



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 24 FEB 2021**

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

1. **OPENING PRAYER:** Kevin Kannan – *Theme: Find contentment in your work – ‘Enjoy your work ... this is indeed a gift from God.’ – Ecclesiastes 5:19*
2. **PRESENT:** *Marvin Casimiro, Venancio Lucido, Jessica Steiner, Maria Curray, Lynda McPoland, Jenny Clemente, Alan James and Kevin Kannan*
3. **APOLOGIES:** Sonam Chand
4. **ABSENT:**
5. **DECLARATION OF INTEREST: BOARD PROCESS - Appoint Chair for 2021 led by Principal**

**NOMINATIONS:**

Nominations were called by Principal for Board of Trustees Chairperson 2021: Kevin Kannan nominated **Marvin Casimiro**. There were no further nominations. Marvin Casimiro accepted Chairperson's Responsibilities for 2021.

**Nominated: Kevin V.C Kannan    Seconded: Venancio Lucido    All in favour- Carried**

**PROFESSIONAL DEVELOPMENT**

- i. **STA Scenario 4 No 1 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**  
Started the meeting with the Jumbo Scenario Cards **No 1**, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.
- ii. **BOT Professional Development – ERO Requirement – Understanding Analysis of data and Charter Development Training for the next Strategic Plan 2022 – 2024 – Led by Chair**

**STRATEGIC REPORTS**

- i. **PRINCIPAL'S REPORT.** Principal presented the **Feb Report**. Principal spoke to Staff Management and relocations for 2021 and assured the Board that we

were adequately staffed for 2021. There were no other questions related to the Principal's Report.

## **MOTION**

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

**Moved: Marvin Casimiro**

**Seconded: Lynda McPoland**

**All in favour - Carried**

## **STRATEGIC REVIEWS**

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

- i. **ANNUAL PLAN SPECIAL CHARACTER GOAL 1, 2021.** Principal discussed the Annual Plan Special Character Goal from the Annual Plan 2021. **Goal One- is to support each child in the pursuit of Holiness.**

### **2. STRATEGIC MOE REVIEWS**

- i. **CHARTER AND ANNUAL PLAN 2021.** Principal spoke to the three remaining Charter Goals, as the Principal's Reports through the year would highlight the progress made towards achieving these goals.  
**Goal 2 - is to raise levels of English Literacy – Reading and Writing** with targeted students of Maori, Pacific ethnicities and boys.  
**Goal 3 – is to raise levels of Mathematics Numeracy** with the same targeted students.  
**Goal 4 - is to develop the Social Science Curriculum** so that all four Social Sciences Strands are covered over the four school terms **ICT to support all learning Areas** and prepare school for a smooth **transition towards ILEs.** Principal will send copy of approved Charter and Annual Plan 2021 to the Ministry along with 1<sup>st</sup> March returns.
- ii. **ANALYSIS OF VARIANCE, RESULTS 2020.** Principal highlighted Achievement Data in **English Reading, English Writing and Mathematics - Strands**, in the Analysis of Variance, Results, 2020. Answered questions raised against student Achievement.
- iii. **GOAL SETTING AND REVIEW 2021.** Principal highlighted aspects in the Goal Setting and Review 2021 document, that is developed for tracking Student Achievement and Progress, for Board Members understanding and took questions related to the document.

### **3. REGULAR REVIEWS**

i. **GOVERNANCE**

- a. **ENROLMENT POLICY.** Enrolment Policy was presented by the Board Chair to the whole Board to discuss and then approve. The Enrolment Policy was approved by Board and was to be immediately displayed on the School Website.

**MOTION**

**MOVED THAT: The Enrolment Policy be accepted.**

**Moved: Marvin Casimiro**

**Seconded: Lynda McPoland**

**All in favour - Carried**

- a. **NZCEO CODE OF ETHICS.** The Board Chair read through the Principles of the NZCEO Code of Ethics, For Board and Staff for their information and understanding of compliance to the Catholic Education Office.
- b. **NZSTA BOT CODE OF CONDUCT** – Chair read the clauses of the NZSTA Code of Conduct and all BOT Members present signed the document in agreement
- c. **ROLE OF THE CHAIR** – Chair read each clause in the Chair’s Role and Responsibilities and invited questions. No questions were raised and the Chair signed the document.
- d. **BOT COMMITTEE MEMBERSHIP COMMITMENTS** – Marvin reminded the Committee Members about their Commitments and Terms of Reference, and sent the documents out for Member sign off.
- i. **Finance Committee.** This committee consists of: Chair – Marvin Casimiro, Principal- Dr Kevin Kannan and Proprietor’s Representative Maria Curray
- ii. **Property Committee.** This committee consists of – Chair – Marvin Casimiro, Principal - Dr Kevin Kannan and Proprietor’s Representative - Jenny Clemente with an open invitation to **all Board members** to attend when a meeting is convened.
- iii. **Special Character Committee.** This committee consists of all three **Proprietor’s Reps** – Maria Curray, Lynda McPoland, Jenny Clemente, with Chair - Marvin Casimiro and Principal - Dr Kevin Kannan as ex-officio members

- ii. **HUMAN RESOURCES - PRINCIPAL AND STAFF PERFORMANCE APPRAISAL –**  
Principal met with **Mr Allan Bull**, on Tuesday 9<sup>th</sup> Feb for Final Report of Appraisal 2020. Alan Bull and Principal will sign off Principal's Performance Agreement 2021 and leave it for Chair to sign off the agreement, for the appraisal to commence for 2021.
- iii. **FINANCE – BUDGET 2021.** The approved Budget 2021, has been implemented by **Education Services** in the **Jan Financial Report**.

#### 4. **BOARD PROCESSES**

- i. **APPOINT CHAIR FOR 2021 – Completed**
- ii. **CODE OF CONDUCT and ROLE OF CHAIR - Completed**
- iii. **DELEGATION OF AUTHORITY, 2021 TO PRINCIPAL BY BOT.** Chair read out the clauses of the Delegation of Authority to the assembled Members for approval:

##### **DELEGATION OF AUTHORITY FOR 2021**

1. **MOVED THAT** the Principal has authority to **implement the annual operation plans** and give **priority to the school's annual targets**
2. **AND THAT** the Principal **has authority to spend up to \$3000** within the agreed budget with the expectation that the Principal is tracking spending against the agreed budget
3. **AND THAT** the Principal has authority to **manage banked staffing** provisions but will include this in the monthly report to the board.
4. **AND THAT** the Principal has authority to **allocate salary units** as long as it's within the **provision of the collective agreement**
5. **AND THAT** the Principal has authority to **initiate investigations relating to complaints against a staff member** or delegated by the Board of Trustees
6. **AND THAT** the Principal has authority to oversee **teacher appraisals** and **staff professional development**
7. **AND THAT** the Principal **has authority to employ teacher and support staff within staffing entitlement, and budget constraints**
8. **AND THAT** the Principal has authority to **employ, deploy, and terminate, Relieving and Support Staff Positions**, in consultation and collaboration with the board of trustees and within the terms of the relevant collective agreement

9. AND THAT the Principal has authority to **preserve Financial and Diocesan and School Property assets**
10. AND THAT the Principal has authority to **act as Protected Disclosures Officer**
11. AND THAT the Principal has the **authority to Stand Down and Suspend a student/s** using ministry of education guidelines
12. AND THAT the Principal has authority to **appoint the Privacy and EEO Officer**
13. AND THAT the Principal has authority to **implement the current enrolment scheme** and regularly report to the board of trustees on roll size as per the enrolment scheme

#### **MOTION**

**MOVED THAT: The Board of Trustees approve the above listed Delegations of Authority to Principal for 2021.**

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

- iv. **MOU 2021, BOT CHAIR – PRINCIPAL.** Principal and Chair have a MOU in place and have both agreed with it. Chair presented this MOU to the assembled members.
- v. **BOT Committee Commitment Reminder – Completed**
- vi. **PRINCIPAL'S PERFORMANCE APPRAISAL 2020.** Chair read out Summary of Principal's Performance Appraisal over 2020. Chair congratulated the Principal on the Summary Report presented by **Mr. Alan Bull**, the Principal's Appraiser over 2020.

#### **ADMINISTRATION**

##### **1. NOV BOT MINUTES**

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

#### **MOTION**

**MOVED THAT: The 27<sup>th</sup> Nov 2020 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 NOV, DEC AND JAN**

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal's Report for **NOV- DEC 2020 and JAN 2021.**

**MOTION**

**MOVED THAT:** Batch Headers for NOV 2020 -**\$13,021.95**, DEC 2020 - **\$5,397.35** and JAN 2021 - **\$6,161.68** be approved for payment and Payments through **Cheque Book** for NOV 2020 -**\$4,865.12**, DEC 2020- **\$608.79** and JAN 2021 - **\$500.27** be approved for payment.

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

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

**MOTION**

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

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

**4. OUTWARD AND INWARD CORRESPONDENCE FOR DEC 2020-FEB, 2021**

**MOTION**

**MOVED THAT:** The Outward Correspondence be confirmed and that the Inward Correspondence be received for Dec 2020 - Feb, 2021

**Moved:** Marvin Casimiro      **Seconded:** Jenny Clemente      **All in favour - Carried.**

**PREPARATION FOR NEXT MEETING**

- 1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 31<sup>st</sup> MARCH. There is a possibility that BOARD Training related to ERO Compliance – ‘Understanding Analysis of Data’ will take place before the March BOT Meeting. Chair to confirm start time**
- 2. AGENDA ITEMS FOR NEXT MEETING – MAR referenced updated BOT Work Plan 2021:**
  - i. STRATEGIC REVIEWS – SPECIAL CHARACTER**
    - a. STRATEGIC GOAL 1 - *To Support each child in the pursuit of Holiness***
    - b. ANNUAL PLAN SPECIAL CHARACTER AND RE: Annual Plan for Special Character and Religious Education, 2021**
  - ii. MOE STRATEGIC REVIEW**
    - a. STRATEGIC GOAL 2 – *To raise Levels of English Literacy***
  - iii. REGULAR REVIEWS –**
    - a. HUMAN RESOURCES AUDIT – Checklist 2 - *Recruitment* - Led by Chair**
    - b. FINANCE - SAARS Report, NOVOPAY – Tabled – Led by Chair**
    - c. DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2021 –**


Reviewed - Led by Chair

- iv. **BOT TRAINING – Governance and Management Training with STA for all BOT Members - Led by Chair**

**CLOSING**

1. **Short Speech from Marvin:** As we start the Year, Chair requested full involvement in our Board so that our students can reach their full potential.
2. **BOARD PROCESS REMINDERS - Nil**
3. **CLOSING PRAYER by Marvin Casimiro: Thanksgiving Prayer**
4. **MEETING CLOSED at 7.45pm**

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

  
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Name: **Mr Marvin Casimiro**

**Date: 31/3/2021**

**Chairperson**