



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

**BOARD OF TRUSTEES**

**MINUTES OF THE ZOOM MEETING HELD ON 24 NOV 2021**

**OPENING: Meeting Starts at 6.00 pm**

1. **OPENING PRAYER:** Venancio Lucido – *Theme: Gathering in Jesus Name*
2. **PRESENT:**  
*Parent Representatives: Marvin Casimiro, Venancio Lucido, Senen Antazo*  
*Proprietors Representatives: Maria Curray, Lynda McPoland, Jenny Clemente,*  
*Staff Representative: Alan James*  
*Principal / CEO: Kevin Kannan*
3. **APOLOGIES / ABSENT:** *Jess Steiner*
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

**MOTION**

Marvin Casimiro moved that **Mrs Rashika Kumar – Manager Education Services** be granted speaking rights for this meeting for the purpose of advice and guidance in financial matters and to present the **Budget 2022**, to the Board, and take a signed copy of the Budget 2022 to **implement from February 2022**.

**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 **4. Employer Role – Te manaaki Tangata** (Pg 10, 11) and Principal covered **3. Accountability**. The BOT will undertake **Part 3 – BOT Activities and Inquiry Scenarios -He ngohe hei whakaū, he kitenga hei whakawai**, in a Meeting in 2022.

**1. STRATEGIC REPORTS**

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

Principal updated Board as to Progress made in determining 3 Foci for the Evaluation Plan 2022.

Annual Prizegiving will not be held at the church this year due to COVID Level 2 Restrictions. There will be closed End of Term Holy Mass and an Academic Award Ceremony for Staff and Students on Friday the 10<sup>th</sup> of December, to recognize Student Achievement in Academics, Special Character and Co-Curricular Events of the Year 2021.

## 2. STRATEGIC REVIEWS

- a. **SPECIAL CHARACTER - CHARTER AND STRATEGIC GOAL 1 (DRAFT)** – Principal presented the Rationale and the RE and Special Character Draft Strategic Goal 1 in the Draft Charter and Strategic Plan 2022-2024.
- b. **SPECIAL CHARACTER AND RELIGIOUS EDUCATION ANNUAL PLAN 2022 (DRAFT) - Annual Plan to reflect Catholic Review Recommendations – Led by Principal**  
Principal presented the Annual Religious Education and Special Character Annual Plan, 2022, and advised Board with that the Special Character and Religious Education Annual Plan for 2022 will help us achieve Special Character Goal 1, for 2022: *To support each child in the pursuit of Fruits of the Holy Spirit – Gospel Values.*

## 3. STRATEGIC MOE REVIEWS

- a. **DRAFT CHARTER AND STRATEGIC PLAN 2022 – 2024 - Draft Charter and Strategic Plan 2022 – 2024 - Presentation to Board for Approval – Led by Chair and Principal**  
Chair proposed the Draft Charter and Strategic Plan 2022 – 2024 developed by the Strategic Planning Committee of the Board be accepted and approved.

### MOTION

**MOVED THAT: The CHARTER AND STRATEGIC PLAN 2022 – 2024 presented by the Strategic Planning Committee of the Board, be accepted and approved for implementation from Feb 2022.**

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

## 4. REGULAR REVIEWS

- a. **FINANCE /BUDGET - ANNUAL BUDGET 2022 – Presented to the Board for Approval in the presence of the Manager Education Services - Board Chair**  
Board Chair presented for approval the Draft Budget for 2022.

### MOTION

**MOVED THAT: The BUDGET 2022 presented by the Finance Committee of the Board, be accepted and approved.**

Moved: Marvin Casimiro      Seconded: Lynda McPoland      All in favour – Carried

- b. **DIOCESAN PROPERTY - 10 Year Diocesan Property Draft Annual Cyclical Maintenance Plan - Draft Developed by Property Committee for 2022 – Jenny Clemente**  
Property Committee Chair, spoke regarding the formulation of the 10 Year Cyclical Maintenance Plan 2021 – 2030 and Annual Maintenance Plan 2022 in the new format requested by IDS, on behalf of the Diocese, which came to the Principal only on Thursday the 18<sup>th</sup> of November.  
The Property Committee requested for more time for the development of these plans. Chair will present these Plans to the Whole Board via email, for discussion in the first

Board Meeting, in February 2022.

5. **EMERGENT REVIEW** - Nil

6. **BOARD PROCESSES** – Led by Chair

- a. **BOT TRAINING** – Continue with in house PLD, final session of **TIRITI O WAITANGI**: School Board Responsibilities as a Crown Entity Training for all BOT Members was led by Chair and Principal, in the November Meeting.
- b. **TIMES - BOARD WORK PLAN 2022 DRAFT**. Chair tabled the Draft Board Work Plan 2022 for all members information.
- c. **PROFESSIONAL GROWTH CYCLE** – Principal’s Final Summary Report for Principal’s Performance Management, Professional Growth Cycle, 2021 - Presented by Mr. Alan Bull was not available and Chair reported that it will be sent out to all BOT Members when it is received from Mr. Alan Bull.

**ADMINISTRATION**

1. **SEP 2021 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 31 OCT, 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 OCT, 2021**

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

**MOTION**

**MOVED THAT: Batch Header for OCT, 2021-\$4,976.22, and Bank Payments for OCT 2021 -\$1,402.38, be approved for payment.**

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

3. **REPORTS AND ANY MATTERS ARISING FROM OCT, 2021 REPORTS**

**MOTION**

**MOVED THAT: Reports and any Matters Arising from OCT, 2021 Reports as presented, be approved and adopted as a true and correct record.**

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

#### **4. OUTWARD AND INWARD CORRESPONDENCE FOR OCT, 2021**

##### **MOTION**

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

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

#### **PREPARATION FOR NEXT MEETING WED, 23<sup>rd</sup> FEB, 2022**

- 1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 23 FEB, 2022.**
- 2. AGENDA ITEMS FOR NEXT MEETING – 23 FEB referenced updated BOT Work Plan 2022:  
Opening Prayer - Principal Dr Kevin Kannan**
  - 1. SPECIAL CHARACTER REVIEWS**
    - a. CHARTER – *RE and Special Character Annual Plan Charter and Annual Plan Special Character Goal 1, 2022* - Led by Principal**
  - 2. MOE STRATEGIC REVIEWS**
    - a. CHARTER AND STRATEGIC PLAN 2022 – 2024 AND ANNUAL PLAN2022 -  
Presentation to Board for Approval – Led by Chair and Principal**
  - 3. REGULAR REVIEWS –**
    - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK –1- 12- Policy**
      - i. Code of Conduct**
      - ii. Role of Chair - Board Chair**
    - b. STUDENT PROGRESS AND ACHIEVEMENT ANOVA AND GOAL SETTING INTERVIEWS –**
      - i. ANOVA Report Year End 2021, Progress and Achievement Report, Targeted Students and All Students - Principals Report**
      - ii. INDIVIDUAL STUDENT GOAL SETTING AND REVIEW, 2022 - Principals Report**
    - c. FINANCE - Budget 2022 -Implemented by Education Services in Feb Financial -  
Principals Reports**
    - d. DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2022 – Reviewed by  
Board – Led by Chair Property Committee**
  - 4. EMERGENT REVIEW.**
    - a. ERO-SCHOOL PARTNERSHIP - ERO Partnership Term 1 Meeting – Led by Principal**
    - b. CATHOLIC KAHUI AKO - COL Term 1 Meeting – Led by Principal**
  - 5. BOARD PROCESSES AND REQUIREMENTS –**
    - a. TIMES –**
      - i. Appoint Temporary Chair, until BOT Elections 2022 – Led by Principal**
      - ii. Delegation of Authority to Principal by BOT, 2022 - Led by Chair**
      - iii. Approval of Board Work Plan 2022 – Led by Chair**
      - iv. MOU 2022, BOT Chair – Led by Principal**
      - v. BOT Committee Membership and Chair, Terms of Reference – Special Character,  
Finance, Diocesan Property, Wellbeing, 2022**

**b. PROFESSIONAL GROWTH CYCLE – Principal’s Professional Growth Cycle 2022,  
Principal sources Mentor with Board information – Led by Principal**

**CLOSING**

**1. CHAIR’S CLOSING COMMENTS:**

**i. Principal’s Professional Growth Cycle Final Report.**

**ii. Elections 2022.** Chair remind BOT Parent Representatives and Staff Representative Members about Election Nominations and Timelines, from BOT Work Plan 2022. Principal reminded Proprietors Representatives about their time lines of office which continue until 2023, as the three year appointments were made by the Bishop Stephen Lowe, in 2019.

**iii. Vote of Thanks.** Chair informed the Board about the acceptance of the Resigning of one Parent Representative BOT Member end of 2021.

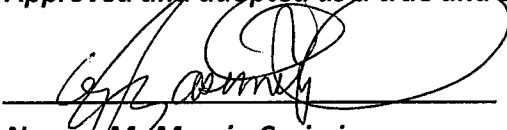
**iv. End of Year Function.** Chair will send the invite out related to the BOT-Staff End of Year Function, once the venue has been confirmed.

**2. BOARD PROCESS REMINDERS: Nil**

**3. CLOSING PRAYER by *Mr Marvin Casimiro***

**4. MEETING CLOSED: 8.20 pm.**

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



**Date: 23/2/2022**

**Name: *Mr Marvin Casimiro***

**Chairperson**