



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

BOARD OF TRUSTEES

MINUTES OF THE MEETING HELD ON 27 FEB 2020

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, Patricia Thompson, Maria Curray, Tania Fairbairn (left 7.00pm) and Kevin Kannan*
3. **APOLOGIES:** *Jenny Clemente*
Jenny formally requested her leave for two BOT meetings (Feb & March) by sending email message to the whole Board and it is moved that her leave is granted. All were in favour of the motion.
4. **ABSENT:** *Lynda McPoland*
5. **DECLARATION OF INTEREST: BOARD PROCESS - Appoint Chair for 2020 NOMINATIONS:**
Nominations were called by Principal for Board of Trustees Chairperson 2020: Kevin Kannan nominated **Marvin Casimiro**. There were no further nominations. Marvin Casimiro accepted Chairperson's Responsibilities for 2020.

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

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario 4 No 3 Cards Set- Leadership, Accountability, Employer Role, Representation** - Led by Chair
Started the meeting with the Jumbo Scenario Cards **No 3**, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.

STRATEGIC REPORTS

- i. **PRINCIPAL'S REPORT.** Principal presented the **Feb Report**. Principal spoke to Staff Management and reallocations for 2020 and assured the Board that we were adequately staffed for 2020. 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: Tania Fairbairn All in favour - Carried

- ii. **ERO ACTION PLAN, TERM 1, 2020.** Principal presented the **ERO Action Plan** update to the Board. Principal spoke about the milestones that were to be achieved by the end of Term 1, with the Final ERO Visit on 8th and 9th March.
- iii. **ERO VISIT PLAN, WEEK 11, 8th, 9th APRIL, 2020.** Principal reminded Board Members to please attend the ERO BOT Meeting on 8th April for 12.00 – 12.45pm.

STRATEGIC REVIEWS

1. STRATEGIC SPECIAL CHARACTER REVIEW –

- i. **SPECIAL CHARACTER GOAL 1, 2020.** Principal discussed the annual Special Character Goal plans from the Annual Plan 2020. **Goal One- is to support each child in the pursuit of Holiness.**

2. STRATEGIC MOE REVIEWS

- i. **CHARTER AND ANNUAL PLAN 2020.** 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 Science curriculum so that all four 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 2020 to the Ministry along with 1st March returns.
- ii. **ANALYSIS OF VARIANCE, RESULTS 2019.** Principal highlighted Achievement and Progress in **Special Character, English Reading, English Writing, Mathematics** and **Technology**, in the Analysis of Variance, 2019. Answered questions raised against student Achievement and Progress.

3. REGULAR REVIEWS

i. GOVERNANCE

a. BOT CODE OF CONDUCT – Chair read the Code of Behaviour and all BOT Members present signed the document.

b. 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.

c. BOT COMMITTEE MEMBERSHIP COMMITMENTS – Marvin reminded the Committee Members about their Commitments.

i. Finance Committee. This committee consists of - Chair, Principal and Maria Curray

ii. Property Committee. This committee consists of - Chair, Principal, Jenny Clemente and open invitation to **all Board members to attend.**

iii. Special Character Committee. This committee consists of all three **Proprietors Reps** – Maria Curray, Lynda McPoland, Jenny Clemente, with Chair and Principal as ex-officio members

ii. HUMAN RESOURCES - PRINCIPAL AND STAFF PERFORMANCE APPRAISAL – Principal will meet with **Mr Allan Bull**, on Fri 28th Feb and sign off Principal's Performance Agreement and leave it for Chair to sign off the agreement, for the appraisal to commence for 2020.

iii. FINANCE – BUDGET 2020. The approved Budget 2020, has been implemented by **Education Services** in the **Jan Financial Report.**

4. BOARD PROCESSES

i. APPOINT CHAIR FOR 2020 – Completed

ii. DELEGATION OF AUTHORITY, 2020 TO PRINCIPAL BY BOT. Chair read out the clauses of the Delegation of Authority to the assembled Members for approval:

DELEGATION OF AUTHORITY FOR 2020

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 2020.

Moved: Marvin Casimiro

Seconded: Maria Curray

All in favour – Carried

- iii. **MOU 2020, 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.

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 27th Nov 2019 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 NOV, DEC AND JAN

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal’s Report for **NOV- DEC 2019 and JAN 2020.**

MOTION

MOVED THAT: Batch Headers for NOV -\$16,046.56, DEC - \$4,204.78 and JAN - \$4,948.95 be approved for payment and Payments through Cheque Book for NOV-\$5,410.50, DEC-\$910.64 and JAN - \$787.62 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: Venancio Lucido All in favour - Carried.

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

MOTION

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

Moved: Marvin Casimiro Seconded: Trish Thompson All in favour - Carried.

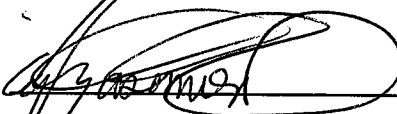
PREPARATION FOR NEXT MEETING

1. MEETING DATE FOR THE MARCH 2020 MEETING: 6.00pm, Wed 25th.
2. AGENDA ITEMS FOR NEXT MEETING – MAR referenced updated BOT Work Plan 2020:
 - 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, 2020
 - ii. REGULAR REVIEWS –
 - a. LEARNER PROGRESS AND ACHIEVEMENT – Individual Student Goal Setting – Presented by Principal
 - b. SCHOOL EVALUATION – Domain1 - *Stewardship* - Led by Chair
 - c. FINANCE - SAARS Report , NOVOPAY – Approval – Led by Chair
 - d. DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2020 – Reviewed - 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
 - i. ERO Training with STA Mrs Vicky McLennen – Sat 14th March, 9.30 – 12.00pm – Rm 5 – School.
 - ii. Chair to send Special Catholic Character Committee Terms of Reference for comments and suggestions via email
 - iii. Chair to send out draft Bullying Policy via email
3. CLOSING PRAYER by *Marvin Casimiro*: *Lenten Theme: 'And the Father who sees in secret will repay you'. Matthew 6:4*
4. MEETING CLOSED at 7.30pm

Approved and adopted as a true and correct record:



Name: Mr Marvin Casimiro
Chairperson

27/05/2020
Date: ~~25/3/2020~~