



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2019

OPENING: Meeting Starts at 6:06 PM

1. **OPENING PRAYER:** Kevin Kannan – *Theme: 'I will put a muzzle on my mouth' – Psalm 39:1*
2. **PRESENT:** *Marvin Casimiro, Venancio Lucido, Maria Curray, Lynda McPoland, Jenny Clemente, Tania Fairbairn, Kevin Kannan, Jessica Steiner arrived at 6:06 pm, Patricia Thompson arrived at 6:08pm*
3. **APOLOGIES:** Nil
4. **ABSENT:** Nil
5. **DECLARATION OF INTEREST:** Nil
6. **MOTION:** Marvin Casimiro moved that **Alan Bull** and **Lucretia de Pina** be granted speaking rights for this meeting for the purpose of advice and guidance in governance practice.

Moved: Marvin Casimiro Seconded: Tania Fairbairn All in favour - Carried

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario 4 No 2 Cards Set- Leadership, Accountability, Employer Role, Representation** - Led by Chair
Started the meeting with the Jumbo Scenario Cards **No 2**, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.

STRATEGIC REPORTS

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- i. **PRINCIPAL'S REPORT November Report**
Non-Preference students are only 13, Kevin will meet with John Coulam to discuss this matter. Will not advertise the 3 opening for the non-preference student, will just wait for them to ask if the slot is available.
3 non-preference students choose to be baptized making the slot available.
Staff is full as well as the teacher's aide position.
Pool is now in full working condition.
ERO ACTION PLAN TERM 4. Was sent to all BOT members to view with respect to compliance. BOT's are asked to be familiarize on the ERO ACTION PLAN to

support the principal and staff during the ERO review next year.
Mowing contractor is not mowing the outside lawn, but sent an email to council to do the mowing of the outside lawn.
Teacher Aides have lesser students to concentrate on thus having less hours. But it depends on the number of students that needs more attention in their learning. ERO will ask about the students that are behind and what the school's action plan for it. Teacher's aides have a time table now unlike before that they work the whole day. There is no student that requires a one-on-one support. They are more like attention seekers, shy, introverts.
Tracking student's achievement is done by each subject matter. It is shown in the annual report.
Miss Cook will hand in her medical report and will base the decision on that if she can return to teaching or light duties. Sending prayers for her healing.

MOTION

MOVED THAT: The Principal's Report for November be accepted.

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

STRATEGIC REVIEWS

- i. **DRAFT CHARTER AND ANNUAL PLAN 2020.**
Kevin discussed the annual goal plans of the strategic plan.
1st Goal is to support each child in the pursuit of Holiness.
2nd strategic goal is to raise levels of English literacy with targeted student of the maori, pasifica, and the boys. Will send copy to the ministry by March.
Goal 3 is Numeracy with the same targeted students.
Goal 4 is to develop the Science curriculum. Will be the first to school in Huntly to have an open plan classroom.
Teachers will have all the support and budget that they need for the open plan classroom to run smoothly. All teachers are supporting this change and working collaboratively with each other. BOT will be updated with every step that happens with classroom change.
Feedbacks from other schools that started with the open plan classroom is all about the relationship with each other.
BOT will support the open plan classroom and the teachers as well as the principal to have the open plan classroom a success.

REGULAR REVIEWS

- i. **FINANCE – DRAFT BUDGET 2020.** Since there was no written discussion about the Draft Budget 2020 presented by Principal, the **Budget Draft 2020** will be approved in the presence of **Lucretia de Pina**, Education Services, so

that it can be implemented for the Financial Reports through 2020.

MOTION

MOVED THAT: The Draft Budget 2020, presented be approved for Education Services to be implemented for Financial Reports through 2020.

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

ii. DIOCESAN PROPERTY - 10 YEAR DIOCESAN PLAN.

Change has been made without disruption.

101 is the existing plan. Sheds for the caretaker.

102 Library is moved to block D. Room 3 and 4 will be moved to block D while the renovations are being done to block C.

B/O - BREAK OUT ROOM. Science room and Technology room.

TR Teachers Resource room for both teachers.

Covered area where students can hang their bags.

6 toilets in block D.

Block B will be an ILE conversion.

Additional building for learning.

Fully covered link from new ILE to block D.

Another teachers resource room and 3 B/O.

Covered link from ILE to Block D.

No toilets in block B.

Toilets will have little toilets for the little ones.

Drinking base will be taken out.

PRINCIPAL'S APPRAISAL

- 3. PRINCIPAL'S APPRAISAL 2020** – Mr. Alan Bull presented the Principal's Appraisal for 2020.

In Committee Meeting

In Committee started at 7:05pm

"The Chair moved that public be excluded from the entire meeting namely to discuss the Principal's Performance Appraisal by Mr. Alan Bull. Kevin and Tania were excluded as well due to conflicts of interest. This resolution is made under Schedule A of the Local Government Official Information and Meetings Act 1978. It is to enable the Board to deliberate in private its decision or recommendation in this meeting."

The In Committee finished at 7:30pm

BOARD PROCESSES

4. **DRAFT BOT WORK PLAN 2020** - Chair presented the Draft BOT Work Plan for information.
Kevin wants the 27th of February be moved on the 26th or 28 of February.
Marvin asked to move dimension 1 to June 26 be moved
Strategic goal 3 be moved August 28.
Diocesan property be moved to August 28.

ADMINISTRATION

1. OCTOBER BOT MINUTES

Are there any changes to the **unconfirmed OCTOBER BOT Minutes**? If not, I move that

MOTION

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

Moved: Marvin Casimiro Seconded: Tania Fairbairn All in favour – Carried

2. MOE Donation Scheme

MOTION

MOVED THAT: St. Anthony's Catholic School Board of trustees opt in to the Ministry of Education Donation Scheme for 2020.

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

3. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR OCT

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

MOTION

MOVED THAT: Batch Headers for OCT - \$6,054.51 be approved for payment and Payments through **Cheque Book for OCT – \$918.90** be approved for payment.

Moved: Marvin Casimiro Seconded: Tania Fairbairn All in favour - Carried.

4. REPORTS AND ANY MATTERS ARISING FROM OCT REPORTS

MOTION

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

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

5. TRANSFER OF WESTPACK TERM DEPOSIT UPON MATURITY

MOTION

MOVED THAT: Westpac Term Deposit number 0004 for \$22,490.58 be transferred to the St. Anthony's School Bank of New Zealand account upon maturity date **6 January 2020**.

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

6. OUTWARD AND INWARD CORRESPONDENCE FOR OCT

MOTION

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

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

BOARD PROCESS

1. BOT STAFF DINNER DETAILS - led by Chairperson

Discount card from Trish.

Friday, 6:00 PM, 29TH November

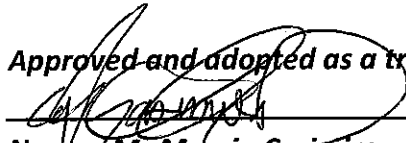
PREPARATION FOR NEXT MEETING

- 1. MEETING DATE FOR THE FEBRUARY 2020 MEETING: 6.00pm, 28th, Thursday.**
- 2. AGENDA ITEMS FOR NEXT MEETING – FEB referenced updated BOT Work Plan 2020:**
 - i. BOARD PROCESS -**
 - Appointment of Chair Person 2020**
 - Delegation of Authority to Principal 2020**
 - MOU Chair and Principal 2020**
 - ii. STRATEGIC MOE REVIEW –**
 - a. APPROVAL OF CHARTER AND ANNUAL PLAN 2020 AND ANALYSIS OF VARIANCE 2019- Presented by Principal to BOT**
 - iii. REGULAR REVIEWS –**
 - a. CODE OF CONDUCT BOT AND ROLE OF THE CHAIR – Presented by Chair**
 - b. CURRICULUM - PROGRESS AND ACHIEVEMENT- GOAL SETTING – Led by Principal**
 - iv. PRINCIPAL'S APPRAISAL 2020 – Information –led by Chair.**

CLOSING

1. Short Speech from Marvin as we close the year
2. CLOSING PRAYER by *Marvin Casimiro* : Theme: 'Doing Great Things' – Widows Mite – Luke 21:1-4
3. MEETING CLOSED at 8:00 pm

Approved and adopted as a true and correct record:



Name: *Mr Marvin Casimiro*
Chairperson

Date: 26/2/2020