



St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 25 NOV 2020

OPENING: Meeting Starts at 6:00 pm

1. **OPENING PRAYER: Maria Curray – Theme:**
2. **PRESENT: Marvin Casimiro, Venancio Lucido, Sonam Chand, Maria Curray, Linda McPoland, Jenny Clemente, Alan James and Kevin Kannan**
3. **APOLOGIES: Jessica Steiner**
4. **ABSENT: Nil**
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 1**, 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 **NOV Report**. Principal spoke to the board

MOTION

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

Moved: Marvin Casimiro Seconded: All in favour – Carried

STRATEGIC REVIEWS

1. **STRATEGIC SPECIAL CHARACTER REVIEW**
 - i. **RE AND SPECIAL CHARACTER ANNUAL PLAN 2021 (V1)– Curriculum, Gospel**

Values, Curriculum Strands, RNDM Charism and Traditions of the Church - Led by Principal

Principal presented the RE and Special Character Annual Plan 2021 with the coverage of the 9 Gospel Values or Fruits of the Spirit, the 6 Strands and 4 RNDM Charisms and the Traditions of the Church's Calendar 2021.

2. MOE REVIEWS

i. DRAFT CHARTER 2019-2021 AND ANNUAL PLAN 2021 - Presented by Principal

Principal presented the Charter 2019 – 2021 and Annual Plan 2021 Draft to the Board. **Benchmark Data** and Targets will be added once the Analysis of Results has taken place at the end of the year 2020. The Charter and Annual Plan 2021 will be approved in the February 2021 BOT Meeting to be sent out to MOE as 1st March Returns.

ii. DIOCESAN PROPERTY - 10 Year Diocesan Property Plan Annual Cyclical Maintenance 2021– Presented by Chair

Chair presented the

3. REGULAR REVIEWS

i. FINANCE - ANNUAL BUDGET 2021 – Presented to the Board for Approval in the presence of the Manager Education Services – Led by Chair

ii. BOARD PROCESSES

a. EDUCATION OFFICE REVIEW/CONFIRMED REPORT – Presented to the Board for Approval – Led by Chair

Chair presented the Confirmed ERO Report for Board Approval. Mrs Grut to put the excellent review up on the School website for public information.

b. DRAFT BOT WORK PLAN 2021 - Presented by Chair

c. PRINCIPAL'S APPRAISAL –

- 1. Principal's Final Appraisal Report – Presented by Mr Alan Bull**
- 2. Principals Performance Appraisal 2022 – Organized with Mr Alan Bull**

ADMINISTRATION

1. OCT BOT MINUTES

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

MOTION

MOVED THAT: The 28th OCT 2020 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro Seconded: All in favour – Carried

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR OCT

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

MOTION

MOVED THAT: Batch Headers for OCT of \$7,398.67, be approved for payment and Payments through Cheque Book for OCT of \$1,491.88, be approved for payment.

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

3. REPORTS AND ANY MATTERS ARISING FROM OCT REPORTS

MOTION

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

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

4. OUTWARD AND INWARD CORRESPONDENCE FOR OCT, 2020

MOTION

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

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

PREPARATION FOR NEXT MEETING


- 1. Meeting Dates for FEB Meeting 2020 – 6.00pm, Wed 24 FEB, 2021**
- 2. AGENDA ITEMS FEB MEETING as per BOT Work Plan 2021:**
 - i. STRATEGIC GOALS SPECIAL CHARACTER STRATEGIC REVIEWS**
 - a. CHARTER – ANNUAL PLAN AND SPECIAL CHARACTER GOAL 2021 – Presented for approval for Diocese - by Principal**
 - ii. MOE STRATEGIC REVIEWS**
 - a. CHARTER AND ACADEMIC ANNUAL PLAN GOALS, 2021 – Presented For approval for MOE - by Principal**
 - b. DIOCESAN PROPERTY - 10 Year Diocesan Property Plan Annual Cyclical Maintenance, 2021 – Approval - Led by Chair**
 - iii. REGULAR REVIEWS**
 - a. GOVERNANCE AND OPERATIONAL POLICY – Code of Conduct BOT and Role of Chair – Led by Chair**
 - b. LEARNER PROGRESS AND ACHIEVEMENT – AoV Report Year End 2020 – Presented by Principal**
 - c. CURRICULUM - PROGRESS AND ACHIEVEMENT: Goal Setting Targets Start of Year 2021 – Presented by Principal**
 - d. FINANCE -BUDGET 2021- Implemented by Education Services in Feb Financial Reports**
 - iv. BOARD PROCESSES**
 - a. ITEMS – Led by Chair**
 - 1. Appoint Chair for 2021**
 - 2. Delegation of Authority, 2021 to Principal by BOT**
 - 3. Approval of Board Work Plan 2021**
 - 4. MOU 2021, BOT Chair – Principal**
 - 5. BOT Committee Membership Terms of Reference – Special Character, Finance, Property,**

b. PRINCIPAL'S APPRAISAL – signed off by Chair and Principal with Appraiser

CLOSING

- 1. BOARD PROCESS THANKYOU /REMINDERS**
- 2. CLOSING PRAYER by *Marvin Casimiro*: Theme:**
- 3. MEETING CLOSED at pm**

Approved and adopted as a true and correct record:



Name: Mr Marvin Casimiro
Chairperson

Date: 24/2/2021