGIC REVIEW - Nil
  - iii. REGULAR REVIEWS –
    - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 - 12 – Governance Policies in Framework - 1- 6 - Led by Chair
    - b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS – ANOVA Term 1 End, Progress and Achievement Report, Targeted Students and All Students - Led by Principal
    - c. SCHOOL EVALUATION INDICATORS DOMAINS – 1, 3, 4- Domain 1 - Stewardship - Led by Principal and Chair
    - d. FINANCE. AUDITED ACCOUNTS 2021 – Tabled and Approval – Led by Chair
    - e. ERO – SCHOOL PARTNERSHIP – Term 2 Meeting - Led by Principal and Chair Week 2 Agenda to be sent 1 week prior.
    - f. CATHOLIC KAHUI-AKO – Term 2 Meeting - Led by Principal

## CLOSING

1. CHAIR'S CLOSING COMMENTS:
2. BOARD PROCESS REMINDERS:
  - a. BOT ELECTIONS – BOT CHAIR. Board Chair mentioned the following dates related to coming BOT Elections.
    - i. Main Electoral Roll Closes Wed 13<sup>th</sup> July
    - ii. Call for Nominations Friday 15<sup>th</sup> July.
    - iii. Close Supplementary Roll-Wed, 3<sup>rd</sup> August
    - iv. Nominations Close-Fri, 5<sup>th</sup> August
    - v. Voting Papers issued by Wed, 10<sup>th</sup> August
    - vi. Election Day-Wed, 7<sup>th</sup> September
    - vii. Count Votes-Tues, 13<sup>th</sup> September
    - viii. Board takes Office-Wed, 14<sup>th</sup> September
3. CLOSING PRAYER by *Maria Curray: Thanksgiving Prayer*
4. MEETING CLOSED: at 7:00pm.

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



Name: *Mr Marvin Casimiro*  
Chairperson

Date: 25/5/2022