



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

**BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 31<sup>st</sup> JULY 2019 - (Unconfirmed)**

**OPENING**

1. **OPENING PRAYER:** Kevin Kannan – *Theme: Jesus Has A Special Place in His Loving Heart for Children*
2. **PRESENT:** Kevin Kannan, Marvin Casimiro, Maria Curray, Lynda McPoland, Tania Fairbairn, Anna Gallien (Governance Advisor NZSTA), Jenny Clemente, Venancio Lucido, Jessica Steiner (6.10pm), Patricia Thompson (6:20pm)
3. **APOLOGIES:** Nil
4. **ABSENT:** Nil
5. **MOTION:** Marvin Casimiro moved that Anna Gallien, Hayden Jones and Alan Bull be granted speaking rights for this meeting for the purpose of advice and guidance in governance practice.

**Moved:** Marvin Casimiro      **Seconded:** Kevin Kannan      **All in favour - Carried**

6. **DECLARATION OF INTEREST:** Nil

**STRATEGIC REPORTS**

**1. FINANCIAL REPORTS**

**i. ANALYSIS OF 2015- 2018 BUDGET , GOVERNANCE REPORT AND DRAFT BUDGET – Led by Hayden Jones and Dr. Kannan**

Hayden presented the Analysis 2015-2018 with 2019 Budget.

School has healthy available funds to be use in the future.

When questioned about the deficit in 2016, Hayden explained the deficit was due to Teaching Resources - namely overstaffing.

When questioned, Dr. Kannan explained that the Operating Grants received from the Ministry of Education, depend on the school roll numbers.

On page 5 of the Analysis, the yellow bar in the learning resources graph represents the cost of personnel. Board members are encouraged to ask questions to track the financial budget of the school.

Hayden pointed out that the board be vigilant in tracking the School's Financial Position, Actual versus the Budgeted Available Funds. Dr. Kannan pointed out that the financial coding system has improved over the years and it is easy to track payments to a specific code. Hayden mentioned that Members look at pages 2 to 9 of the Governance Report to inform themselves about the financial management of the School. The Management Report is for the Principal to follow, for the daily financial management of the School.

ii. **MID-YEAR BUDGET REVIEW 2019 - Led by Kevin Kannan**

Dr. Kanan pointed out that the percentages in the Expenditure column is within the range, to keep the school's budget in credit of \$1002. There were no questions and the Mid-Year Budget was put up for approval.

**MOTION**

**MOVED THAT: the Mid-Year Budget Review be approved with recommendations made by Principal.**

**Moved: Marvin Casimiro**

**Seconded: Jessica Steiner**

**All in favour - Carried**

Hayden Jones was granted permission to put the Mid-Year Budget into effect for the August Financial Reports. The Mid-Year Budget was approved by the Board and signed by the Chairperson, Marvin Casimiro.

**2. STRATEGIC REPORTS**

i. **PRINCIPAL'S REPORT**

Dr. Kannan explained the Principal's Report and that all members need to be well acquainted with the *Progress Statements* and the *Next Steps*, which are his *deliberate acts of leadership and management* to achieve the School's Annual Goals.

ii. **ERO EVALUATION INDICATORS**

Dr. Kannan explained that the ERO Visit is based on the Evaluation Indicators for effective practice of Stewardship.

Anna added that to have an effective practice is to have a relationship with each other as board members.

iii. **MID-YEAR ANALYSIS OF RESULTS**

Dr. Kannan explained the year level Mid-Year Analysis with data showing **Progress** and **Achievement**.

Rainbow Reading Programs will help the students identified as being two years below their Reading Age. Board will look into the budget and volunteers to help with increasing the Rainbow Reading Program, to help the children significantly below.

Dr. Kannan explained that the students have set Goals for Reading, Writing and Mathematics.

iv. **ERO ACTION PLAN 2019**

Dr. Kannan explained the ERO ACTION PLAN 2019.

v. **GOAL SETTING MID-YEAR INTERVIEWS**

Parent-Teacher Interviews are happening at the moment and the Goal Setting forms will be sent to parents who did not attend the interviews by the respective teachers.

## MOTION

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

**Moved: Kevin Kannan**

**Seconded: Tania Fairbairn**

**All in favour - Carried**

## STRATEGIC REVIEWS

**i. FORMATION OF STUDENT BEHAVIOUR MANAGEMENT COMMITTEE - Led by Marvin Casimiro**

*Anna explained the NZSTA example terms of reference for this committee as including all trustees with a quorum of 2, excluding the Principal. Anna explained section 17 under Schedule 6 of the Education Act around a board's right to use committees. The board decided that they will try and ensure a minimum of 3 sit on this committee as the need arises, and as trustees are available and without conflict.*

Will call for nominations when the Committee is to be convened.

**MOTION :** *That the board accept the formation of the Discipline Committee with selected personnel and terms of reference as documented.*

**Moved: Marvin Casimiro**

**Seconded: Jessic Steiner**

**All in favour - Carried**

**ii. FORMATION OF FINANCE COMMITTEE - Led by Marvin Casimiro**

As the finance committee, in terms of reference, The Principal, Chairman of the Board and Maria Curray who are signatories. Board discussed that while there was a committee in place, all trustees were accountable for finance and property.

## MOTION

**MOVED THAT: The Finance Committee** be made up of following three Members; Kevin Kannan, Marvin Casimiro and Maria Curray; bound by the documented terms of reference.

**Moved: Marvin Casimiro**

**Seconded: Jessica Steiner**

**All in favour - Carried**

**iii. DISCUSSION ON PROPERTY COMMITTEE – Led by Marvin Casimiro**

Marvin Casimiro explained the property committee Terms of Reference

The terms as presented at the board meeting suggested the committee be Principal, Board Chair and one proprietor's appointee. Tania Fairbairn pointed out that there should be a **Parent Representative**, included in the Property Committee.

Anna pointed that the Section 17 under Schedule 6 of the Act suggests that there could be a quorum of **two** with at least one trustee being present in the meeting. The board acknowledged this required further discussion so Marvin will co-ordinate the input of all trustees and recommendations will be presented to the board meeting. Jenny Clemente volunteered to be the **Proprietor's Representative** if such a committee eventuated.

**ACTION POINT:** The Board will coordinate with the Anna Gallien, to work on the Terms of Reference for a Property Committee and Marvin will circulate for vote.

**iv. DIMENSION 3 – TE WHAKAATU KARAITIANA – CHRISTIAN WITNESS**

Marvin called for comment and discussion on **Dimension 3** sent out.

**v. STRATEGIC GOAL 3 - TO RAISE LEVELS OF MATHEMATICS NUMERACY**

Marvin called for comment and discussion on **Strategic Goal 3** sent out.

**REGULAR REVIEWS**

**i. SENSITIVE EXPENDITURE POLICY**

Marvin called for comment and discussion on **Sensitive Expenditure Policy** for adoption.

**MOTION**

**MOVED THAT:** the **Sensitive Expenditure Policy** be adopted and approved.

**Moved: Marvin Casimiro**

**Seconded: Tania Fairbairn**

**All in favour - Carried**

**ii. OPERATIONAL POLICIES - BOARD FRAMEWORK 1-5**

Marvin called for comment and discussion on Board Policy Framework 1-5. Anna will send a copy of the updated Operational Policies for the Board Policy Folder to replace the older version in file.

**iii. DOMAIN 2 - LEADERSHIP AND CONDITIONS FOR EQUITY AND EXCELLENCE**

Marvin called for comment and discussion on **Domain 2 - Leadership and Conditions for Equity and Excellence**. Dr. Kannan explained about the equity conditions towards excellence.

**iv. CHECK LIST 3 – REMUNERATION**

Marvin called for comment and discussion on **Domain 2 - Leadership and Conditions for Equity and Excellence** document sent to Members for review.

**ACTION POINT:** Principal and Chair will complete this HR Audit in their August Principal – Chair Meeting and send it out to the Board for information

**ADMINISTRATION**

**1. JUNE BOT MINUTES**

Any changes or comments to the unconfirmed Jun BOT Minutes? If not then

**MOTION**

**MOVED THAT:** The 31 June **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 JUN**

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

### **MOTION**

**MOVED THAT: Batch Headers for June - \$6,795.53 be approved for payment and Payments through Cheque Book for July - \$924.32 be approved for payment.**

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

## **3. APPROVAL OF CHANGE OF SIGNATORIES WESTPAC BANK AND CDF**

### **MOTION**

**MOVED THAT: Manda Vandy, Fr Patrick Keane, Patricia Jackson and Sharon Beddis be removed as signatories on all of St. Anthony's School Board of Trustees, Westpac Banking Accounts and be replaced by new signatories: Marvin Casimiro, Kevin Kannan and Maria Curray.**

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

### **MOTION**

**MOVED THAT: Frances Saki, Philippa Bredenbeck and Hazel Rayner be removed as signatories on all of St. Anthony's School Board of Trustees, Catholic Development Fund, Hamilton Diocese, accounts and be replaced by new signatories: Marvin Casimiro, Kevin Kannan and Maria Curray.**

**Moved: Marvin Casimiro      Seconded: Jenny Clemente      All in favour - Carried.**

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

### **MOTION**

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

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

## **5. MINISTRY OF EDUCATION: 1<sup>st</sup> JULY ROLL RETURN**

### **MOTION**

**MOVED THAT: The 1<sup>st</sup> July Roll Return as tabled, be approved.**

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

## **6. OUTWARD AND INWARD CORRESPONDENCE**

### **MOTION**

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

**Moved: Marvin Casimiro**

**Seconded: Jenny Clemente**

**All in favour - Carried.**

### **IN- COMMITTEE**

**Board moved into in-committee at 9.15pm.**

The Chair moved that the public be excluded from the entire meeting namely, to discuss Principal's Interim Appraisal from Mr Alan Bull, and hear about a Child Protection Matter from the Principal, so as to respect of the integrity of the process. This resolution is made under Schedule 2A of the Local Government Official Information and Meetings Act 1987.

**Board moved out of committee at 9.26pm.**

### **PREPARATION FOR NEXT MEETING**

- 1. MEETING DATE FOR THE AUGUST MEETING: 6.00pm Wed 28<sup>th</sup> Aug**
- 2. AGENDA ITEMS FOR NEXT MEETING – Aug referenced updated BOT Work Plan 2019:**
  - i. STRATEGIC REPORTS – Principal's Reports**
  - ii. STRATEGIC REVIEWS – Nil**
  - iii. REGULAR REVIEW –  
Goals Setting and Mid-Year Report Parent Teacher Interviews Term 3  
Domain 5 –*Professional Capability and Collective Capacity***
  - iv. ACTION - Terms of Reference for the Property Committee – Led by Marvin Casimiro**
  - v. ACTION: Operational policies 1-5 updated as per NZSTA's recent suggestions – Marvin and Kevin**
  - vi. ACTION- School Jewelry Policy review and discussion – Led by Principal**

### **CLOSING**

- 1. MEETING PROCEDURES AND OUTCOMES –** Anna Gallien commended that the meeting went on nicely. It was acknowledged that the Finance presentation went for 2 hours and if this is an annual occurrence perhaps the board might like to schedule a separate time for it in their work plan, ensuring that formal documentation is still presented at a regular meeting. The rest of the meeting was held in 1.5 hours. Discussion was on prioritizing needs throughout the meeting and in response to the unexpected happening within a meeting. Fed back that trustees may struggle to make meaningful decisions when they are tired so being mindful of what must be discussed and where it can be put for discussion and decision later. Discussed the workplan and how it may change according to emerging needs and the chair can manage this to

ensure what work needs to be done gets done. Discussed making sure all trustees feel heard, decisions are put as motions and action points are captured. Marvin did a great job of chairing the meeting and talked further with Anna for some more tips.

Jessica Steiner reminded about the training and seminars.

Marvin Casimiro discussed a letter of correspondence about one of the students wearing an earring. Marvin Casimiro stated that this is a management issue, which the principal will manage as part of day to day running of the School.

A School Management Policy for Jewelry will be presented by the Principal and will be reviewed and discussed in the next meeting.

**2. CLOSING PRAYER by Marvin Casimiro: Theme: Support of Sacraments – Special**

**3. MEETING CLOSED at 9:47 pm**

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



A handwritten signature in black ink, appearing to read 'Marvin Casimiro', is written over a horizontal line.

**Name: Mr Marvin Casimiro**

**Chairperson**

Date: <sup>25/9/19</sup>  
~~28/08/2019~~