



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 23 SEP 2020

OPENING: Meeting Starts at 6:00 pm

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

PROFESSIONAL DEVELOPMENT

- I. **STA Scenario Card Set- Leadership, Accountability, Employer Role, Representation** - Led by Chair
Started the meeting with the Jumbo Scenario Cards **No 9**, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.

STRATEGIC REPORTS

- I. **PRINCIPAL'S REPORT.** Principal presented the **SEP Report**. Principal spoke to the board that Withdrawal of student information will be provided in the Principal's Report at the end of each Term. There were no other issues or clarifications sort by the members.

MOTION

MOVED THAT: The Principal's Report for SEP be accepted.

Moved: Marvin Casimiro

Seconded: Allan James

All in favour – Carried

STRATEGIC REVIEWS

1. **STRATEGIC SPECIAL CHARACTER REVIEW**

- i. **DIMENSION 2 – Te whakatapu mā te mātauranga – Growth in Knowledge. How does the School assist its community to grow in the knowledge and understanding of Jesus Christ, His Teachings and the Catholic Church?**
Principal stated that we meet compliance in all 3 Focus Areas of this Dimension namely – Leadership, Religious Education and Catholic Curriculum. Also that it is a special function of the Proprietor’s Representatives on the Board to look at the Special Character governance aspects of this dimension.

2. MOE REVIEWS

- i. **STRATEGIC GOAL 4 - To develop the Science Curriculum strands, ICT throughout the School, and train and plan for Modern Learning Environment (MLE) Diocesan Plan for 2020. – Presented by Principal**
Science Achievement is assessed as per the 4 Strands, namely as Living World - Biology, Material World – Chemistry; Physical World – Physics and Planet Earth and Beyond – Geology and Astronomy. In Term 1, Living World, in Term 2, Material World – in Term 3, Physical World and in Term 4 – Planet Earth and Beyond. Teachers report achievement in 2 Strands in the Mid-Year Reports and 2 Strands in End of Year Reports to parents.

3. REGULAR REVIEWS

- i. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 - Goals Governance Policies in Framework - 7-12 – Led by Chair.**
The Chair reminded the members about the Goals of the Governance Policies 7-12 and that they are available for public information on the School Website.
- ii. **HUMAN RESOURCES UDIT – CHECKLIST 1-4 – Check List 4 – *Employee Relations* - Led by Chair.**
The Chair went over the clauses of the Employee Relations Check list of compliances and signed the Audit off , with the Principal, on behalf of the Board, to meet compliance.

4. BOARD PROCESSES - Nil

ADMINISTRATION

1. AUG BOT MINUTES

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

MOTION

MOVED THAT: The 29th AUG 2020 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro **Seconded:** Jess Steiner **All in favour – Carried**

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR AUG

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal's Report for **AUG 2020**.

MOTION

MOVED THAT: Batch Headers for AUG of \$5,296.02, be approved for payment and Payments through **Cheque Book** for AUG of \$193.50, be approved for payment.

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

3. REPORTS AND ANY MATTERS ARISING FROM AUG REPORTS

MOTION

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

Moved: Marvin Casimiro **Seconded:** Sonam Chand **All in favour - Carried.**

4. OUTWARD AND INWARD CORRESPONDENCE FOR AUG, 2020

MOTION

MOVED THAT: The **Outward Correspondence** be confirmed and that the **Inward Correspondence** be received for **AUG 2020**

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

PREPARATION FOR NEXT MEETING

- 1. Meeting Dates for OCT Meeting 2020 – 6.00pm, Wed 28 OCT, 2020**
- 2. AGENDA ITEMS OCT MEETING as per BOT Work Plan 2020:**
 - i. STRATEGIC GOALS SPECIAL CHARACTER STRATEGIC REVIEWS**
 - a. CHARTER - REVIEW SPECIAL CHARACTER COMPONENT OF CHARTER – Mission Statement, Vision Statement, Special Character Statement - Led by Principal**
 - b. ANNUAL GOAL PLAN CATHOLIC REVIEW - Annual Plan to reflect Catholic**

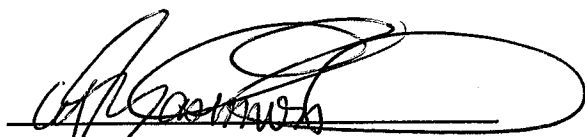
Review Recommendations, PLD for All RE Staff and DRS

- ii. **MOE STRATEGIC REVIEWS**
 - a. **DRAFT CHARTER AND ANNUAL PLAN 2021 - Presented by Principal**
- iii. **REGULAR REVIEWS**
 - a. **LEARNER AND CURRICULUM PROGRESS AND ACHIEVEMENT - Tracking Term 3 Progress - English Reading, English Writing and Mathematics – Led by Principal**
 - b. **SCHOOL EVALUATION INDICATOR DOMAIN - Domain 3 - Educationally powerful connections and Relationships - Led by Chair**
 - c. **FINANCE - DRAFT ANNUAL BUDGET 2021 – Presentation of Draft Budget 2021 Developed by Principal in consultation with Education Services Manager - Chair of Finance Committee to BOT**
- iv. **BOARD PROCESSES – Nil**

CLOSING

- 1. **BOARD PROCESS THANKYOU /REMINDERS**
- 2. **CLOSING PRAYER by Lynda McPoland: Theme: Thanksgiving**
- 3. **MEETING CLOSED at 7.30 pm**

Approved and adopted as a true and correct record:



Name: Mr Marvin Casimiro
Chairperson

Date: 28/10/2020