



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 30 OCTOBER 2019**

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

1. **OPENING PRAYER:** *Jessica Steiner – Theme: Intersession*
2. **PRESENT:** *Kevin Kannan, Marvin Casimiro, Venancio Lucido, Jessica Steiner, Patricia Thompson, Maria Curray, Lynda McPoland, Jenny Clemente, Tania Fairbairn*
3. **APOLOGIES:** Nil
4. **ABSENT:** Nil
5. **DECLARATION OF INTEREST:** *Nil*

**PROFESSIONAL DEVELOPMENT**

- i. **4 No 1 Cards from STA Scenario Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**  
Started the meeting with the Jumbo Scenario Cards, one for each pair of board members. Comments and discussion followed the 'expert answers' for all the members to understand the scenarios.

**STRATEGIC REPORTS**

**1. STRATEGIC REPORTS**

- i. **PRINCIPAL'S REPORTS October Report**  
Number of enrollees has gone down to 86 students.  
Staff Banking Balance as of 22<sup>nd</sup> of October is a healthy \$5,047 and will be used for Teacher CRT Release through Term 4.  
Non-Preference students enrolled is presently 17 with the permission of the Diocese because of 2 NP Year 8 students leaving by the end of the year.  
BOT Volunteers are coming to help out in Mathematics and Reading along with Parish Volunteer through Term 4. Thank you.  
Miss Cook is still in on ACC paid, Sick leave because of her leg injury but a replacement teacher has been assigned to take her class.  
The money raised for the bake sale is for the Year 8 Leavers Dinner and not all the students. This will be decided in the coming Whanau and Aiga Parents Meeting as they led the Fund Raiser.  
Health and safety issues about the gate being left open and a student got out and went home by himself. A sign will be put up for everyone to see: '**please close the gate**' every time they enter and leave the school premises.

**ii. ERO ACTION PLAN 2019 – TERM 4 UPDATE**

Milestones reached by the end of Term 3

- i. ETAP access for all the teacher and staff has been achieved
- ii. Students has access to their learning progressions and know what they are learning and the next steps using their own words.
- iii. Parents have been provided with a range of activities that support their understanding of learning.
- iv. BOT receives student progress and achievement that is easily to understand.

Principal told the board that the ERO will ask the Board about this and should be familiar with it.

**iii. ACADEMIC PROGRESS REPORT TERM 3**

ERO requires the progress report for every subject.

Principal explained the progress report by year level and there is a great improvement of students in each subject.

By end of Term 3, we have increased our target students for accelerated progress.

The format of the report was approved by the Board to be passed to the ERO.

**MOTION**

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

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

**STRATEGIC REVIEWS**

**i. STRATEGIC GOALS AND SPECIAL CHARACTER DIMENSIONS – REVIEW CHARTER 2019- 2021**

Marvin called for comment and discussion on Draft Charter 2019 - 2021 sent out. Kevin gives his input about goal 1 on page 3 about the non-preference students support in pursuit of Holiness

NAG 1 is to raise English literacy

NAG 2 is to raise Mathematics Numeracy

NAG 4 will be technology and in 2020 will be science development and in 2021 will be Social Sciences

Maori is included in our Social Science development

**REGULAR REVIEWS**

**i. DOMAIN 6 – EVALUATION, INQUIRY AND KNOWLEDGE BUILDING FOR IMPROVEMENT AND INNOVATION** - Marvin called for comment and

discussion on Domain 6 sent out.

Kevin gave his input in paragraph 4, completes the process for the student outcomes.

Evaluation of leadership by having the principal appraised by Alan Bull.

Kevin explained that ERO will ask about the Domain and the action plans of

the school.

- ii. **FINANCE – DRAFT BUDGET 2020.** Marvin called for comment and discussion on Draft Budget developed by Principal in consultation with Education Services sent out.  
Marvin explained about the meeting with the Finance Committee. That this is just a draft that we can still scrutinized until we approve it in the next meeting.  
Kevin explained that the expenditure percentages are spot on with the allowable budget.  
**Budget Draft 2020** will be approved on the Nov BOT meeting in the presence of **Mr Hayden Jones**, Education Services.
  
- iii. **DIOCESAN PROPERTY - 10 YEAR DIOCESAN PLAN.** Marvin called for comment and discussion on 10 Year Diocesan Plan sent out.  
Diocese 10 Year Development Plans will be presented in the Nov BOT Meeting, by Kevin for all to understand the implications of the Modern Learning Areas to be developed over 2020 by the Diocese.  
Kevin explained about the Annual Cyclical Maintenance Provisions over 2020, discussed by the Property Committee. This Cyclical Maintenance Plan will be sent to Diocese. Also explained about the 'roof question mark' is removed because of the building plan of the diocese that will include a new roof with the building renovation. Will also include a new carpet in the renovations.

#### **PRINCIPAL'S APPRAISAL**

- i. **PRINCIPAL'S APPRAISAL 2020** – Marvin gave an Update on Principal's Appraisal with Mr. Alan Bull for 2020.

#### **ADMINISTRATION**

##### **1. SEPTEMBER BOT MINUTES**

##### **MOTION**

**MOVED THAT:** The 30 Sep 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 SEP**

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

**MOTION**

**MOVED THAT: Batch Headers for Sep - \$4,394.45** be approved for payment and Payments through **Cheque Book for Sep – \$1,075.25** be approved for payment.

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

**3. 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: Trish Thompson    All in favour - Carried.**

**4. OUTWARD AND INWARD CORRESPONDENCE FOR SEPT**

**MOTION**

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

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

**PREPARATION FOR NEXT MEETING**

- 1. MEETING DATE FOR THE NOVEMBER MEETING: 6.00pm, 27<sup>th</sup>, Wednesday.**
- 2. AGENDA ITEMS FOR NEXT MEETING – Nov referenced updated BOT Work Plan 2019:**
  - i. STRATEGIC REVIEW –**
    - a. DRAFT CHARTER AND ANNUAL PLAN 2020 Presented by Principal to BOT**
  - ii. REGULAR REVIEWS –**
    - a. FINANCE - Draft Budget 2020 – Presented by Principal and Education Services Consultant and Approved in Draft by BOT**

Hayden will not speak in the meeting.
    - b. DIOCESAN PROPERTY DEVELOPMENT PLAN – 10 Year Building Plan**
  - iii. PRINCIPAL’S APPRAISAL 2020 – Presented by Mr. Alan Bull.**
  - iv. BOARD PROCESS – Approve Draft Board Work Plan 2020**

**CLOSING**

**1. MEETING PROCEDURES AND OUTCOMES**

BOT/STAFF Dinner on the 29<sup>th</sup> of November any suggestions and recommendations are welcome

2. CLOSING PRAYER by *Venancio Lucido*: Theme: *Thanksgiving*

3. MEETING CLOSED at 7:36 pm

Approved and adopted as a true and correct record:

  
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Date: 27/11/2019

Name: *Mr Marvin Casimiro*

Chairperson