



St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE ZOOM MEETING HELD ON 29 SEP 2021

OPENING: Meeting Starts at 6.30 pm

1. **OPENING PRAYER:** Lynda McPoland – *Theme:*
2. **PRESENT:**

Parent Representatives: Marvin Casimiro, Venancio Lucido, Jessica Steiner, Senen Antazo (6.45)

Proprietors Representatives: Maria Curray (6.35), Lynda McPoland, Jenny Clemente,

Staff Representative: Alan James

Principal / CEO: Kevin Kannan

3. **APOLOGIES /ABSENT:** Nil
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 Introduction to Document (Pg 3) and then Part 1- Introduction to the Treaty in Practice (Pg 4) Articles 1, 2, 3, and 4. Principal covered Part 2 – Creating a Shared Understanding and Leadership - *Te wāhi k ingā kaiurungi* (Pg 5,6). The STA generated resources are self-explanatory and Principal reflected with the Board as to how our school follows the requirements of this document, as we take these articles into planning our Strategic Plan, Annual Plan of the year and the teacher translates it into the Unit Plans for each Curriculum Area.

1. STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **SEP 2021 REPORT.** Principal spoke re: Special Character Review Final Report sent out. Principal and Chair, went over the Strategic Planning Process and the delegated responsibilities of the Strategic Planning Committee to the Board.

Principal spoke re: engaging CES to act as Returning Officer for the 2022 Parent Elections and School Office Secretary, Julie Grut, as Returning Officer for the 2022 Staff Election.

1. STRATEGIC REVIEWS

- a. **STRATEGIC REVIEW SPECIAL CHARACTER - 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.**

Principal advised Board that the Special Character Report 2021, has given us a good compliance report related to this dimension 4, of the Board and School in regard to - ***Safeguarding and strengthening Catholic Character - Te kaitiakitanga me to whahaparakarii te tuakiri Katorika.***

STRATEGIC MOE REVIEWS

- a. **CHARTER 2022 – 2024 PROCESS**

Parent/Caregiver and Parishioner Strategic Planning Questionnaires - Led by Chair.

Chair stated that the Strategic Planning Committee are in the final discussion related to both the Parent/ Caregiver and Parishioner Strategic Planning Questionnaires. These will be distributed out to the Parents / Caregivers at School on Friday 1st October and to Parishioners after Holy Mass on Saturday the 2nd of October. The summaries of these two questionnaires will be ready for the Strategic Planning Committee to deliberate over to generate a good Strategic Plan 2022-2024 in draft for Board Approval in the October Meeting.

Staff and Student Strategic Planning Questionnaire – Led by Principal

Principal confirmed that he had completed the Staff Questionnaire and the Summary Report was ready for the Strategic Planning Committee to review. Principal confirmed that the Room Teachers had completed their Student Questionnaire Summaries, and these were also ready for the Committee's deliberations.

Draft Charter 2022 – 2024 – Presented by 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**

Principal stated that the School is on track with its development of the HPE and Social Sciences Curriculums over 2021, and the Staff are fully trained in

Collaborative and Corporative Learning and Teaching pedagogy, for the possible development of MLEs at School, in the future.

2. REGULAR REVIEWS

- a. **HUMAN RESOURCES AUDIT – CHECK LISTS. Check List 5 – Performance Management - Led by Chair.** Professional Growth Cycle replaces Appraisal. 'Elements' pertaining to the PGC still in the draft stage by NZTC.
- b. **DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2021 - Mid Year Review – Led by Chair of Property Committee – Jenny Clemente**
Money allocated for Cyclical Maintenance over 2021 has been utilised with the completion of carpets being laid in all classrooms 1, 2, 3 and 4.
Chair, also informed Board that we have not heard back from Diocese as to progress made on our EPMP Nominated Priority 1 Works. The nominated works were: School Courtyard to be concreted, Swimming Pool Area, and Enclosing the Covered Area in A Block.
- c. **FINANCE / BUDGET – Annual Budget 2022 Draft Process – Led by Principal**
Principal will follow the time line and process as stated in Pg 10 of Principal's September Report to the Board.

3. EMERGENT REVIEW - Nil

4. BOARD PROCESSES

- a. **WELLBEING POLICY AND TERMS OF REFERENCE - Led by Chair**
Chair will send out Wellbeing Policy and Terms of Reference document to Board Members for approval via electronic mail. School will implement only after approval.
- b. **TIRITI O WAITANGI: SCHOOL BOARD RESPONSIBILITIES AS A CROWN ENTITY**
Continuation of PLD in October Meeting with Chair leading 2. Representation – *Te kano hi Māori* (Pg 7, 8) and Principal Leading 3. Accountability – *Te eke angitu a te Māori* (Pg 9) and 4. Employer Role – *Te amanaki tangata* (Pg 10,11)

ADMINISTRATION

1. AUG 2021 BOT MINUTES

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

MOTION

MOVED THAT: The 31 AUG, 2021 Board of Trustees Meeting Minutes be adopted and approved.

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

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR AUG, 2021

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

MOTION

MOVED THAT: Batch Header for AUG, 2021 -\$5,069.22, and Payments through Bank for AUG 2021 -\$2,915.61, be approved for payment.

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

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

MOTION

MOVED THAT: Reports and any Matters Arising from AUG, 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. OUTWARD AND INWARD CORRESPONDENCE FOR AUG, 2021

MOTION

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

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

5. EXTERNAL AUDITORS OWEN MCLEOD & CO LTD AUDIT FEE CORRESPONDENCE FOR AUG, 2021

MOTION

MOVED THAT: The External Auditors - Owen McLeod & Co Ltd, Fee request for 2022 as presented in the letter, be approved and adopted.

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

PREPARATION FOR NEXT MEETING

1. **MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 27 OCT.**
2. **AGENDA ITEMS FOR NEXT MEETING – 27 OCT referenced updated BOT Work Plan 2021:**
 1. **SPECIAL CHARACTER REVIEWS**
 - a. **CHARTER – *Special Character Components of Charter – Mission Statement, Vision Statement, Special Character Statement - Reviewed***
Led by Principal
 - b. **ANNUAL PLAN GOAL - Annual Plan to reflect Catholic Review Recommendations – Led by Principal**
 2. **MOE STRATEGIC REVIEWS**
 - a. **CHARTER 2022 – 2024 - Develop Draft CHARTER 2022-2024 and ANNUAL PLAN FOR 2022 for presentation to Board – Led by Board Chair and Principal**
 3. **REGULAR REVIEWS –**
 - a. **SCHOOL EVALUATION INDICATOR - Domain 6 -Evaluation, inquiry and knowledge building for improvement and innovation - Led by Principal**
 - b. **CURRICULUM - PROGRESS AND ACHIEVEMENT - *Term 3 End, Report on Progress Targeted Students and All Students – All Teachers Years 1-8 -***
Led by Principal
 - c. **FINANCE /BUDGET - Draft Annual Budget 2022-Presentation of Draft Budget 2021 Developed by Principal in consultation with Education Services Manager - Chair of Finance Committee – Maria Curray**
 4. **EMERGENT REVIEW. Nil**
 5. **BOARD PROCESSES –**
 - a. **BOT TRAINING –**
 - i. **SESSION 2: Education Act 2020 – Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity – in house with STA Resources**

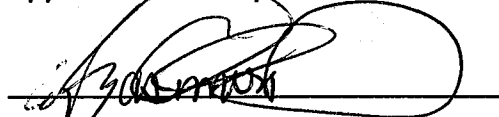
CLOSING

1. **CHAIR'S CLOSING COMMENTS: Thank Members for their availability on zoom and their active participation**
2. **BOARD PROCESS REMINDERS: Nil**

3. CLOSING PRAYER by *Maria Curray*

4. MEETING CLOSED: 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.

Date: 27/10/2021

Name: Mr Marvin Casimiro

Chairperson