



**St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE MEETING HELD ON 29 JULY 2020**

**OPENING: Meeting Starts at 6:05 pm**

1. **OPENING PRAYER: Marvin Casimiro – Theme:**
2. **PRESENT:** *Marvin Casimiro, Jessica Steiner (6.15pm), Maria Curray, Lynda McPoland and Kevin Kannan*
3. **APOLOGIES:** *Venancio Lucido, Jenny Clemente*
4. **ABSENT:** *Nil*
5. **DECLARATION OF INTEREST:** Nil
6. **MOTION:** Marvin Casimiro moved that **Lucretia de Pina** be granted speaking rights for this meeting for the purpose of advice and guidance in Financial Matters and to present the Analysis of 2016-2020 Budget to the Board.

**PROFESSIONAL DEVELOPMENT**

- i. **STA Scenario Card Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**  
Started the meeting with the Jumbo Scenario Cards **No 7**, 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 **July Report**. Principal spoke to the board about the stable number of enrolled students for start of Term 3 and about School Cleaning Contract with Cleantastic NZ, which gave the internal environment the post COVID Alert Level 1 the cleaning standards necessary for the year ahead. Request made that the Bullying Policy related School initiatives and actions, to be included in August Principal's Report under Health and Safety – Positive Learning Behaviour heading.

**MOTION**

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

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

ii. **AoV MID-YEAR RESULTS.**

Principal presented and took questions related to the Analysis of Variance for the Mid-Year Results related to Achievement overall years 1 to 8.

**STRATEGIC REVIEWS**

**1. STRATEGIC SPECIAL CHARACTER/MOE/ ERO REVIEWS - Nil**

**2. REGULAR REVIEWS**

i. **SCHOOL EVALUATION INDICATORS - Domain 4 - *Responsive Curriculum, Effective Teaching and Learning* - Presented by Chair / Principal**

ii. **FINANCE –**

a. **ANALYSIS OF 2016- 2020 BUDGET - Presentation to BOT by Education Services Manager – Lucretia de Pina**

Education Services Manager, Lucretia de Pina presented the Analysis of 2016-2020 Budget and took questions / clarifications from BOT Members. Chair thanked Ms de Pina for the presentation

b. **MID-YEAR BUDGET 2020 – Presented by Chair and Finance Committee –**

Marvin Casimiro and Maria Curray presented the Mid-Year Budget to the whole Board and requested BOT for approval for Education Services to implement for the second half of the year. Ms de Pina congratulated the Principal and Mrs Grut for their re-calculations and remarks related to changes in Budget codes in the Mid-Year Budget Review.

**MOTION**

**MOVED THAT:** The Mid-Year Budget 2020 as presented, be approved and accepted for Education Services to implement for the remainder of 2020.

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

**3. BOARD PROCESSES**

i. **JULY ROLL RETURNS – APPROVAL – Led by Chair**

**MOTION**

**MOVED THAT:** The 2020 July Roll Returns as tabled 2020, be accepted.

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

ii. **UPDATE ON BOT PARENT REP VACANCY - PROCESS APPROVAL - Led by Chair**

Chair informed the Board that the Board had not received any

comments/correspondence about the option of the Selection Process to fill up the Parent vacancy to date. One potential Parent Representative candidate name was discussed.

- iii. **BOT STAFF REP VACANCY - PROCESS APPROVAL – Led by Chair**  
Chair informed the Board that the Election Officer has received ONE Nomination for the Staff Representative to date. The Staff Representative Election date was set for **10.00am, the 10<sup>th</sup> of August, 2020**, by the Election Officer Mrs Julie Grut, who will appoint the Candidate as per the election regulations.

## **ADMINISTRATION**

### **1. JUN BOT MINUTES**

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

#### **MOTION**

**MOVED THAT: The 24<sup>th</sup> June 2020 Board of Trustees Meeting Minutes be adopted and approved.**

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

### **2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR JUN**

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal’s Report for **JUN 2020**.

#### **MOTION**

**MOVED THAT: Batch Headers for JUN of \$ 3,401.86, be approved for payment and Payments through Cheque Book for JUN of \$ 1,021.38, be approved for payment.**

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

### **3. REPORTS AND ANY MATTERS ARISING FROM JUN REPORTS**

#### **MOTION**

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

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

### **4. OUTWARD AND INWARD CORRESPONDENCE FOR JUN, 2020**

#### **MOTION**

**MOVED THAT: The Outward Correspondence be confirmed and that the Inward**

Correspondence be received for JUN 2020

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

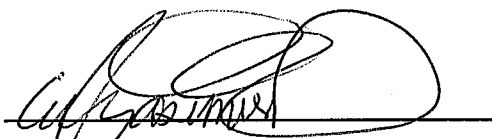
**PREPARATION FOR NEXT MEETING**

1. Meeting Dates for Aug Meeting 2020 – 6.00pm, Wed 26<sup>th</sup> Aug, 2020
2. AGENDA ITEMS AUG MEETING as per BOT Work Plan 2020:
  - i. SPECIAL CHARACTER STRATEGIC REVIEWS – Nil
  - ii. MOE STRATEGIC REVIEWS –
    - a. Strategic Goal 3 - *To Raise Levels of Mathematics Numeracy*- Presented by Principal
  - iii. REGULAR REVIEWS –
    - a. Goals Setting and Mid-Year Report Parent Teacher Interviews – Term 3 - Presented by Principal
    - b. DIOCESAN PROPERTY – Annual Cyclical Maintenance Plan 2020 - Mid Year Review - Presented by Property Committee
  - iv. BOARD PROCESSES – Nil

**CLOSING**

1. BOARD PROCESS REMINDERS
2. CLOSING PRAYER by *Lynda McPoland*: Theme:
3. MEETING CLOSED at 7.30 pm

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

  
Name: *Mr Marvin Casimiro*  
Chairperson

Date: 26/8/2020