



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 28 OCT 2020**

**OPENING: Meeting Starts at 6:00 pm**

1. **OPENING PRAYER:** Kevin Kannan – *Theme: Apostles*
2. **PRESENT:** *Marvin Casimiro, Jessica Steiner, Venancio Lucido, Sonam Chand, Maria Curray, Lynda McPoland, Jenny Clemente, Alan James and Kevin Kannan*
3. **APOLOGIES:** *Nil*
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 10**, 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 **OCT Report**. Principal spoke to the board the Group Learning strategies of 'Cooperative and Collaborative Student Group Work', inquiry to build Teacher Capacity over Term 4. PLD for English will be completed this Term. Over 2021, Teachers will implement best practice developed over 2020.

**MOTION**

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

**Moved:** Marvin Casimiro

**Seconded:** Jess Steiner

**All in favour – Carried**

**STRATEGIC REVIEWS**

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

### **i. CHARTER - REVIEW SPECIAL CHARACTER COMPONENT OF CHARTER – Mission Statement, Vision Statement, Special Character Statement - Led by Principal**

Principal presented the Special Character Component of our School's Charter with the Gospel Values or Fruits of the Spirit that underpin our Curriculum, to be covered over the Year as *Love –Aroha, Joy – Te Hari, Self-control -Mana whaiaro, Kindness - Atawhai, Gentleness - Te Whakamāria, Peace - Te Rangimarie, Patience - Manawanuitanga, Goodness – Ngākaupai and Trustfulness – Te Whakapono*. Principal also brought up the changes in ethnic composition of our School as 21% NZ European, 19% Māori, 28% Pasifika and 32% Filipino, making our School quite culturally diverse.

### **ii. ANNUAL GOAL PLAN CATHOLIC REVIEW - Annual Plan to reflect Catholic Review Recommendations, PLD for All RE Staff and DRS - Led by Principal**

Principal presented the Annual Religious Education and Special Character Plan 2021, Draft to the Board, with the explanation that this Annual Plan 2021, meets with the ongoing development of Special Character Review carried out in 2017. We are in a good position for the Special Character Review to take place in 2021. We are in compliance with the Diocesan Religious Education Curriculum delivery and Special Character Events of the Diocesan Calendar.

## **2. MOE REVIEWS**

### **i. DRAFT CHARTER 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 1<sup>st</sup> March Returns.

### **ii. DRAFT ERO REPORT 2021 – Presented by Principal**

Principal presented the ERO Report, unconfirmed to the Board. Chair and Principal, did not make any representation against the unconfirmed ERO Report. When the confirmed ERO Report comes to School, it will be displayed for public knowledge on the School Website.

### **3. REGULAR REVIEWS**

**i. LEARNER AND CURRICULUM PROGRESS AND ACHIEVEMENT - Tracking Term 3 Progress - English Reading, English Writing and Mathematics – Led by Principal**

Principal presented the Academic Progress Report for **English Reading, English Writing** made over Term 3 and the 2 Strands of Mathematics – Measurement and Geometry, made in comparison from Term 3 2019 and Term 3, 2020.

**ii. SCHOOL EVALUATION INDICATOR DOMAIN - Domain 3 -Educationally powerful connections and Relationships - Led by Chair**

**iii. FINANCE - DRAFT ANNUAL BUDGET 2021 – Presentation of Draft Budget 2021 Developed by Principal in consultation with Education Services Manager – Presented by Chair of Finance Committee to BOT**

### **4. BOARD PROCESSES - Nil**

## **ADMINISTRATION**

### **1. SEP 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 23<sup>rd</sup> SEP 2020 Board of Trustees Meeting Minutes be adopted and approved.**

**Moved: Marvin Casimiro**

**Seconded: Alan James**

**All in favour – Carried**

### **2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR SEP**

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

#### **MOTION**

**MOVED THAT: Batch Headers for SEP of \$10,744.30, be approved for payment and Payments through Cheque Book for SEP of \$133.17, be approved for payment.**

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

### **3. REPORTS AND ANY MATTERS ARISING FROM SEP REPORTS**

#### **MOTION**

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

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

### **4. OUTWARD AND INWARD CORRESPONDENCE FOR SEP, 2020**

#### **MOTION**

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

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

### **PREPARATION FOR NEXT MEETING**

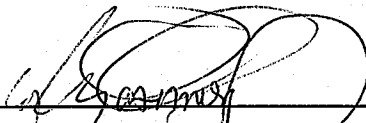
- 1. Meeting Dates for NOV Meeting 2020 – 6.00pm, Wed 25 NOV, 2020**
- 2. AGENDA ITEMS NOV MEETING as per BOT Work Plan 2020:**
  - i. STRATEGIC GOALS SPECIAL CHARACTER STRATEGIC REVIEWS**
    - a. CHARTER - DRAFT RE AND SPECIAL CHARACTER ANNUAL PLAN 2021 – Presented by Principal**
  - ii. MOE STRATEGIC REVIEWS**
    - a. DRAFT CHARTER 2019-2021 AND ANNUAL PLAN 2021 - Presented by Principal**
    - b. DIOCESAN PROPERTY - 10 Year Diocesan Property Plan Annual Cyclical Maintenance 2021 - Draft Developed for 2021 – Led by Chair**
  - iii. REGULAR REVIEWS**
    - a. FINANCE - ANNUAL BUDGET 2021 – Presented to the Board for Approval in the presence of the Manager Education Services – Led by Chair**
  - iv. BOARD PROCESSES**
    - a. AUDIT - FORMAL AUDIT REVIEW REPORT – Presented by Chair**
    - b. 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

**CLOSING**

1. BOARD PROCESS THANKYOU /REMINDERS
2. CLOSING PRAYER by *Jenny Clemente*: Theme: Thanksgiving
3. MEETING CLOSED at 7.30 pm

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

  
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Name: *Mr Marvin Casimiro*  
Chairperson

Date: 25/11/2020