



**St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE MEETING HELD ON 25<sup>th</sup> SEPTEMBER 2019**

**OPENING**

1. **OPENING PRAYER:** Jenny Clemente – *Theme: Calling Us Together*
2. **PRESENT:** Kevin Kannan, Marvin Casimiro, Venancio Lucido, Patricia Thompson, Maria Curray, Lynda McPoland, Jenny Clemente, Jessica Steiner, Anna Gallien (Governance Advisor NZSTA),
3. **APOLOGIES:** Nil
4. **ABSENT:** Tania Fairbairn
5. **MOTION:** Marvin Casimiro moved that Anna Gallien be granted speaking rights for this meeting for the purpose of advice and guidance in governance practice.

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

6. **DECLARATION OF INTEREST:** *Nil*

**STRATEGIC REPORTS**

**1. STRATEGIC REPORTS**

**i. PRINCIPAL'S REPORTS AUG AND SEP**

Mrs. Vicki McLennan will give the board a special ERO Training program Term 1, 2020 in anticipation of Term 2 Scheduled formal ERO Visit at the end of the Longitudinal Action Plan.

ERO will ask about the student achievement related to English Reading, English Writing and Mathematics progress and achievement of all and especially our targeted students – Maori, Pacific and Boys. The ERO Training planned, will better equip us as a Board to answer the questions put to us by ERO when they visit us.

3 BOT Volunteers for English Literacy and Numeracy were commended for their help over Term 3 and the Teachers are looking that will start next term.

Stand Down process was explained by Principal for theft of School Master Keys. A budget was put aside for a School Counselling to help the child improve behavior in such cases of misconduct.

Principal explained that Volunteers coming in contact with our School Children are Police vetting. This vet lasts for 3 years and we maintain a register at school.

**ii. GOAL SETTING MID-YEAR INTERVIEWS**

**Mid-Year** interviews went reasonably well. Only 84% of parents attended the parent teacher interview. Next year, it will be called Parent Teacher Student Interviews, so that parents / caregivers are able to hear their child/children's voice during the interview. When parents could not attend an interview, they can always set up a meeting with the teacher via a phone call or e-mail directly with the Classroom Teacher.

If the parents are concerned with their child/ren's academic progress and achievement in any curriculum area they can email or contact the School out of the report times. All available options are open for the parents to contact the respective Classroom Teachers and the Principal.

The school's website is up and running but it's not an interactive website. Julie is now in charge of the website and a budget will be put aside, for her to extend her hours for the website.

Motion is raised for the Principal to propose a budget to update/change the website providers, in order to communicate more effectively with the parents and caregivers.

**iii. SCHOOL MANAGEMENT PROCEDURE FOR JEWELLERY**

BOT Uniform Policy states what uniform is to be worn by the boys and girls attending St Anthony's Catholic School. Hair Styles, items of Jewelry etc, are School Daily Management Procedures, which need to be discussed with the Principal for exemption. Parents need to ring or write to the Principal, if they have any questions of hairstyle and jewelry items to be worn by their child/ren, before they implement it. Principal has put the Hair and Jewelry expectations into the guidelines of the new Enrollment packs for the Parents who would like to enroll their child/ren into St Anthony's Catholic School, Huntly from 2020 onwards. Catholic enrolment documents have gender options stated as only 'male' or 'female' for parents enrolling their children in Catholic Schools.

**MOTION**

**MOVED THAT: The Principal's Report for Aug and Sept** be accepted.

**Moved:** Marvin Casimiro      **Seconded:** *Jessica Steiner*      **All in favour - Carried**

**STRATEGIC REVIEWS**

**i. PROPERTY COMMITTEE MOTION – Led by Marvin Casimiro**

Marvin Casimiro explained the vote ratio and intent of the Option A and B.

Marvin explained that there is 5 votes on Option B, and Option A only got 4.

Recommendation was from NZSTA and we are just adopting it.

Trish pointed out that if we adopt Option A, can we not have only 3 members to

have a quorum. Anna explicitly explains that we can do it that way.  
Terms of Reference: Members of the Property Committee shall be the Principal, Chair and Proprietor's Rep. Other members are invited to attend.

## **MOTION**

**MOVED THAT:** The **Property Committee** be made of following three Members; Chairperson, Principal and Proprietor's Representative.

**Moved: Marvin Casimiro      Seconded: Trisha Thompson      All in favour - Carried**

- ii. **DOMAIN 5 – PROFESSIONAL CAPABILITY AND COLLECTIVE CAPACITY** - Marvin called for comment and discussion on Domain 5 sent out. Principal commented that the Board in its governance responsibility is to see to it that the Teachers and Principal suitably professionally developed to meet their Professional Standards. This is achieved, by allocating adequate resources for Professional Development for the improvement and capacity of the teachers and principal.

## **REGULAR REVIEWS**

- i. **CHECK LIST 3 – REMUNERATION**  
Marvin tabled the completed **Check List 3- Remuneration**. The Principal and Chair completed this HR Audit in their August Principal – Chair Meeting and sent it out to the Board for information.
- ii. **OPERATIONAL POLICIES 1-5.**  
Marvin confirmed that the new formats of Operational Policies have been received from STA and will be uploaded to the School Web site by Administrator Julie Grut, when reviewed and adopted by the Board.

## **MOTION**

**MOVED THAT:** The updated **Operational Policies** as tabled, be adopted by the Board.

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

## **ADMINISTRATION**

### **1. JULY BOT MINUTES**

Any changes or comments to the unconfirmed July BOT Minutes? If not then

Wordings 'late followed by time' be changed to just a record of the time the BOT member joined the meeting. In future we will record the time a Member 'arrives' and time they 'leave' if they need to leave early.

**MOTION**

**MOVED THAT: The 31 July 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 JUL AND AUG**

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal's Report for July and Aug.

**MOTION**

**MOVED THAT: Batch Headers for July - \$8,649.49 and Aug - \$4,975.43** be approved for payment and Payments through **Cheque Book** for July – **1,294.70** and Aug - **\$815.55** be approved for payment.

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

**3. REPORTS AND ANY MATTERS ARISING FROM JULY AND AUG REPORTS**

**MOTION**

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

**Moved: Marvin Casimiro      Seconded: Jessica Steiner      All in favour - Carried.**

**4. OUTWARD AND INWARD CORRESPONDENCE FOR JUL AND AUG**

**MOTION**

**MOVED THAT: The Outward Correspondence** be confirmed and that the **Inward Correspondence** be received for July and Aug

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

**5. COPIERWORLD PHOTOCOPIER/PHONE CONTRACT**

Principal explained that we have a new contract with Copier World. They are providing us with an upgrade of Copier and phones. The new contract costs the School less than the old.

**MOTION**

**MOVED THAT: The Board of Trustees ratifies the contract for a replacement photocopier and phone contract with CopierWorld New Zealand Limited.**

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

**BOT TRAINING FEED BACK – Led by Jessica Steiner and Trish Thompson**

Trisha shared her interesting experience during the training with Mrs Vicky McLennan. Jessica also shared her experience about the 2 days training. Kevin also gave his input about the training and that he was also trained. Anna commented that Vicky had a lovely time with the board. Anna suggested that we do a STA module in every board meeting to help us more as a board. That it was great to see a board and a principal sharing information to one another and not wait for the next meeting to be informed about matters. Demands and expectations of the family is strong now and they want to see change and results.

**PREPARATION FOR NEXT MEETING**

1. **MEETING DATE FOR THE OCTOBER MEETING: 6.00pm, 30<sup>th</sup> Oct, Wednesday.**
2. **AGENDA ITEMS FOR NEXT MEETING – Oct referenced updated BOT Work Plan 2019:**
  - i. **STRATEGIC GOALS AND SPECIAL CHARACTER DIMENSIONS –**
    - a. **Review Charter 2019- 2021**
  - ii. **REGULAR REVIEWS –**
    - a. **Curriculum Progress and Achievement - Tracking Term 3 Progress**
    - b. **Domain 6 - *Evaluation, inquiry and knowledge building for improvement and innovation***
    - c. **Finance - Draft Budget 2020 - Developed by Principal in consultation with Education Services**
  - iii. **DIOCESAN PROPERTY - 10 Year Diocesan Plan Reviewed by Principal for developments in 2020 with the Property Committee**
  - iv. **PRINCIPAL’S APPRAISAL 2020 – Chair will organize Mr. Alan Bull to support Principal through 2020.**

**CLOSING**

1. **MEETING PROCEDURES AND OUTCOMES –Anna Gallien**

Parent-teacher interview policy, having open doors for the parents and students  
Student achievement is excellent. Moving on with the board meetings, able to discuss and come up with decisions. Website and Facebook page and sending emails to update and inform the community/whanau. ERO visit to use Vicki to help with the board.  
Lovely board and hardworking board
2. **CLOSING PRAYER by Maria Curray : Theme: Thanksgiving**
3. **MEETING CLOSED at 7:32 pm**

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

  
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**Date: 30/10/2019**

**Name: /Mr Marvin Casimiro**

**Chairperson**