



St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE ZOOM MEETING HELD ON 27 OCT 2021

OPENING: Meeting Starts at 6.30 pm

1. **OPENING PRAYER:** Jenny Clemente – *Theme:*

2. **PRESENT:**

Parent Representatives: Marvin Casimiro, Venancio Lucido, Jessica Steiner,
Proprietors Representatives: Maria Curray, Lynda McPoland, Jenny Clemente,
Staff Representative: Alan James
Principal / CEO: Kevin Kannan

3. **APOLOGIES /ABSENT:** *Senen Antazo*

4. **DECLARATION OF INTEREST:** Nil

PROFESSIONAL DEVELOPMENT

- a. **Education Act 2020 – Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity – In House - Led by Principal and Chair**
Board Chair covered 2. **Representation –Te kanohi Māori** (Pg 7,8). Principal covered **Accountability – Te eke angitu a te Māori** (Pg 9). Final Session 3, Board Chair will cover **Employer Role – Te manaaki Tangata** (Pg 10, 11) and the BOT will undertake Part 3 – **BOT Activities and Inquiry Scenarios -He ngohe hei whakaū, he kitenga hei whakawai .**

1. STRATEGIC REPORTS

PRINCIPAL'S REPORT. Principal presented the **OCT 2021 REPORT.**

Property priority project have been accepted by the Diocese. Upgrade for courtyard, swimming pool area and shed.
Devices to be sent out to students 28/10/21. Ministry will cover packaging, postage and insurance.

2. STRATEGIC REVIEWS

a. **SPECIAL CHARACTER - CHARTER – *Special Character Components of Charter – Mission Statement, Vision Statement, Special Character Statement - Reviewed Led by Principal***

Principal advised Board the Special Character Charter for 2022 as part of the Strategic Planning Process for Draft Strategic Plan 2022 - 2024

b. **ANNUAL PLAN GOAL 2022 - Annual Plan to reflect Catholic Review Recommendations – Led by Principal**

Principal advised Board with Staff discussion and looking at the recommendations of the recent Catholic Special Character Review recommendations our draft Special Character Goal 1, for 2022 is: : ***To support each child in the pursuit of Fruits of the Holy Spirit – Gospel Values***

3. STRATEGIC MOE REVIEWS

a. **CHARTER 2022 – 2024 PROCESS**

Develop Draft CHARTER 2022-2024 and ANNUAL PLAN FOR 2022 for presentation to Board – Led by Board Chair and Principal

An extension was requested by the Chair of the Strategic Planning Committee to summarize the responses to questionnaire from Parishioners and Parents / Caregivers due to COVID Level 3 restrictions upsetting the time lines of returns. Extended to 15/11/21.

4. REGULAR REVIEWS

a. **SCHOOL EVALUATION INDICATOR - Domain 6 - Evaluation, inquiry and knowledge building for improvement and innovation - Led by Principal**
Principal presented and discussed the salient aspects of this School Evaluation Indicator Domain 6 and that we were in compliance with the suggested best evidence indicators.

b. **CURRICULUM - PROGRESS AND ACHIEVEMENT - Term 3 End, Analysis of Variance on Achievement and Progress of Whole School and the Targeted Student - Led by Principal**

Principal presented and discussed the salient aspects of the report on the Term 3 End, Analysis of Variance on Achievement and Progress of Whole School and the Targeted Student. This was in compliance with the ERO request that the BOT needs to have Targeted Student Group Achievement and Progress Data presented along with Whole School Data so that informed decisions can be made related to resourcing further improvements in achievement of students in these Targeted Groups for English Reading, English Writing and Mathematics – Strands.

- c. **FINANCE /BUDGET - Draft Annual Budget 2022-Presentation of Draft Budget 2022 Developed by Principal in consultation with Education Services Manager - Chair of Finance Committee – Maria Curray**
Draft Budget2022, will be sent to whole Board members by early November for approval in the last November 24th BOT Meeting if the year.

5. **EMERGENT REVIEW** - Nil

6. **BOARD PROCESSES**

BOT TRAINING – TIRITI O WAITANGI: SCHOOL BOARD RESPONSIBILITIES AS A CROWN ENTITY Training for all BOT Members – Led by Chair and Principal
Continuation of PLD in October Meeting with Chair leading 2. **Representation – Te kanohi Māori** (Pg 7, 8) and Principal Leading 3. **Accountability – Te eke angitu a te Māori** (Pg 9).

ADMINISTRATION

1. **SEP 2021 BOT MINUTES**

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

MOTION

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

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

2. **BATCH HEADERS AND BANK PAYMENTS FOR SEP, 2021**

Principal requested Chair to approve Batch Headers and Bank Payments as per Principal’s Report for **SEP, 2021**.

MOTION

MOVED THAT: Batch Header for SEP, 2021-\$5,109.47, and Bank Payments for SEP 2021 - \$11,223.20, be approved for payment.

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

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

MOTION

MOVED THAT: Reports and any Matters Arising from SEP, 2021 Reports 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 SEP, 2021

MOTION

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

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

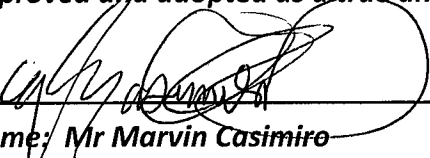
PREPARATION FOR NEXT MEETING

1. **MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 24 NOV.**
2. **AGENDA ITEMS FOR NEXT MEETING – 24 NOV referenced updated BOT Work Plan 2021:**
 1. **SPECIAL CHARACTER REVIEWS**
 - a. **CHARTER – *Present RE and Special Character Annual Plan 2022* - Led by Principal**
 2. **MOE STRATEGIC REVIEWS**
 - a. **CHARTER 2022 – 2024 - DRAFT CHARTER 2022-2024 Charter 2022 – 2024 and Annual Plan 2022 - Presentation to Board for Approval - Chair and Principal**
3. **REGULAR REVIEWS –**
 - a. **FINANCE /BUDGET - Annual Budget 2022 – Presented to the Board for Approval in the presence of the Manager Education Services - Board Chair**
 - b. **DIOCESAN PROPERTY - 10 Year Diocesan Property Plan Annual Cyclical Maintenance - Draft Developed by Property Committee for 2022 – Jenny Clemente**
4. **EMERGENT REVIEW. Nil**
5. **BOARD PROCESSES –**
 - a. **TIMES - BOARD WORK PLAN 2022 DRAFT, tabled by Board Chair**
 - b. **PROFESSIONAL GROWTH CYCLE – Principal’s Final Summary Report for Principal’s Performance Management, Professional Growth Cycle, 2021 Presented by Mentor to BOT.**

CLOSING

1. **CHAIR'S CLOSING COMMENTS:** Chair thanked all Members for their availability on zoom and their active participation.
2. **BOARD PROCESS REMINDERS:** Nil
3. **CLOSING PRAYER** by *Jessica Steiner*
4. **MEETING CLOSED:** 7.45 pm.

Approved and adopted as a true and correct record:



Name: Mr Marvin Casimiro
Chairperson

Date: 24/11/2021