



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 30 JUN 2021**

**OPENING: Meeting Starts at 6.00 pm**

1. **OPENING PRAYER: Maria Curray – Theme:**
2. **PRESENT: Marvin Casimiro, Venancio Lucido, Maria Curray, Lynda McPoland, Jenny Clemente, Alan James and Kevin Kannan**
3. **APOLOGIES: Jessica Steiner**
4. **DECLARATION OF INTEREST: BOARD PROCESS - Nil**

**PROFESSIONAL DEVELOPMENT**

- i. **STA Scenario 4 No 3 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**  
Chair postponed this in-house PLD to the next meeting.

**STRATEGIC REPORTS**

- a. **PRINCIPAL'S REPORT.** Principal presented the **JUN REPORT**. Principal spoke about the Special Character Review Summary. There were no other questions related to the Principal's Report.

**STRATEGIC REVIEWS**

**1. STRATEGIC REVIEW SPECIAL CHARACTER**

- a. **PROPRIETOR'S ANNUAL REPORT TO DIOCESE – Led by Principal and Chair**  
This is to be submitted by 3<sup>rd</sup> July 2021. Signed by Proprietor's Reps on 30<sup>th</sup> June 2021.
- b. **CHARTER 2022-2024. BOT Start Consultation with Diocese, BOT, Proprietors Representatives, Parents, Staff, Students for SPECIAL CHARACTER STRATEGIC GOAL component for new Charter 2022 – 2024 – Led by Principal and Chair**  
Chair mentioned that the BOT was working on a Strategic Planning Policy and Committee Terms of Reference. The Principal was given the delegated authority to proceed with the Management Process for gathering information for the Strategic Planning Committee to summarise. Principal has

developed suitable Curriculum Related Questionnaires for Staff and Students. BOT will organise the Parent/ Caregiver and Parishioner Questionnaires.

- c. **DIMENSION 3 – Te whakaatu Karaitiana – Christian Witness. How does the School provide a hope-filled Christian witness which empowers its community members to integrate their faith and their life? - Led by Principal**

Principal discussed relevant governance aspects of Dimension 3, overseen by the Proprietor's Representatives as a Special Character Committee with all Board Members.

## 2. STRATEGIC MOE REVIEWS

- a. **CHARTER 2022 – 2024 - BOT Starts Charter 2022-2024 Development Process – Led by Chair**

Chair discussed the process of Strategic Planning Policy Development. The Draft Policy Strategic Planning Policy will be sent out to members, after STA has reviewed the documents.

- b. **STRATEGIC GOAL 3 - To Raise Levels of Mathematics Numeracy – Led by Principal**

Principal informed Board about the next steps to be taken to raise Mathematics Strand achievement and progress.

## 3. REGULAR REVIEWS

- a. **HUMAN RESOURCES AUDIT. Check List 3 - Remuneration - Led by Chair**

Check List 3 – Remuneration was presented by the Board Chair to the whole Board to discuss and then were tabled.

- b. **FINANCE. MID-YEAR BUDGET 2021 REVIEW- Principal in consultation with Education Services Manager develops Mid-Year Budget 2021 – Led by Principal**

Principal stated that he has started work on the Mid-Year Budget Review with Education Services Manager, Rashika Kumar, and in early July will present it via e-mail to the Finance Committee for further scrutiny and comment.

## 4. EMERGENT REVIEW

- a. **CATHOLIC CHARACTER REVIEW AND ATTESTATION, 2021, Wed 23 and Thu 24 June – Led by Principal and Chair**

Principal reported back to the Board about the cancellation of Day 2 of the Catholic Review, due to COVID exposure. Day 2 of the review to take place in

early Term 3.

## 5. BOARD PROCESSES

### a. **BOT TRAINING. – Led by Chair**

- i. The Chair has contacted STA to organize **Tiriti o Waitangi Governance** training. Principal informed the members that STA presenters cannot attend on Saturday or Sundays. Principal suggested downloading 'training material and resources' from STA website and allocating discussion time at a Sep, Oct and Nov Board of Trustees Meeting for the year, as part of in house PLD.

### b. **BOT POLICY. – Led by Chair**

- i. **Strategic Planning Policy Draft and Terms of Reference.** The Chair to contact STA to scrutinize the **BOT Strategic Planning Policy and Committee Terms of Reference.** Chair will seek e-mail approval for the Strategic Planning Policy and membership.
- ii. **Wellbeing Policy Draft.** The Chair to contact STA to scrutinize the **BOT Wellbeing Policy Draft.** Chair will seek e-mail approval for the Strategic Planning Policy and membership.

## ADMINISTRATION

### 1. **MAY 2021 BOT MINUTES**

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

#### **MOTION**

**MOVED THAT: The 26th MAY 2021 Board of Trustees Meeting Minutes be adopted and approved.**

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

### 2. **BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR MAY 2021**

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal's Report for **JUN 2021.**

#### **MOTION**

**MOVED THAT: Batch Header for MAY, 2021 -\$15,173.88, be approved for payment.**

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

### 3. **REPORTS AND ANY MATTERS ARISING FROM JUN, 2021 REPORTS**

#### **MOTION**

**MOVED THAT: Reports and any matters arising from JUN, 2021 Reports as presented, be**

approved and adopted as a true and correct record.

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

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

##### **MOTION**

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

**Moved: Marvin Casimiro      Seconded: Alan James      All in favour - Carried.**

#### **PREPARATION FOR NEXT MEETING**

- 1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 25 AUG.**
- 2. AGENDA ITEMS FOR NEXT MEETING – 25 AUG referenced updated BOT Work Plan 2021:**
  - i. STRATEGIC REVIEWS – SPECIAL CHARACTER –**
    - a. ANNUAL GOALS – New National RE Curriculum Implementation Timeline - Led by Principal**
    - b. CHARTER 2022-2024. BOT Start Consultation with Diocese, BOT, Proprietors Representatives, Parents, Staff, Students for SPECIAL CHARACTER STRATEGIC GOAL component for new Charter 2022 – 2024 – Led by Principal and Chair**
    - c. DIMENSION 3 – Te whakaatu Karaitiana – Christian Witness. How does the school provide a hope-filled Christian witness which empowers its community members to integrate their faith and their life? - Led by Principal**
  - ii. MOE STRATEGIC REVIEW**
    - a. CHARTER 2022 – 2024 - Start Consultation with Parents, Staff, Students for Charter 2022 – 2024- – Led by Chair and Principal**
  - iii. REGULAR REVIEWS –**
    - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 – 12. Operational Policies 6-11 - Led by Chair**
    - b. LEARNER PROGRESS AND ACHIEVEMENT. AoV Report Mid –Year Results, Goals Setting and Mid-Year Report Parent Teacher Interviews, Term 3 - Led by Principal**
    - c. SCHOOL EVALUATION INDICATORS DOMAINS – 2, 5, 6 - Domain 5 - Professional Capability and Collective Capacity - Led by Chair**

- d. **FINANCE.**
  - i. **MID- YEAR BUDGET 2021 –Analysis of 2016- 2021 Budget - Presentation to BOT – Led by Education Services Manager**
  - ii. **MID-YEAR BUDGET 2021 - Reviewed and Approved for Manager Education Services in BOT Meeting – Led by Chair**
- e. **DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2021 – Mid-Year Review – Led by Chair of Property Committee – Jenny Clemente**
  
- iv. **EMERGENT REVIEW. Nil**
  
- v. **BOARD PROCESSES –**
  - a. **ROLL RETURNS – Tabling of July Roll Returns.**
  - b. **PRINCIPAL’S PGC – Led by Chair / Mr Alan Bull**
  - c. **BOT TRAINING –**
    - i. **Education Act 2020 – Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity– to be organized by BOT Chair with STA for all BOT Members**
    - ii. **Effective Governance: Strategic Planning 2022 - 2024 Development and Review Training - to be organized by BOT Chair with STA for all BOT Members**

**CLOSING**

**1. CHAIR’S CLOSING COMMENTS:**

Letter from Worksafe New Zealand regarding Mentally Healthy Work Notification – Marvin Casimiro will complete a Strategic Planning Draft Policy and Wellbeing Policy Draft Policy which will be emailed to STA for scrutiny before sending out to BOT Members for email approval.

**2. BOARD PROCESS REMINDERS:**

Casual Vacancy: Advert has been booked for next edition of The Chatter Newspaper, which will be published on 13<sup>th</sup> July 2021. This will close on 11<sup>th</sup> August 2021.

**3. CLOSING PRAYER by Alan James**

**4. MEETING CLOSED: 7:30pm.**

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

  
Name: Mr Marvin Casimiro

Chairperson

Date: 25/8/2021