



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

BOARD OF TRUSTEES

MINUTES OF THE MEETING HELD ON 25 AUG 2021

OPENING: Meeting Starts at 6.00 pm

1. **OPENING PRAYER:** Marvin Casimiro – *Theme: Prayer of Gathering In Jesus Name*
2. **PRESENT:** Via Digital Link

Parent Representatives: Marvin Casimiro, Venancio Lucido, and Jessica Steiner,

Proprietors Representatives: Maria Curray, Lynda McPoland, Jenny Clemente,

Staff Representative: Alan James

Principal / CEO: Kevin Kannan

Guest: Rashika Kumar- Manager, Education Services Limited

3. **APOLOGIES /ABSENT:** *Senen Antazo*
4. **DECLARATION OF INTEREST:** Nil

5. **BOARD PROCESS**

MOTION: Marvin Casimiro moved that **Mrs Rashika Kumar – Manager Education Services** be granted speaking rights for this meeting for the purpose of advice and guidance in financial matters and to present the Analysis of 2017-2020 and 2021 Mid-Year Budget Update to the Board.

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario No 4 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**

Chair postponed this in-house PLD to the next meeting.

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **AUG 2021 REPORT**. Principal spoke about the Special Character Review Summary Next Steps following consultation with Staff for Dimensions 1, 2 and 3. A discussion of Next Steps for Dimension 4 took place with the whole Board. Draft Review Summary Document would be sent to Catholic Review Team Friday 27th August by Principal with all discussion notes included. Distance Education points covered were: Staff and MoE will monitor attendance of students who take part in distance learning THROUGHOUT Alert Level 4. All School held Chromebooks sent to families on 23 August by Classroom Teachers. Classroom Teachers continue to send work and activities out each day

according to their Weekly Plans.

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

STRATEGIC REVIEWS

1. STRATEGIC REVIEW SPECIAL CHARACTER – Nil

2. STRATEGIC MOE REVIEWS

a. CHARTER 2022 – 2024 - Start Consultation with Parents, Staff, Students for Charter 2022 – 2024 – Led by Principal and Chair

Strategic Plan Committee Policy already shared electronically by Board Chair.

MOTION: Marvin Casimiro moved that the board create a Strategic Planning Committee, for 2021, consisting of the Chair- *Marvin Casimiro*, Parent Representative- *Venancio Lucido* and Proprietor's Representative – *Mrs. Lynda McPoland*

Moved: Marvin Casimiro

Seconded: Alan James

All in favour – Carried

Principal will send out Staff Questionnaires for filling out online, while Student Questionnaires will be actioned by Room Teachers after lifting of Level 4 restrictions. Parishioners and Parent Questionnaires will be sent out by Board Chair when restrictions permit.

Principal has discussed with MoE Advisor as to the format of the structure of new 3 Year Strategic Plan 2022 – 2024 Draft, with the NELPs included in the framework.

3. REGULAR REVIEWS

a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 - 12. *Operational Policies 6-11.* - Led by Chair

Operational Policies 6-11 was presented by the Board Chair to the whole Board to discuss and then were tabled.

Andrea Webber will be the new STA governance advisor

b. LEARNER PROGRESS AND ACHIEVEMENT

i. AoV Report Mid –Year Results - Led by Principal

Kevin Kannan reported that the board has the responsibility to track all students who are Below and Well Below.

Ministry want the Board to have input into how teachers are helping students who are Below and Well Below to make progress.

Based on Equity and Excellence.

Board will change the Target focus at the start of 2022.

MoE target is 40% of students to be AT or ABOVE

ii. **Goal Setting and Mid-Year Report Parent Teacher Interviews, Term 3 – Led by Principal**

Teachers have sent electronically, the Goal Setting sheets to parents who did not attend.

c. **SCHOOL EVALUATION INDICATORS DOMAINS**

i. **Domain 5 - Professional Capability and Collective Capacity – Led by Principal**

Kevin Kannan highlighted Effective Practice- school structures are collaborative and co-constructed.

PLD is to be based on the Effective Practice focus for the year.

d. **FINANCE / BUDGET**

i. **Analysis of 2017- 2021 Budget – Led by Mrs Rashika Kumar – Education Services**

Education Services Manager, Mrs Rashika Kumar presented the Analysis of 2017-2021 and 2021 Budget Review and took questions / clarifications from BOT Members. Chair thanked Mrs Rashika Kumar for the presentation

Marvin queried the 10% threshold of the Operations Grant. We are well below this.

School's finances are being managed soundly

Marvin thanked Rashika, who left the meeting at 6:40pm

ii. **Mid-Year Budget 2021 Draft – for Approval – Led by Chair**

Marvin Casimiro and Maria Curray presented the Mid-Year Budget 2021 to the whole Board and requested BOT for approval for Education Services Ltd to implement this for the second half of the year. Mrs Rashika Kumar congratulated the Principal and Mrs Grut for their re-calculations and remarks related to changes in Budget codes in the Mid-Year Budget Review.

MOTION

MOVED THAT: The Mid-Year Budget 2021 as presented, be approved and accepted for Education Services to implement for the remainder of 2021.

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

4. EMERGENT REVIEW

a. **CATHOLIC CHARACTER REVIEW AND ATTESTATION, 2021, 12 Aug – Led by Principal and Chair**

Kevin Kannan is contesting Domain 4 Stewardship role in safe guarding Catholic Identity and wanted to address the next steps.

Marvin Casimiro addressed the promoting of the school in the community.

Movements of families is out of the school's control.

Stewardship of the BoT is to follow the document of the NZCBC handbook. This will be part of Board PLD.

5. BOARD PROCESSES

a. **PRINCIPAL'S APPRAISAL PROFESSIONAL GROWTH CYCLE – Interim Report – Led by Chair**

Marvin Casimiro read conclusion of Kevin Kannan's PGC. Next stage is focusing on the Strategic Plan 2022-2024

b. **UPDATE ON BOT PARENT REP VACANCY - PROCESS APPROVAL - Led by Chair**

Chair informed the Board that no comments/correspondence had been received (cut-off date 11th August 2021), regarding the option of holding a By-Election/Selection Process to fill the Casual Parent Vacancy on the St. Anthony's School Board of Trustees. One Trustee application had been received to fill the vacancy and was discussed.

Chair has sent Senan Antazo a letter of welcome.

MOTION

MOVED THAT: Senen Antazo be selected to fill the Casual Vacancy on the St. Anthony's School Board of Trustees.

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

c. **BOARD POLICIES - Led by Chair**

d. **BOT TRAINING**

i. **Organise Tiriti o Waitangi Governance Training with STA for all BOT Members**

Training of Tiriti o Waitangi- STA has provided resources. We use the next three meetings to spend 10 minutes reading and reviewing the Ministry and STA document about the Board's obligation.

ADMINISTRATION

1. JUN 2021 BOT MINUTES

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

MOTION

MOVED THAT: The 30 JUN 2021 Board of Trustees Meeting Minutes be adopted and approved.

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

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR JUN, JUL 2021

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal's Report for **JUN, JUL 2021**.

MOTION

MOVED THAT: Batch Header for **JUN, 2021 - \$3,625.40, JUL, 2021 - \$5,259.59** and Payments through Cheque Book for **JUN 2021 - \$454.10**, be approved for payment.

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

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

MOTION

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

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

4. TABLING OF JULY ROLL RETURNS 2021

MOTION

MOVED THAT: The 1st July 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 JUN-JUL, 2021

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for **JUN-JUL, 2021**

Moved: Marvin Casimiro Seconded: Alan James All in favour - Carried.

PREPARATION FOR NEXT MEETING

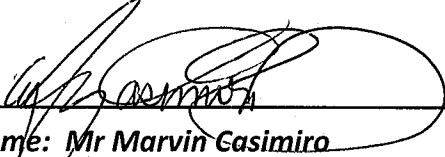
1. **MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 29 SEP.**
2. **AGENDA ITEMS FOR NEXT MEETING – 29 SEP referenced updated BOT Work Plan 2021:**
 - i. **SPECIAL CHARACTER REVIEW**
 - a. **STRATEGIC GOALS AND SPECIAL CHARACTER DIMENSIONS – *Dimension 4 - Te kaitiakitanga me to whahaparakarii te tuakiri Katorika. Safeguarding and strengthening Catholic Character. How does the Catholic School, in its stewardship, and its compliance with legal obligations, safeguard and strengthen its Catholic identity?* - Led by Principal**

- ii. **MOE STRATEGIC REVIEW**
 - a. **CHARTER 2022 – 2024 - BOT Start Compile Responses and develop Draft Charter 2022- 2024 – Led by Chair and Principal**
 - b. **STRATEGIC GOALS - Strategic Goal 4 -*To develop the Social Sciences and HPE Curriculum and related ICT throughout the School and train and plan for Modern Learning Environment (MLE) Diocesan Plan for 2021- - Led by Principal***
- iii. **REGULAR REVIEWS –**
 - a. **HUMAN RESOURCES AUDIT – CHECK LISTS. Check List 5 – *Performance Management* - Led by Chair**
 - b. **DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2021 - Mid Year Review – Led by Chair of Property Committee – Jenny Clemente**
- iv. **EMERGENT REVIEW. Nil**
- v. **BOARD PROCESSES –**
 - a. **BOT TRAINING –**
 - i. **Education Act 2020 – Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity– to be organized by BOT Chair with STA for all BOT Members**

CLOSING

1. **CHAIR'S CLOSING COMMENTS: Nil**
2. **BOARD PROCESS REMINDERS: Nil**
3. **CLOSING PRAYER by *Marvin Casimiro***
4. **MEETING CLOSED: 7.45pm.**

Approved and adopted as a true and correct record:


Name: **Mr Marvin Casimiro**
Chairperson

Date: **29/9/2021**