



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 26 AUG 2020**

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

1. **OPENING PRAYER:** Dr Kevin Kannan – *Theme: 'Shared Wisdom'*
2. **WELCOME TO NEW BOT MEMBERS:** Board Chair welcomed two new BOT Members. *Mr Alan James* - BOT Staff Representative and *Mrs Sonam Chand* - Parent Representative to the St Anthony's Catholic School Board.
3. **PRESENT:** *Marvin Casimiro, Jessica Steiner, Lynda McPoland, Venancio Lucido, Jenny Clemente, Alan James, Sonam Chand, Kevin Kannan*
4. **APOLOGIES:** *Maria Curray*
5. **ABSENT:** *Nil*
6. **DECLARATION OF INTEREST:** *Nil*
7. **MOTION:** Marvin Casimiro moved that **Paora Stucki - ERO** be granted speaking rights for this meeting for the purpose of gaining the Board's responses to matters related to the Final Review Visit, related to the Longitudinal Action Plan run by the School over 2019 – 2020.

**ERO – BOT MEMBERS MEETING**

ERO asks BOT Members questions from the Longitudinal Plan 2019 – 2020. related to Student Achievement and Progress, Board onward Training, Policies and Review Cycles, Budgeting, Board Work Plan, Charter and Annual Plan targets with a focus on the most vulnerable students that is, well below the level of achievement and progress, Eg: At the beginning of 2020, there are 30 students Below in achievement. By the end of 2020 how many of these students are on track or accelerated? Also, the need to compare the Maori, Pasifika and Boy students to the Non-Maori students. Principal to update 'students' achievement progression reporting' for Board.

**PROFESSIONAL DEVELOPMENT**

- i. **STA Scenario Card Set- Leadership, Accountability, Employer Role,**

### **Representation - Led by Chair**

Started the meeting with the Jumbo Scenario Cards **No 8**, 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 **AUG Report**. Principal spoke to the board about staffing changes.

### **MOTION**

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

**Moved: Marvin Casimiro**

**Seconded: Venancio Lucido**

**All in favour – Carried**

## **STRATEGIC REVIEWS**

### **1. STRATEGIC SPECIAL CHARACTER REVIEW - Nil**

### **2. MOE REVIEWS**

- i. **Strategic Goal 3 - To Raise Levels of Mathematics Numeracy - Presented by Principal** Mathematics Achievement is compared Strand to strands, namely as Number in Term 1, Algebra - in Term 2, Measurement and Geometry – in Term 3, Statistics - in Term 4. Students have maintained their Algebra Strand learning over Term 2.

### **3. REGULAR REVIEWS**

- i. **GOALS SETTING AND MID-YEAR REPORT PARENT TEACHER INTERVIEWS – Term 3 - Presented by Principal**  
**Parent Teacher Mid-Year Goal Setting Interviews** took place on the 31<sup>st</sup> July and 1<sup>st</sup> of August. This is an important second opportunity for parents to meet with the Teachers to track the **progress** and **achievement** made by their child/ren. From Room 1, Parent/s or Caregiver/s of 13 out of 19 students attended (68.4%; compared to 73.0% in 2019)., From Room 2, Parent /Caregivers of 18 out of 21 students attended (85.7% ; compared to 66.7% in 2019); From Room 3, Parent/ Caregivers of 11 out of 16 students attended (68.8%; compared to 62.5% in 2019) and from Room 4, Parent/ Caregivers of 12 out of 18 student attended (66.7%;compared to 64.7% in 2019). We are delighted with this upward trend.

ii. **DIOCESAN PROPERTY – 10 Year Cyclical Maintenance and Annual Plan 2020 - Mid Year Review - Presented by Property Committee**

Committee explained that this is a requirement of the Diocese. That we need to make sure that we allocate money for the upkeep of maintenance on the school.

4. **BOARD PROCESSES**

- i. **PRINCIPALS INTERIM APPRAISAL.** Chair received the Principal's Interim Appraisal Report from Mr Alan Bull. Chair has Principal's consent to share Summary with entire Board.

**ADMINISTRATION**

**1. JUL BOT MINUTES**

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

Jessica stated that she did not do the opening prayer in the July BOT meeting as Marvin did and amendment was made.

**MOTION**

**MOVED THAT: The 29<sup>th</sup> July 2020 Board of Trustees Meeting Minutes be adopted and approved.**

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

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

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

**MOTION**

**MOVED THAT: Batch Headers for JUL of \$6,426.64, be approved for payment and Payments through Cheque Book for JUL of \$2,071.44, be approved for payment.**

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

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

**MOTION**

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

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

#### 4. OUTWARD AND INWARD CORRESPONDENCE FOR JUL, 2020

##### MOTION

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

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

#### 5. INFORMATION OF RESOLUTION MADE BY ELECTRONIC MEANS

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

##### INFORMATION

**INFORMED THAT:** The selection of *Sonam Chand* to fill the Casual Vacancy on the Board of Trustees, via email has been approved by the Board.

#### PREPARATION FOR NEXT MEETING

1. Meeting Dates for SEP Meeting 2020 – 6.00pm, Wed 23 Sep, 2020
2. AGENDA ITEMS SEP MEETING as per BOT Work Plan 2020:
  - i. STRATEGIC GOALS SPECIAL CHARACTER STRATEGIC REVIEWS – 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*
  - ii. MOE STRATEGIC REVIEWS – Presented by Principal
    - a. 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.*
  - iii. REGULAR REVIEWS –
    - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 - Goals Governance Policies in Framework - 7-12 – Led by Chair
    - b. HUMAN RESOURCES AUDIT – CHECKLIST 1-4 – Check List 4 – *Employee Relations* - Led by Chair
  - ii. BOARD PROCESSES – Nil

#### CLOSING

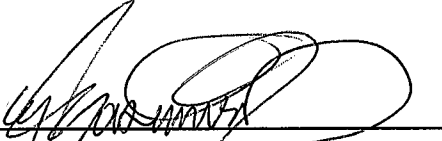
##### 1. BOARD PROCESS THANKYOU /REMINDERS

Chairman thanked Sonam Chand and Alan James for their attendance and support for all subsequent Board Meetings.

##### 2. CLOSING PRAYER by *Marvin Casimiro*: Theme: *Thanksgiving*

**3. MEETING CLOSED at 8:30 pm**

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

A handwritten signature in black ink, appearing to read 'Mr. Marvin Casimiro', is written over a horizontal line. The signature is stylized and somewhat cursive.

**Name: Mr Marvin Casimiro**  
**Chairperson**

**Date: 23/9/2020**