



St. Anthony's Catholic School, Te Kura o Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 27 MAY 2020

OPENING: Meeting Starts at 6:03 pm

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

Chairman opened up the meeting with encouraging words, that despite the pandemic we should still continue to be happy and be a blessing to all.

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario 4 No 5 Cards Set- Leadership, Accountability, Employer Role, Representation** - Led by Chair
Started the meeting with the Jumbo Scenario Cards **No 5**, 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 **May Report**. Principal spoke to the board about number of enrolled students, Banking Staffing and the smooth transition to Alert Level 2.
Chairman asked about the resignation of one of the Teachers and the about the replacement already in place.

MOTION

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

Moved: Marvin Casimiro

Seconded: Lynda McPoland

All in favour - Carried

- ii. **CURRICULUM – TERM 1 PROGRESS REPORT – Term 1 End Report on Progress Targeted Students and All Students – All Teachers Years 1-8 -**
Principal handed out Progress data and spoke to the board about progress of the students over the 9 weeks of Term 1 from the Analysis of Progress Report generated via e-TAP.

STRATEGIC REVIEWS

1. STRATEGIC MOE/ ERO REVIEWS

- i. **STRATEGIC GOAL 1 and 2**
Goal 1: To Support each child in the pursuit of Holiness. Principal spoke to the board that the RE and Special Character Strategic goal 1, targets achievement are updated Annual Goal 1, in the Principal's Report each Board Meeting.

Goal 2 - To Raise Levels of English Literacy. Principal spoke to the board that the English Literacy Strategic goal 2, targets achievement are updated Annual Goal 2, in the Principal's Report each Board Meeting. Principal spoke to the board that the teachers are buying digital resources in advance for the current Term's Curriculum delivery.
- ii. **ANNUAL PLAN SPECIAL CHARACTER.** Principal presented the RE and Special Character Annual Plan 2020, and spoke to it. He summarized the key areas of the RE and Special Character Annual Plan 2020.

2. REGULAR REVIEWS

- i. **LEARNER PROGRESS AND ACHIEVEMENT**
Individual Goal Setting Term 1. Principal spoke about the goal setting sheet that was sent home to students per year level, in order for the parents to know how their child is doing in class.
Room 1 Total of 15 = 53% turn out
Room 2 Total of 18 = 61% turn out
Room 3 Total of 22 = 73% turn out
Room 4 Total of 17 = 65% turn out

Parent Teacher Interviews Term 2. Principal spoke about the Parent Teacher Interview
Room 1 Total of 15
Room 2 Total of 18
Room 3 Total of 22
Room 4 Total of 17

The Chair discussed about the parents who booked appointments but didn't turn out. The principal told the board that he will be having a discussion on this and will be addressing this issue in the newsletter.

ii. HUMAN RESOURCES AUDIT CHECKLIST - CHECK LIST 1 – GENERAL HR POLICIES – Chair

Principal discussed about the HR Actions and the compliance and the progress and the next steps to take.

ERO will ask about the audit process if the board has any knowledge on this. If there are any questions, clarifications, inputs, please email Principal and Chair with comments so that it can be put up on the web site and policy folder.

iii. FINANCE - Audited Accounts - Approval - Chairman told the board that the Audited Accounts will be up on the website once approved.

MOTION

MOVED THAT: The Audited Annual Accounts & Report for 2019 as tabled, be accepted and approved.

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

iv. DIOCESAN PROPERTY - Annual Cyclical Maintenance Plan 2020. Chair tabled the Annual Cyclical Maintenance Plan 2020 for BOT information and Approval

MOTION

MOVED THAT: The Annual Cyclical Maintenance Plan 2020 be approved.

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

3. BOARD PROCESSES

i. Audited Accounts - Approval - Completed

ii. BOT Special Character Committee Commitments - Chairman has a quick run through of the documents that was approved last March 11,2020 via E-mail and as agreed should be signed by the committee. And will be put in the board policy folder.

iii. Bullying Policy – Approval – Chairman discussed about the adaptation of the bullying policy for the school. Any comments, suggestions, questions, inputs will be accepted via e-mail. To be discussed and approve next board meeting in Jun.

ADMINISTRATION

1. FEB BOT MINUTES

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

MOTION

MOVED THAT: The 27th February 2020 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 FEB, MAR and APR

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

MOTION

MOVED THAT: Batch Headers for FEB-\$5,448.85, MAR - \$4,028.11, APR - \$6,662.43 be approved for payment and Payments through Cheque Book for FEB -\$2,048.59, MAR- APR -\$2,580.92 be approved for payment.

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

3. REPORTS AND ANY MATTERS ARISING FROM FEB, MAR and APR REPORTS

MOTION

MOVED THAT: Reports and any Matters Arising from FEB, MAR and APR 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 FEB, MAR, APR, 2020

MOTION

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

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

5. MARCH ROLL RETURNS

MOTION

MOVED THAT: The 2020 March Roll Returns as tabled be approved and accepted

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

6. CONFIRMATION OF RESOLUTIONS MADE BY EMAIL

NZSTA requires that all resolutions made are included in the minute meeting.

MOTION

MOVED THAT:

- i. The Special Catholic Character Committee Terms of Reference and Annual Calendar;
 - ii. The 2019 SAAR Report;
 - iii. The Lease of 22 Chromebooks from Noel Leeming
- as emailed and approved by Board Members previously, be confirmed, approved and accepted

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

7. Tabling of Updated Procedure for Concerns/Complaints

The Principal tabled the updated Concerns/Complaints Procedure for the Board of Trustees information.

A new senior teacher must be given the due respect before going to the Principal.

MOTION

MOVED THAT: Tabling of Updated Procedure for Concerns/Complaints be approved and accepted

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

PREPARATION FOR NEXT MEETING

1. **MEETING DATE FOR THE JUN 2020 MEETING: 6.00pm, Wed 24th.**
2. **AGENDA ITEMS FOR NEXT MEETING – JUN referenced updated BOT Work Plan 2020:**
 - i. **SPECIAL CHARACTER STRATEGIC REVIEWS – Special Character Dimension 1 - *Te tūtaki ki a te Karaiti – Encounter with Christ. How does the school engage and facilitate the development of a personal relationship with Jesus Christ who reveals the transforming love and truth of the living God?***
 - ii. **REGULAR REVIEWS –**
 - a. **GOVERNANCE AND OPERATIONAL POLICY REVIEW – Governance Policies in Framework - 1- 6 – Presented by Chair**
 - b. **HUMAN RESOURCES AUDIT - Check List 1 – General HR Policies – signing of the policy**

CLOSING

1. BOARD PROCESS REMINDERS

Chairman discussed about a parent asking about the ERO visit and the why the parents are not welcome to participate during the visit. The Principal answered that it is the auditor's policy. ERO is the one implementing the policy and we as board of trustees should follow and abide by the policy and procedure of the ERO.

2. CLOSING PRAYER by *Jessica Steiner* :

3. MEETING CLOSED at 7:34 pm

Approved and adopted as a true and correct record:



Name: *Mr Marvin Casimiro*

Chairperson

Date: 24/6/2020