



St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 26 MAY 2021

BOT PLD: 6.00 – 7.30pm - *Student Achievement – Mrs Vicky McLenhenan*

OPENING: Meeting Starts at 7:30 pm

1. **OPENING PRAYER:** Jenny Clemente – *Theme: Shared Wisdom*
2. **PRESENT:** *Marvin Casimiro, Venancio Lucido, Jessica Steiner, Maria Curray, Jenny Clemente, Alan James and Kevin Kannan*
3. **APOLOGIES /ABSENT:** *Sonam Chand, Lynda McPoland*
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 **MAY REPORT**. Principal spoke about Property Maintenance contract engaged.

Principal advised about the Special Catholic Character Review dates. Principal will send out invitation for Proprietor's Representatives to attend on 24/06/21. Teacher Salary is also mentioned as it is being paid out of the Operation Grant.

There were no other questions related to the Principal's Report.

STRATEGIC REVIEWS

1. **STRATEGIC REVIEW SPECIAL CHARACTER**
 - a. Nil
2. **STRATEGIC MOE REVIEWS**

- a. Nil

3. REGULAR REVIEWS

- a. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 - 12 – Operational Policies 1-5.** The Operational Policies 1-5 were presented by the Board Chair to the whole Board to discuss and then were tabled.
- b. **SCHOOL EVALUATION INDICATORS DOMAINS – 2, 5, 6 - Domain 2 Leadership and conditions for Equity and Excellence.** The School Evaluation Indicator Domain 2 was presented by the Board Chair to the whole Board to discuss and was then tabled.
Principal also gave his input on the evaluation indicators to be reviewed by the Board.
- c. **CURRICULUM - PROGRESS AND ACHIEVEMENT - Term 1 End 2021, Progress and Achievement Report, Targeted Students and All Students.** Principal presented and discussed the Term 1 End Analysis of Variance, 2021 for English Reading, English Writing and Mathematics Strand – Number. Principal explained Progress and Achievement Data to the whole Board. Principal answered questions posed by independent Board Members.

4. BOARD PROCESSES

- a. Nil
- b. **BOT TRAINING. – Led by Chair**
 - i. The Chair to contact Mrs. Anna Gallien – STA to organize **Tiriti o Waitangi Governance** training before the **Jun BOT Meeting**. Chair advised that he talked to Anna Gallien from NZSTA who is organizing this for the board. No specific schedule is set yet. Probably on a suitable Saturday.
 - ii. The Chair to contact Mrs. Anna Gallien- STA to organize **Strategic Planning** PLD coming in before the **Aug and Sep BOT Meetings**.

ADMINISTRATION

1. MAR BOT MINUTES

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

MOTION

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

Moved: Marvin Casimiro Seconded: Jessica Steiner All in favour – Carried

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR MAR and APR 2021

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

MOTION

MOVED THAT: Batch Headers for MAR, 2021 -\$13,054.88 and APR 2021 - \$16,125.67, be approved for payment and payments through Cheque Book for MAR 2021 - \$527.06 and APR 2021 - \$311.23, be approved for payment.

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

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

MOTION

MOVED THAT: Reports and any Matters Arising from MAY, 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. TABLING OF AUDITED ACCOUNTS 2020

MOTION

MOVED THAT: The Audited Accounts for 2020 as tabled, be confirmed and accepted

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

5. OUTWARD AND INWARD CORRESPONDENCE FOR MAY, 2021

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for MAY, 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 30 JUN.**
2. **AGENDA ITEMS FOR NEXT MEETING – 30 JUN referenced updated BOT Work Plan 2021:**
 - i. **STRATEGIC REVIEWS – SPECIAL CHARACTER –**
 - a. **PROPRIETOR'S ANNUAL REPORT TO DIOCESE – 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**
 - 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 - BOT Starts Charter 2022-2024 Development Process – Led by Chair**
 - b. **STRATEGIC GOAL 3 - To Raise Levels of Mathematics Numeracy – Led by Principal**
 - iii. **REGULAR REVIEWS –**
 - a. **HUMAN RESOURCES AUDIT. Check List 3 - *Remuneration* - Led by Chair**
 - b. **SCHOOL EVALUATION INDICATORS DOMAINS – 2, 5, 6 - Domain 2 Leadership and conditions for equity and Excellence - Led by Chair**
 - c. **FINANCE. MID- YEAR BUDGET 2021 REVIEW- Principal in consultation with Education Services Manager develops Mid- Year Budget 2021 – Led by Principal**
 - iv. **EMERGENT REVIEW. CATHOLIC CHARACTER REVIEW AND ATTESTATION, 2021, scheduled for Wed 23 and Thu 24 June – Led by Principal and Chair**
 - v. **BOARD PROCESSES –**
 - a. **ROLL RETURNS - July Roll Returns**
 - b. **BOT TRAINING - Education Act 2020 – Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity with STA for all BOT Members – to be organized by BOT Chair**

CLOSING

1. **CHAIR'S CLOSING COMMENTS:** Nil
2. **BOARD PROCESS REMINDERS:** The third consecutive absence of a BOT Member, from the Scheduled BOT Meetings for 2021, has confirmed a **Casual Vacancy** to develop, for a **Parent Representative** on the St Anthony's Board of Trustees, as per the STA Code for BOT Members.
3. **CLOSING PRAYER** by *Jessica Steiner: Thanksgiving Prayer*
4. **MEETING CLOSED:** 8:16 pm.

Approved and adopted as a true and correct record:


Name: Mr Marvin Casimiro
Chairperson

Date: 30/6/2021