



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 22 Feb 2023

OPENING: Meeting Starts at 6.00 pm

1. **OPENING PRAYER:** Louise Graafhuis – **Isaiah 40:8**
2. **PRESENT:** *Louise Graafhuis, Marvin Casimiro, Cristina Roquero, Viliami Toafa, Maria Curray, Lana Neho*
3. **APOLOGIES:** *Stephen Thwaite, Jenny Clemente*
4. **DECLARATION OF INTEREST:** Nil

5. BOARD PROCESS:

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 1 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **Feb Report**. Principal spoke about the update in Property Development by the Diocese.

Quick link to attachments:

1. **2022 End of AOV**
2. **2023 Charter and Annual Plan**
3. **RAMS Risk Analysis Management**
4. **Camp Booklet Plan**

STRATEGIC REVIEWS

1. SPECIAL CHARACTER STRATEGIC REVIEWS.

- a. **CHARTER AND SPECIAL CHARACTER GOAL AND RELIGIOUS EDUCATION ANNUAL PLAN 2023 – Charter and Annual Special Character Goal 1 2023**

b. Special Character and Religious Education Annual Plan 2023

- Progress in Implementation of New National Religious Education Curriculum - Led by Principal (this will be covered in next meeting DRS Report)

2. STRATEGIC MOE REVIEWS -

a. CHARTER, STRATEGIC PLAN 2022 – 2024 AND ANNUAL PLAN, 2023, 2024

1. Approve Charter and Strategic Plan 2022-2024 and Annual Plan 2023
2. Analysis of Variance End of 2022 Results – to send to MoE, 1st March Returns

3. REGULAR REVIEWS

a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK1-12 – Operational Policies

1. NZSTA Code of Conduct; 2. Role of Presiding Member; 3. Committee Membership

b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS

1. Analysis of Variance End of 2022 Results to send to MOE, 1st March Returns
2. ANOVA REPORT Year End 2022, Progress and Achievement Report, Targeted Students and All Students – Principal's Report
3. Individual Student Goal Setting and Review 2023 – Principal's Report

c. FINANCE.

- i. Setting of ANNUAL BUDGET 2023 – Still to be set once we meet with Education Services accountant and discuss extra requirements to build school roll and staffing. The Draft Annual Budget will be presented to the Board by the Principal on March BOT meeting.

d. DIOCESAN PROPERTY

- Annual Cyclical Maintenance Plan 2023 – discussion on Property maintenance to be led by the Principal. As proposed by the principal, a couple of changes to the maintenance plan is needed and the latest plan will be presented to the Board on march BOT meeting.

e. WELLBEING

- All Staff will be given a feedback 360 session twice a year, which will be shared with the Board. This will include a handful of students and the community. - Principal's Report

f. **ERO-SCHOOL PARTNERSHIP – Term 1 Meeting - Meeting date moving forward still to be set - the Principal wants to fully prepare for the meeting and this takes time - Led by Principal**

g. **CATHOLIC KAHUI AKO – Term 1 Meeting is scheduled in a later date– Led by Principal**

4. EMERGENT REVIEWS

1. **Due to camp Health and Safety Policy review – this policy will be revisited for updating and when the required changes have been satisfactorily met, it will be presented for discussion by the Board**
2. **Concerns and Complaints Policy – renewing the school commitment to have a culture of openness and making the community feel being heard, the concerns and complaint policy will be reviewed for updating**
3. **New EOTC Policy and RAMS – these documents were presented to the Board in details, items of significance were discussed, in particular the upcoming Seniors Camp in Whangamata, risk management analysis was presented by the Principal**

5. BOARD PROCESSES

1. **Appointment of Presiding Member – Marvin Casimiro was unanimously elected as Presiding Member**
2. **Delegation of Authority 2023 to Principal by BOT**
3. **Approval of BOT Work Plan 2023**
4. **MOU 2023 – BOT Presiding Member and Principal**
5. **BOT Committee Membership – renewal of commitments to the committees**

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 30 November Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro

Seconded: Cristina Roquero

All in favour – Carried

2. REPORTS AND ANY MATTERS ARISING FROM REPORTS

MOTION

MOVED THAT: Reports and any matters arising from February 2023 Reports (Principal's Feb Report, Delegation of Authority 2023, BOT Work Plan 2023, MOU 2023, EOTC Policy, RAMS) as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro

Seconded: Lana Neho

All in favour - Carried

3. OUTWARD AND INWARD CORRESPONDENCE FOR DEC 2022, JAN & FEB 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for February 2023

Moved: Marvin Casimiro

Seconded: Maria Curray

All in favour - Carried

PREPARATION FOR NEXT MEETING

- 1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 29 March 2023**
- 2. AGENDA ITEMS FOR NEXT MEETING – 29 March referenced updated BOT Work Plan 2023:**
 - i. SPECIAL CHARACTER STRATEGIC REVIEWS –**
 - a. Special Character Attestation 2022 Document - signed and sent to Diocese**
 - b. 1st March Roll Returns**
 - ii. MOE STRATEGIC REVIEWS –**
 - a. MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of English, Reading and English reading Achievement and Progress**
 - iii. REGULAR REVIEWS –**
 - a. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Goals Setting - Parent-Teacher Interviews, Term 1 - Principal's Report**
 - b. FINANCE**
 - 1. ANNUAL BUDGET 2023 to be confirmed - Principal in consultation with Education Services Manager develops Draft Annual Budget 2023 based**

- on Provisional Operation Grant for 2023 – Led by Chair
- 2. SAARS Report NOVOPAY - Tabled and Approved
- c. DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2023 - presented by Chair of property Committee for BOT Approval
- d. WELLBEING - Review of Term 1 Wellbeing Report - Principal's Report
- e. ERO-SCHOOL PARTNERSHIP – Term 1 Meeting - Led by Principal
- f. CATHOLIC KAHUI AKO – Term 1 Meeting – Led by Principal

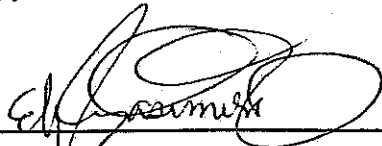
iv. **BOARD PROCESSES AND REQUIREMENTS**

- a. Accounts to External Auditor
- b. March Roll Returns
- c. BOT Training with NZSTA Resources - Governance Essentials

CLOSING

1. **PRESIDING MEMBER'S CLOSING COMMENTS:** The chair thanked the Board for their continuous support for the school. Their dedication and commitment is truly admirable given the challenges of work as Trustees.
2. **BOARD PROCESS REMINDERS:** Nil
3. **CLOSING PRAYER** by *Marvin Casimiro*
4. **MEETING CLOSED:** 740pm

Approved and adopted as a true and correct record:



Name: *Mr Marvin Casimiro*
Presiding Member

Date: 22/02/2023



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 29 March 2023

OPENING: Meeting Starts at 6.00 pm

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** *Louise Graafhuis, Marvin Casimiro, Stephen Thwaite, Viliami Toafa, Maria Curray, Jenny Clemente, Lana Neho*
3. **APOLOGIES:** *Cristina Roquero*
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 1 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **March Report.**

STRATEGIC REVIEWS

1. **SPECIAL CHARACTER STRATEGIC REVIEWS.**

- a. Special Character Attestation 2022 Document - signed and sent to Diocese
- b. 1st March Roll Returns

2. **STRATEGIC MOE REVIEWS -**

MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of English, Reading and English reading Achievement and Progress – is moved to 31 May 2023 BOT meeting

3. REGULAR REVIEWS

a. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS

- Analysis of Variance End of 2022 Results to send to MOE, 1st March Returns – this is the basis of calculation of Provisional Entitlement Staffing (Ops Grant), 08 March is the due date

- Progress and Achievement Report, Targeted Students and All Students – Principal's Report

- Individual Student Goal Setting and Review 2023 – Principal's Report

b. FINANCE.

- SETTING OF ANNUAL BUDGET 2023 REVIEW PROCESS – Principal's Report

- SAARS Report (School Annual Accrual Report – summary of salary and wages, one of requirements of our Annual Financial Statement)- NOVOPAY - Tabled and approved

c. DIOCESAN PROPERTY

- 10 Year Diocesan Property Plan Annual Cyclical Maintenance Plan 2023 – discussion on Property maintenance to be led by the Principal

d. WELLBEING

- Review of Wellbeing Report - Principal's Report

e. ERO-SCHOOL PARTNERSHIP – Term 1 Meeting - Led by Principal

f. CATHOLIC KAHUI AKO – Term 1 Meeting – largely a meet and greet session – (John Coulam presented the attendance rates) - Led by Principal

4. EMERGENT REVIEWS

1. Principal's Job Description – must be confirmed as part of Principal's Inquiry and Attestation Process

2. SPECIAL CHARACTER COMPLIANCES REQUIRED OF SCHOOL BOARDS OF NEW ZEALAND CATHOLIC INTEGRATED SCHOOLS ATTESTATION - tabled and approved

3. Human Resources Audit - Checklist 2 - Recruitment

5. BOARD PROCESSES

1. Accounts to External Auditor

2. BOT Training with NZSTA Resources – online live learning events

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 30 November Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro

Seconded: Lana Neho

All in favour – Carried

2. REPORTS AND ANY MATTERS ARISING FROM MARCH REPORTS

MOTION

MOVED THAT: Reports and any matters arising from March 2023 Reports (March 2023 Roll Returns, ANOVA End of 2022 Results, SAARS Report, Special Character Compliances of NZ Catholic integrated Schools Attestation) as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro

Seconded: Maria Curray

All in favour – Carried

3. APPROVAL OF BATCH HEADERS AND BANK PAYMENTS

MOTION

MOVED THAT: Payments of Batch headers and Bank Payments for December 2022 January 2023 (\$13, 040.93) and February 2023 (\$9, 610.88) be approved for payment.

Moved: Marvin Casimiro

Seconded: Stephen Thwaite

All in favour - Carried

4. OUTWARD AND INWARD CORRESPONDENCE FOR DEC 2022, JAN & FEB 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for February 2023

Moved: Marvin Casimiro

Seconded: Jenny Clemente

All in favour - Carried

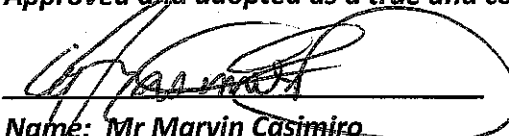
PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 31 May 2023
2. AGENDA ITEMS FOR NEXT MEETING – 31 May referenced updated BOT Work Plan 2023:
 - i. SPECIAL CHARACTER STRATEGIC REVIEWS – NIL
 - ii. MOE STRATEGIC REVIEWS – NIL
 - iii. REGULAR REVIEWS –
 - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 –
- Governance Policies Framework 1-6 – Led by Presiding Member
 - b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - ANOVA Term 1 End, Progress and Achievement Report, Targeted Students and All Students - Principal's Report
 - c. SCHOOL EVALUATION INDICATORS DOMAINS – Domain 1 Stewardship
 - d. FINANCE
 1. Audited Accounts 2022 - Tabled and Approved
 - e. DIOCESAN PROPERTY - NIL
 - f. WELLBEING - Review of Term 1 Wellbeing Report - Principal's Report
 - g. ERO-SCHOOL PARTNERSHIP – Term 2 Meeting - Led by Principal
 - h. CATHOLIC KAHUI AKO – Term 2 Meeting – Led by Principal
 - iv. BOARD PROCESSES AND REQUIREMENTS
 - a. ANNUAL FINANCIAL REPORT 2022 – for approval and posting to MOE / Diocese / School Website

CLOSING

1. PRESIDING MEMBER'S CLOSING COMMENTS:
2. BOARD PROCESS REMINDERS: nil
3. CLOSING PRAYER by *Jenny Clemente*
4. MEETING CLOSED: 7.35 pm.

Approved and adopted as a true and correct record:


Name: Mr Marvin Casimiro
Presiding Member

Date: 24/05/2023



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 24 May 2023

OPENING: Meeting Starts at 6.00 pm

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** Louise Graafhuis, Marvin Casimiro, Stephen Thwaite, Cristina Roquero, Jenny Clemente, Lana Neho
3. **APOLOGIES:** Viliami Toafa, Maria Curray,
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 2 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **May Report**.
 - Laptops (Chromebooks) will be provided to all students for them to take home as part of digital literacy programme.

STRATEGIC REVIEWS

1. **SPECIAL CHARACTER STRATEGIC REVIEWS.**
 - a. Special Character Attestation 2022 Document – has been received by the Diocese
2. **STRATEGIC MOE REVIEWS -**
MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of English, Reading and English Reading Achievement and Progress. Information below with the data presented in Principal's May Report

3. REGULAR REVIEWS

a. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS

- Analysis of Variance End of 2022 Results to send to MOE, 1- March Returns – these were all sent to MOE
- Progress and Achievement Report, Targeted Students and All Students – Principal's Report
- Individual Student Goal Setting and Review 2023 – to be covered in data review of Term 1 student achievement and targeted results

b. FINANCE.

- SETTING OF ANNUAL BUDGET 2023 REVIEW PROCESS – Principal's Report
- Tabled and approved

c. ERO-SCHOOL PARTNERSHIP – Led by Principal – meeting to be made with the new ERO partner as Paul Stucki has resigned. We have been in contact via phone and floated a request for reset. As of tonight's meeting, there is no response yet from ERO.

d. PGC PARTNERSHIP formed with Gareth Tahei, Bernette Bishops Gain Tokoroa and Louise . First meeting is in Week 5. Establishing the PGC format and goals, assigning endorsers. PDF document as attached in the email correspondence show details on this.

e. CATHOLIC KAHUI AKO –Led by Principal – Daisy has come on board and is supporting with Professional Development based on Relational-Based Learning

PRINCIPALS' HUI - Decision made to not join the Principals' Hui in Palmerston North this term. As cost and time not manageable for the operation of the school to date

4. EMERGENT REVIEWS

1. All Board Policies are on hold for review until SCHOOL DOCS are up and running in 2 weeks but this will not impede review process of any policy that needs assessment and update as deemed necessary.
2. Physical Restraint Policy – tabled and approved

5. BOARD PROCESSES

1. Accounts to External Auditor – on the approval of Budget 2023
2. Audit Review by Owen Mcleod & Co Ltd – governance questionnaire been done online by the Board as part of School Financial Audit 2022

3. Annual Financial Report 2022 – for posting to MOE, Diocese and our school website
4. BOT Training with NZSTA Resources – online live learning events (Training 3 – Effective Governance: Student Achievement)

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 29 March 2023 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro Seconded: Christina Roquero All in favour – Carried

2. REPORTS AND ANY MATTERS ARISING FROM MAY REPORTS

MOTION

MOVED THAT: Reports and any matters arising from March 2023 Reports (Annual Budget 2022, Physical Restraint Policy) as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro Seconded: Lana Neho All in favour – Carried

3. APPROVAL OF BATCH HEADERS AND BANK PAYMENTS

MOTION

MOVED THAT: Payments of Batch headers and Bank Payments for March (\$7,213.57) and April (\$6, 938.09) be approved for payment.

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

4. OUTWARD AND INWARD CORRESPONDENCE FOR MARCH, APRIL 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for May 2023

Moved: Marvin Casimiro Seconded: Stephen Thwaite All in favour – Carried

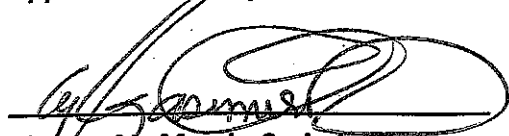
PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE NEXT BOT MEETING: 5.30pm, Wed 28 June 2023
2. AGENDA ITEMS FOR NEXT MEETING – 28 June referenced updated BOT Work Plan 2023:
 - i. SPECIAL CHARACTER STRATEGIC REVIEWS – Proprietor’s Annual Report to the Diocese
 - ii. MOE STRATEGIC REVIEWS –
 - a. MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 3 - To raise levels of Mathematics Strands – Number, Algebra, Measurement and Geometry, Statistics Achievement and Progress
 - iii. REGULAR REVIEWS –
 - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 – Nil
 - b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Nil
 - c. SCHOOL EVALUATION INDICATORS DOMAINS – Nil
 - d. HUMAN RESOURCE AUDIT – Checklist 4 – Employee Relations
 - e. FINANCE - Mid-Year Budget Review 2023 – Principal and Finance Committee members in consultation with Education Services develops Draft Mid-Year Budget 2023
 - f. DIOCESAN PROPERTY - NIL
 - g. ERO-SCHOOL PARTNERSHIP – update - Led by Principal
 - h. CATHOLIC KAHUI AKO – update – Led by Principal
 - iv. BOARD PROCESSES AND REQUIREMENTS
 - a. JULY Roll Returns

CLOSING

1. PRESIDING MEMBER’S CLOSING COMMENTS: The Chair thanked the members of the Board for their continued dedication and commitment to the school.
2. BOARD PROCESS REMINDERS: Nil
3. CLOSING PRAYER by *Louise Graafhuis*
4. MEETING CLOSED: 6.55 pm.

Approved and adopted as a true and correct record:


Name: Mr Marvin Casimiro
Presiding Member

Date: 28/06/2023

COPY



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 28 June 2023

OPENING: Meeting Starts at 5.30 pm

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** *Louise Graafhuis, Marvin Casimiro, Stephen Thwaite, Lana Neho, Maria Curray
Fr Stuart Young*
3. **APOLOGIES:** *Jenny Clemente, Viliami Toafa, Cristina Roquero*
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 3 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **June Report.**
 - DRS Mid Year Report
 - Wellbeing Review for Term 2

STRATEGIC REVIEWS

1. **SPECIAL CHARACTER STRATEGIC REVIEWS.**

- a. **Proprietor's Representatives Annual Report 2023** – has been received from the Diocese

2. **STRATEGIC MOE REVIEWS -**

MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of Maths Achievement and Progress. Information below with the data presented in Principal's May Report

3. REGULAR REVIEWS

- a. **FINANCE**
- Mid year Budget review is being completed in July and will be forwarded to the whole Board. Finance Committee will meet and review.– Principal's Report
 - Audited Accounts 2023 by Owen McLeod – all Board members were sent a copy of this report
4. **ERO-SCHOOL PARTNERSHIP – Led by Principal – A letter from ERO has been received on the new partnership and assigned ERO Auditor for the school. Term 3 is target schedule for an initial meeting with ERO**
5. **PGC PARTNERSHIP formed with Gareth Tahei, Bernette Bishops Gain Tokoroa, Tina Morrinsville and Louise. Second meeting was completed; schools visits beginning Term 3**
6. **CATHOLIC KAHUI AKO –Led by Principal – Daisy is engaging in working on the local History's curriculum Term 3 – it is a requirement**

PRINCIPALS' HUI - Decision made to not join the Principals' Hui in Palmerston North this term. As cost and time not manageable for the operation of the school to date

4. EMERGENT REVIEWS

1. All Board Policies will be imported to the SchoolDocs site. Update is attached with the Principal's Report. Full access is still in progress (EOTC Policy was reviewed and completed in term 1. Three year review cycle is a good practice. Due to this upgrading of policy reviews, the BOT Work Plan needs updating soon.

5. BOARD PROCESSES

1. Audit Review by Owen McLeod & Co Ltd – completed
2. Annual Financial Report 2022 – for posting to MOE, Diocese and our school website been done
3. Self audit Process checklist 3 – Remuneration Review done
4. Latest Code of Conduct for BOT members – updating and integrating the new policy to existing BOT Code of Conduct. As Catholic school Trustees, the Board will look into integration and have the policy added to SchoolDocs site.
5. New System of reporting for strategic plan – updates from NZSTA resource page

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 24 MAY 2023 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro Seconded: Lana Neho All in favour – Carried

2. REPORTS AND ANY MATTERS ARISING FROM JUNE REPORTS

MOTION

MOVED THAT: Reports and any matters arising from June 2023 Reports as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro Seconded: Fr. Stuart All in favour – Carried

3. APPROVAL OF BATCH HEADERS AND BANK PAYMENTS

MOTION

MOVED THAT: Payments of Batch Headers and Bank Payments for May (\$16,901.26) be approved for payment.

Moved: Marvin Casimiro Seconded: Stephen Thwaite All in favour - Carried

4. OUTWARD AND INWARD CORRESPONDENCE FOR MAY 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for May 2023

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

PREPARATION FOR NEXT MEETING

- 1. MEETING DATE FOR THE NEXT BOT MEETING: 5.30pm, Wed 30 August 2023**
- 2. AGENDA ITEMS FOR NEXT MEETING – 30 August referenced updated BOT Work Plan 2023:**

COPY

- i. **SPECIAL CHARACTER STRATEGIC REVIEWS – Progress of New National RE Curriculum – 4 Strands**
- ii. **MOE STRATEGIC REVIEWS –**
 - a. **MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 3 - To raise levels of Mathematics Strands – Number, Algebra, Measurement and Geometry, Statistics Achievement and Progress**
- iii. **REGULAR REVIEWS –**
 - a. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 – Operational Policies 6-11**
 - b. **STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Principal's Report**
 - c. **SCHOOL EVALUATION INDICATORS DOMAINS – Domain 5 – Professional Capability and Collective Capacity**
 - d. **HUMAN RESOURCE AUDIT – Nil**
 - e. **FINANCE**
 - **Mid-Year Budget Review 2023 – Principal and Finance Committee members in consultation with Education Services develops Draft Mid-Year Budget 2023. Reviewed and approved.**
 - **Analysis of 2019-2023 Budget – Presentation to BOT by Education Services Manager**
 - f. **DIOCESAN PROPERTY - NIL**
 - g. **ERO-SCHOOL PARTNERSHIP – update Term 3 Meeting - Led by Principal**
 - h. **CATHOLIC KAHUI AKO – update – Led by Principal**
- iv. **BOARD PROCESSES AND REQUIREMENTS –**
 - **Principal's Professional Growth Cycle (Interim Report on Progress by the PGC mentor)**

CLOSING

1. **PRESIDING MEMBER'S CLOSING COMMENTS: Thanking the members of the Board for their continuous sharing of their invaluable time and service to our school.**
2. **BOARD PROCESS REMINDERS: Nil**
3. **CLOSING PRAYER by Louise Graafhuis**
4. **MEETING CLOSED: 6.50 pm**

Approved and adopted as a true and correct record:



Name: Mr Marvin Casimiro
Presiding Member

Date: 30/08/2023

COPY



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

BOARD OF TRUSTEES

MINUTES OF THE MEETING HELD ON 28 June 2023

OPENING: Meeting Starts at 5.30 pm

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** Louise Graafhuis, Marvin Casimiro, Stephen Thwaite, Lana Neho, Maria Curray
Fr Stuart Young
3. **APOLOGIES:** Jenny Clemente, Viliami Toafa, Cristina Roquero
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 3 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **June Report.**
 - DRS Mid Year Report
 - Wellbeing Review for Term 2

STRATEGIC REVIEWS

1. **SPECIAL CHARACTER STRATEGIC REVIEWS.**

- a. **Proprietor's Representatives Annual Report 2023** – has been received from the Diocese

2. **STRATEGIC MOE REVIEWS -**

MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of Maths Achievement and Progress. Information below with the data presented in Principal's May Report

3. REGULAR REVIEWS

a. FINANCE

- Mid year Budget review is being completed in July and will be forwarded to the whole Board. Finance Committee will meet and review.– Principal's Report
- Audited Accounts 2023 by Owen McLeod – all Board members were sent a copy of this report

4. **ERO-SCHOOL PARTNERSHIP** – Led by Principal – A letter from ERO has been received on the new partnership and assigned ERO Auditor for the school. Term 3 is target schedule for an initial meeting with ERO
5. **PGC PARTNERSHIP** formed with Gareth Tahei, Bernette Bishops Gain Tokoroa, Tina Morrinsville and Louise. Second meeting was completed; schools visits beginning Term 3
6. **CATHOLIC KAHUI AKO** –Led by Principal – Daisy is engaging in working on the local History's curriculum Term 3 – it is a requirement

PRINCIPALS' HUI - Decision made to not join the Principals' Hui in Palmerston North this term. As cost and time not manageable for the operation of the school to date

4. EMERGENT REVIEWS

1. All Board Policies will be imported to the SchoolDocs site. Update is attached with the Principal's Report. Full access is still in progress (EOTC Policy was reviewed and completed in term 1. Three year review cycle is a good practice. Due to this upgrading of policy reviews, the BOT Work Plan needs updating soon.

5. BOARD PROCESSES

1. **Audit Review** by Owen McLeod & Co Ltd – completed
2. **Annual Financial Report 2022** – for posting to MOE, Diocese and our school website been done
3. **Self audit Process checklist 3** – Remuneration Review done
4. **Latest Code of Conduct for BOT members** – updating and integrating the new policy to existing BOT Code of Conduct. As Catholic school Trustees, the Board will look into integration and have the policy added to SchoolDocs site.
5. **New System of reporting for strategic plan** – updates from NZSTA resource page

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 24 MAY 2023 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro Seconded: Lana Neho All in favour – Carried

2. REPORTS AND ANY MATTERS ARISING FROM JUNE REPORTS

MOTION

MOVED THAT: Reports and any matters arising from June 2023 Reports as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro Seconded: Fr. Stuart All in favour – Carried

3. APPROVAL OF BATCH HEADERS AND BANK PAYMENTS

MOTION

MOVED THAT: Payments of Batch Headers and Bank Payments for May (\$16,901.26) be approved for payment.

Moved: Marvin Casimiro Seconded: Stephen Thwaite All in favour - Carried

4. OUTWARD AND INWARD CORRESPONDENCE FOR MAY 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for May 2023

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

PREPARATION FOR NEXT MEETING

- 1. MEETING DATE FOR THE NEXT BOT MEETING: 5.30pm, Wed 30 August 2023**
- 2. AGENDA ITEMS FOR NEXT MEETING – 30 August referenced updated BOT Work Plan 2023:**

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- i. **SPECIAL CHARACTER STRATEGIC REVIEWS – Progress of New National RE Curriculum – 4 Strands**
- ii. **MOE STRATEGIC REVIEWS –**
 - a. **MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 3 - To raise levels of Mathematics Strands – Number, Algebra, Measurement and Geometry, Statistics Achievement and Progress**
- iii. **REGULAR REVIEWS –**
 - a. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 – Operational Policies 6-11**
 - b. **STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Principal's Report**
 - c. **SCHOOL EVALUATION INDICATORS DOMAINS – Domain 5 – Professional Capability and Collective Capacity**
 - d. **HUMAN RESOURCE AUDIT – Nil**
 - e. **FINANCE**
 - **Mid-Year Budget Review 2023 – Principal and Finance Committee members in consultation with Education Services develops Draft Mid-Year Budget 2023. Reviewed and approved.**
 - **Analysis of 2019-2023 Budget – Presentation to BOT by Education Services Manager**
 - f. **DIOCESAN PROPERTY - NIL**
 - g. **ERO-SCHOOL PARTNERSHIP – update Term 3 Meeting - Led by Principal**
 - h. **CATHOLIC KAHUI AKO – update – Led by Principal**
- iv. **BOARD PROCESSES AND REQUIREMENTS –**
 - **Principal's Professional Growth Cycle (Interim Report on Progress by the PGC mentor)**

CLOSING

1. **PRESIDING MEMBER'S CLOSING COMMENTS: Thanking the members of the Board for their continuous sharing of their invaluable time and service to our school.**
2. **BOARD PROCESS REMINDERS: Nil**
3. **CLOSING PRAYER by Louise Graafhuis**
4. **MEETING CLOSED: 6.50 pm**

Approved and adopted as a true and correct record:



**Name: Mr Marvin Casimiro
Presiding Member**

Date: 30/08/2023

COPY



St. Anthony's Catholic School

Te Kura ō Hato Antoni

Board of Trustees

P.O. Box 226, Huntly - 3740


Resolution on Filling Casual Vacancy of Elected Board Members

A resolution of the St. Anthony's Catholic School Board of Trustees agreeing to fill one casual vacancy by **SELECTION**.

And that within 14 days of resolution gives notice to the school and wider local community of this decision.

Be it further resolved that the St. Anthony's Catholic School Board of Trustees decides that the remaining casual vacancy will be filled by holding a **BY-ELECTION on 8 March 2024**.

PASSED and APPROVED this 11th day of October 2023.


Marvin Casimiro
Presiding Member

Mobile: 022 1890 270

Email: botchair@stanthonys.school.nz
marvincasimiro@gmail.com

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St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 30 AUGUST 2023

OPENING: Meeting Starts at 5.30 pm

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** Louise Graafhuis, Marvin Casimiro, Stephen Thwaite, Lana Neho, Maria Curray
Fr Stuart Young, Jenny Clemente,
3. **APOLOGIES:** Viliami Toafa
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 4 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **July Report.**

STRATEGIC REVIEWS

1. **SPECIAL CHARACTER STRATEGIC REVIEWS.**
 - a. Progress of New National RE Curriculum – 4 Strands – this is reported upon in Principal's Report under DRS comment
2. **STRATEGIC MOE REVIEWS -**
 - a. **MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of Maths Achievement and Progress.** Information below with the data presented in Principal's Report
 - b. **ANOVA Term 2 Mid-Year Report on Achievement Targeted Students and All Students –** Principal's Report

3. REGULAR REVIEWS

- a. **STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS -**
Goal Settings and Mid-Year Report Parent-Teacher Interviews – Term 3 have been completed. Students are able to go through a process now in Week 8 where the Principal checked that their goals are known and have been set based on curriculum progressions - Principal's Report
- b. **FINANCE.**
 - Mid-Year Budget has been completed, been forwarded to the Board. Finance Committee meet with Rashika of Education Services for help and advise in constructing the budget.– Principal's Report
 - Attached June and July monthly accounts and Annual Report
 - Analysis of 2019-2023 Budget – prepared by Education Services - been disseminated for Board's information
- c. **ERO-SCHOOL PARTNERSHIP – Led by Principal – no contact to date**
- d. **PGC PARTNERSHIP** formed with Gareth Tahei, Bernette Bishops Gaines Tokoroa, Tina Morrinsville and Louise . Second meeting was completed; schools visits beginning Term 3 – visit 17 August – Bishop – comparing data and allocating annual feedback partners
- e. **CATHOLIC KAHUI AKO –Led by Principal – Daisy is engaging in working on the North east with staff. Principals meetings have been held. Focus is on next year's PD plan and developing Russell Bishops Teaching to the Northeast Pedagogy**

4. EMERGENT REVIEWS

- a. **New Board Policy Review – Google Docs – All set up and volunteers are needed to do the full site checking and audit.**

Important Details:

URL: <https://stanthonys.schooldocs.co.nz>

Admin username: 1943 Admin password: ahz0t4

5. BOARD PROCESSES

- 1. **New Board member (Parent Representative) – Selection/By-Election - One of the Parent Representatives has resigned thus creating a vacancy. This casual vacancy can only be filled in by selection or by-election. The Board resolves to fill the vacancy by selection. Next steps will be based on the NZSTA casual vacancy of elected board member process.**
 - **A motion was passed to start the process of altering the Board's constitution. As per decision of the Board, correspondence will be sent to the Diocese in relation to reduction of Parent Rep which will impact the number of Proprietors Rep to the current Board constitution. NZSTA advise will be sought in engaging with the Proprietor and altering Board constitution processes.**

MOTION

MOVED THAT: Alteration of Board's constitution is initiated whereas reduction of Parent Rep is proposed and information to be relayed to the Diocese as this will affect the number of Proprietors Rep in the Board.

Moved: Fr Stuart Young

Seconded: Maria Curray

All in favour – Carried

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2. Annual Cyclical Maintenance Plan 2023 – Review for completion by Property Committee and presented to the Board – two emails have been received that a project team is being formed to complete work. Fencing is currently getting quotes. 2022 calendared work were not completed – was deferred. We have had paint donated and looking at completing paint works via volunteers.
3. Principal's Professional Growth Cycle (Interim Report on Progress by the PGC mentor)
4. BOT Training with NZSTA resources - online live learning events

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 28 JUNE 2023 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro

Seconded: Fr Stuart Young

All in favour – Carried

2. REPORTS AND ANY MATTERS ARISING FROM JULY, AUGUST REPORTS – Tabling and Approval of the July Roll Returns

MOTION

MOVED THAT: Reports and any matters arising from JUNE-JULY 2023 Reports as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro

Seconded: Lana Neho

All in favour – Carried

3. APPROVAL OF BATCH HEADERS AND BANK PAYMENTS

MOTION

MOVED THAT: Payments of Batch headers and Bank Payments for June (\$6,448.99) and July (\$3,291.27) be approved for payment.

Moved: Marvin Casimiro

Seconded: Louise Graafhuis

All in favour - Carried

4. OUTWARD AND INWARD CORRESPONDENCE FOR MAY 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for June-July 2023

Moved: Marvin Casimiro

Seconded: Stephen Thwaite

All in favour - Carried

PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE NEXT BOT MEETING: 6.30pm, Wed 11 October 2023
2. AGENDA ITEMS FOR NEXT MEETING – 11th October referenced updated BOT Work Plan 2023:

COPY

- i. **SPECIAL CHARACTER STRATEGIC REVIEWS – Character Dimensions 4**
 - a. **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?**
- ii. **MOE STRATEGIC REVIEWS –**
 - a. **MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 4 - To raise levels of Social Sciences and HPE Curriculum 4 Strands, Achievement and Progress resources and assessment materials and reporting**
- iii. **REGULAR REVIEWS –**
 - a. **GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 – nil**
 - b. **STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Principal's Report**
 - c. **SCHOOL EVALUATION INDICATORS DOMAINS – Nil**
 - d. **HUMAN RESOURCE AUDIT – Checklist 5 – Performance Management**
 - e. **FINANCE**
 - **Draft Annual Budget Review 2024 – Principal and Finance Committee members in consultation with Education Services develop Draft Annual Budget 2024.**
 - f. **DIOCESAN PROPERTY – Annual Cyclical Maintenance Plan 2023 – review for completion by Property Committee and presented to the Board**
 - g. **WELLBEING – Review Term 3 Wellbeing Report**
 - h. **ERO-SCHOOL PARTNERSHIP – nil**
 - i. **CATHOLIC KAHUI AKO – nil**
- iv. **BOARD PROCESSES AND REQUIREMENTS – Selection/Election of Parent Representatives**

CLOSING

1. **PRESIDING MEMBER'S CLOSING COMMENTS:**
2. **BOARD PROCESS REMINDERS: Nil**
3. **CLOSING PRAYER by Louise Graafhuis**
4. **MEETING CLOSED: 6:40 pm.**

Approved and adopted as a true and correct record:



**Name: Mr Marvin Casimiro
Presiding Member**

Date: 11/10/2023

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St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
UNCONFIRMED MINUTES OF THE MEETING HELD ON 11 OCTOBER 2023

OPENING: Meeting Starts at 6.40 pm

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** Louise Graafhuis, Marvin Casimiro, Fr Stuart Young, Jenny Clemente,
3. **APOLOGIES:** Stephen Thwaite, Lana Neho
4. **DECLARATION OF INTEREST:** Nil
5. **BOARD PROCESS:**

PROFESSIONAL DEVELOPMENT

1. **STA Scenario Cards Set No 5 - Leadership, Accountability, Representation, Employer Role**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **October Report.**

STRATEGIC REVIEWS

1. **SPECIAL CHARACTER STRATEGIC REVIEWS.**
 - a. Dimension 4 and End-of-Year Catholic Review (report attached to the email sent to the Board – 2023 St Anthony's Huntly Catholic Character)
2. **STRATEGIC MOE REVIEWS -**
 - a. MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 2 - To raise levels of Maths Achievement and Progress. Information below with the data presented in Principal's Report
 - b. ANOVA Term 2 Mid-Year Report on Achievement Targeted Students and All Students – Principal's Report
3. **REGULAR REVIEWS**
 - a. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS - Goal Settings and Mid-Year Report Parent-Teacher Interviews – Term 3 have been completed. Students are able to go through a process now in Week 8 where the

Principal checked that their goals are known and have been set based on curriculum progressions - Principal's Report

b. FINANCE.

- Draft 2024 Budget has been completed and has been forwarded to the Board. Finance Committee met with Rashika of Education Services, for help and advice in constructing the budget.– Principal's Report
- Louise asked for additional chromebooks to be purchased, which the Board needs to budget additional \$1500 for this year.
- Attached August and September monthly accounts and Annual Report

c. ERO-SCHOOL PARTNERSHIP – Led by Principal – preparation for meeting in the following week. Questions to be presented by Board members. Domain 5 – Professional Capability and Collective Capacity

- d. PGC PARTNERSHIP formed with Gareth (Tauhei), Bernette (Bishops Gaines Tokoroa), Tina (Morrinsville) and Louise. Second meeting was completed; school visits beginning Term 3 – visit week 4 – Bishop – comparing data and allocating annual feedback partners**

Principals Professional Growth Endorsement attached

- e. CATHOLIC KAHUI AKO –Led by Principal – Planning is underway for TOD day 2024 Jan 30. Staff being appointed for 2024**

4. EMERGENT REVIEWS

- a. New Board Policy Review – Google Docs – Stephen and Louise have passwords and system is now live.**

Important Details:

URL: <https://stanthonys.schooldocs.co.nz> Admin username: 1943 Admin password: as notified

5. BOARD PROCESSES

1. New Board Members (Parent Representatives) – Selection/By-Election

*One of the Parent Representatives has resigned thus creating a vacancy. This casual vacancy can only be filled in by selection or by-election. The Board resolves to fill the vacancy by SELECTION. Resolution has been passed. Next steps will be based on the NZSTA casual vacancy of elected board member process.

*One more Parent Representative position has been declared vacant recently, thus creating another vacancy. Due to the nature of this unprecedented vacancy, the Board must hold a BY-ELECTION to fill in this vacancy as per NZSTA Casual Vacancy of Elected Board Member process. Important election update is attached (School Board Election calendar)

MOTION

MOVED THAT: The Board resolves to fill one casual vacancy by SELECTION and the remaining vacancy by holding a BY-ELECTION

Moved: Marvin Casimiro

Seconded: Jenny Clemente

All in favour – Carried

- 2. Recruitment and Appointment process for new employee - Alan James has tendered his resignation in writing and has accepted a leadership role at St Peter's Catholic school in Cambridge. Advertisement is out. Short listing completed and interviews are to be done Thursday the 19th of October, shortlist has been**

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completed by Louise, Marvin and Fr. Stuart (Appointment Committee members).
Committee is set and ready for interviews.

3. Principal's Professional Growth Cycle – meeting with the PGC group to develop a new strategic and annual plan 2024 requirements

ADMINISTRATION

1. BOT MINUTES

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

MOTION

MOVED THAT: The 30 AUGUST 2023 Board of Trustees Meeting Minutes be adopted and approved.

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

2. REPORTS AND ANY MATTERS ARISING FROM SEPTEMBER REPORTS – Approval of the RAMS Overnight Camp Stay for Years 5 and 6

MOTION

MOVED THAT: Reports and any matters arising from SEPTEMBER 2023 Reports as presented be approved and adopted as true and correct records.

Moved: Marvin Casimiro Seconded: Louise Graafhuis All in favour – Carried

3. APPROVAL OF BATCH HEADERS AND BANK PAYMENTS

MOTION

MOVED THAT: Payments of Batch headers and Bank Payments for August (\$6,866.55) and September (\$50,954.54) be approved for payment.

Moved: Marvin Casimiro Seconded: Fr. Stuart Young All in favour - Carried

4. ADDITIONAL BUDGET FOR LAPTOPS (CHROMEBOOKS) ACQUISITION

MOTION

MOVED THAT: For additional laptops (Chromebooks) to be purchased this school year, increment of \$1500 to be budgeted for the year.

Moved: Marvin Casimiro Seconded: Fr. Stuart Young All in favour - Carried

5. OUTWARD AND INWARD CORRESPONDENCE FOR SEPTEMBER, OCTOBER 2023

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the Inward Correspondence be received for August to September 2023

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

PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE NEXT BOT MEETING: 5.30pm, Wed 29 November 2023
2. AGENDA ITEMS FOR NEXT MEETING – 29 November referenced updated BOT Work Plan 2023:
 - i. SPECIAL CHARACTER STRATEGIC REVIEWS –
 - a. Presentation of RE and Special Character Annual Plan 2024
 - b. Director of Religious Studies (DRS) Report – End of Year Report
 - ii. CHARTER, STRATEGIC PLAN 2022-2024 AND ANNUAL PLAN 2022-2024 - Principal's develops and presents Annual Plan 2024 to the Board

- iii. MOE STRATEGIC REVIEWS GOALS 2, 3, 4 – Strategic Goal 4 – To raise levels of Social Sciences and HPE Curriculum 4 Strands, Achievement and Progress, resources and assessment material and reporting
- iv. REGULAR REVIEWS –
 - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1-12 – nil
 - b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS – ANOVA TERM 3 END, Report on Progress Targeted Students and All Students - Principal's Report
 - c. SCHOOL EVALUATION INDICATORS DOMAINS – nil
 - d. HUMAN RESOURCE AUDIT – nil
 - e. FINANCE
 - Annual Budget 2024 – Principal and Finance Committee members in consultation with Education Services present the budget for approval by the Board
 - f. DIOCESAN PROPERTY – Draft 10 Year Diocesan Property Plan and Annual Cyclical Maintenance Plan 2024 – review for completion by Property Committee and presented to the Board
 - g. WELLBEING – Review Term 4 Wellbeing Report
 - h. ERO-SCHOOL PARTNERSHIP – nil
 - i. CATHOLIC KAHUI AKO – nil
- v. BOARD PROCESSES AND REQUIREMENTS
 - a. Board Work Plan 2024 Draft, tabled
 - b. Principal's Professional growth Cycle 2023 – Final Report of Principal's Professional Growth Cycle presented by Mentor to the Board. Planning for 2024 Principal's PGC to be organised by the Board

CLOSING

1. PRESIDING MEMBER'S CLOSING COMMENTS: A lot of good things are unfolding and we are witnessing greater things. The Board is truly grateful of the school staff with Louise's able leadership, for their generosity and commitment to our school.
2. BOARD PROCESS REMINDERS: Nil
3. CLOSING PRAYER by *Louise Graafhuis*
4. MEETING CLOSED: 7:40 pm.

Approved and adopted as a true and correct record:

Date: 29/11/2023

Name: Mr Marvin Casimiro - Presiding Member