



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 24 JUN 2020**

**OPENING: Meeting Starts at 6:05 pm**

1. **OPENING PRAYER:** Jenny Clemente – *Theme: Asking God to be present for the Meeting*
2. **PRESENT:** *Marvin Casimiro, Venancio Lucido, Jessica Steiner, Maria Curray, Jenny Clemente, Lynda McPoland and Kevin Kannan*
3. **APOLOGIES:** *Nil*
4. **ABSENT:** *Nil*
5. **DECLARATION OF INTEREST:** Chair would like to request for discussion and approval of two Board Process Matters be added to the Agenda, namely the process for BOT Parent / Staff Representative and the Appointment of a Returning Officer.

**PROFESSIONAL DEVELOPMENT**

- i. **STA Scenario 4 No 6 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**  
Started the meeting with the Jumbo Scenario Cards **No 6**, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.

**IN- COMMITTEE**

- i. Chair called for BOT to move into in-committee to discuss an Employment Matter. Minutes were taken separately to record this meeting

**STRATEGIC REPORTS**

- i. **PRINCIPAL'S REPORT.** Principal presented the **Jun Report**. Principal spoke to the board about the stable number of enrolled students over Term 1 and 2. School is now in Alert Level 1 and transition of students and staff is going well.

**MOTION**

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

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

ii. **SCHOOL DONATION SCHEME.**

The school opt-in to the School Donation Scheme 2021. Principal recommended the option and requested the board to support and approve this Scheme.

**MOTION**

**MOVED THAT: The School opt in for the School Donation Scheme for 2021.**

**Moved: Marvin Casimiro      Seconded: Jenny Clemente      All in favour – Carried**

iii. **PROPRIETOR'S ANNUAL REPORT, 2019**

Special Character Committee presented the Proprietor's Annual Report for 2019 to full board. This report informs the Diocese that the school is complying with the religious/special character and Religious Education requirements of the Diocese. The document was signed off on behalf of the whole Board by the Special Character Committee and will be sent to the Diocesan Manager and put up on our School Website for public viewing.

**MOTION**

**MOVED THAT: The Proprietor's Report for 2019, be accepted and sent on to the Diocese.**

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

- iv. **ERO VISIT PROCESS AND UPDATE.** Principal spoke to the Board that the ERO Visit was on hold until future notice. Principal shared to the board about the zoom session he had with Mr. Stucki. Principal shared about the 48 chrome books lent to the students during the COVID 19. That we are the only school in the Waikato that every student has a chrome book for the students that helped them with their E-Learning. Chair shared with the whole Board his zoom session with ERO. Chair mentioned how the school and teachers prepared different learning materials that were tailored made for every student, to have continuity in the students learning at the appropriate NZC Level.

**STRATEGIC REVIEWS**

1. **STRATEGIC SPECIAL CHARACTER/MOE/ ERO REVIEWS - Nil**

2. **REGULAR REVIEWS**

- i. **GOVERNANCE AND OPERATIONAL POLICY REVIEW – Governance Policies in**

**Framework - 1- 6 - Presented by Chair**

The Chair encouraged discussion and questions from the board if there are no more additional questions regarding this one.

**3. BOARD PROCESSES**

**i. BULLYING POLICY – APPROVAL – Led by Chair**

The Chair discussed about the Bullying Policy that he sent through email. The Chair explained that the Policy statement was adopted from the Ministry of Education Website. Bullying Policy will be put up in the school's website.

**MOTION**

**MOVED THAT: The Bullying Policy be adopted and approved.**

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

**ii. BOT PARENT REP VACANCY - PROCESS APPROVAL - Led by Chair**

Chair informed the board about receiving and accepting the resignation of one of the Parent Representatives on the board. Acknowledgment of the resignation will be sent by mail. Chair explained and discussed the BOT Parent/Staff Election flowchart on the process of Selection /Election to fill up the vacancy.

**MOTION**

**MOVED THAT: The BOT Parent Representative vacancy filled using the Selection Process be adopted and approved.**

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

**iii. BOT STAFF REP VACANCY - PROCEES APPROVAL – Led by Chair**

The Chair in consultation with Anna Gallien explained to that we can appoint a Returning Officer, to conduct the Staff Representative Election Process. Mrs **Mrs. Julie Grut** was recommended to be appointed as Returning Officer who will handle the election process. The Election date will be set as per the process requires and will be held in **Term 3**, on the **10<sup>th</sup> of August, 2020**.

**MOTION**

**MOVED THAT: Mrs Julie Grut be appointed as Returning Officer for the BOT Staff Representative Vacancy Process be adopted and approved.**

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

**ADMINISTRATION**

**1. MAY BOT MINUTES**

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

**MOTION**

**MOVED THAT:** The 27<sup>th</sup> May 2020 Board of Trustees Meeting Minutes be adopted and approved.

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

**2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR MAY**

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

**MOTION**

**MOVED THAT:** Batch Headers for **MAY** of \$5,207.68, be approved for payment and Payments through **Cheque Book** for **MAY** of \$356.12, be approved for payment.

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

**3. REPORTS AND ANY MATTERS ARISING FROM MAY REPORTS**

**MOTION**

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

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

**4. OUTWARD AND INWARD CORRESPONDENCE FOR MAY, 2020**

**MOTION**

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

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

**5. CONFIRMATION OF RESOLUTIONS MADE BY EMAIL**

NZSTA requires that all resolutions made are included in the minute meeting.

**MOTION**

**MOVED THAT:**

- i. **The Cleantastic Service Agreement**

as emailed and approved by Board Members previously, be confirmed, approved and accepted

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

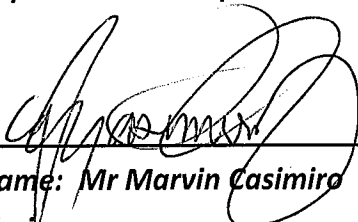
## PREPARATION FOR NEXT MEETING

1. Meeting Dates for July Meeting 2020 – 6.00pm, Wed 29<sup>th</sup> Jul, 2020
2. AGENDA ITEMS JULY MEETING as per BOT Work Plan 2020:
  - i. SPECIAL CHARACTER STRATEGIC REVIEWS – Nil
  - ii. REGULAR REVIEWS –
    - a. AoV Report Mid –Year Results - Presented by Principal
    - b. Curriculum Progress and Achievement - *Term 2 Mid-Year Report on Achievement Targeted Students and All Students – All Teachers Years 1-8*
    - c. SCHOOL EVALUATION INDICATORS - Domain 4 -*Responsive Curriculum, Effective Teaching and Learning* - Presented by Chair / Principal
    - d. FINANCE –
      1. Analysis of 2016- 2020 Budget - Presentation to BOT by Education Services Manager – Hayden Jones
      2. Mid-Year Budget 2020 - Reviewed and Approved for Education Services in BOT Meeting
  - iii. BOARD PROCESSES –  
July Roll Returns

## CLOSING

1. BOARD PROCESS REMINDERS  
Chairman reminded BOT Members about confidentiality of in-committee matters. Chair thanked the board for the support in all this matter.
2. CLOSING PRAYER by *Venancio Lucido: Theme: Thanking God for the fruitful discussions during the Meeting*
3. MEETING CLOSED at 8:02 pm

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

  
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Name: Mr Marvin Casimiro  
Chairperson

Date: 29/7/2020