



**St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE MEETING HELD ON 17 AUGUST 2022**

**OPENING**

1. **OPENING PRAYER:** Marvin Casimiro
2. **PRESENT:** *Marvin Casimiro, Maria Curray, Jenny Clemente*
3. **APOLOGIES:**
4. **ABSENT:** *Kevin Kannan*
5. **MAIN AGENDA DISCUSSION**

The Presiding Member discussed the Board's constitution. Advice was sought from Allison (NZSTA Elections Advisor) and Kapeli Iulio Martinez (Ministry of Education Senior Education Adviser) regarding the current composition of the Board – 1 Parent Representative, 2 Proprietors Representative and the Principal. Based on the guidance of NZSTA and the support of Ministry, the Board will conduct Parent and Staff By-Election this 19 October 2022 to fill the casual vacancy of 3 Parent Representatives a 1 Staff Representative.

As per education (Board Elections) Regulations 2022 Schedule 1: replaced, on 1 September 2020, by regulation 10 of the Education (School Trustee Elections) Amendment Regulations 2020 (LI 2020/164), the election process is:

**Date and time frame**

Appoint Returning Officer	At least 63 days before election day
Close roll	At noon, 56 days before election day
Call for nominations	At least 54 days before election day
Close supplementary roll	At noon, 35 days before election day
Close of nominations	At noon, 33 days before election day
Issue voting papers	After close of nominations and at least 28 days before election day
Close poll	4 pm on election day
Accept postal votes	Up to 5 days after election day
Count votes	On sixth day after election day
Declare results	As soon as result is known

Julie Grut is appointed as Returning Officer.

The conduct of this election process is compliance to the legal constitution of the Board in filling casual vacancies which must be held through by-election.

**MOTION**

**MOVED THAT:** the Board will fill the casual vacancies for Parents Representatives and Staff Representative with a by-election on **19 October 2022**.

**Moved: Marvin Casimiro**

**Seconded: Jenny Clemente**

**- Carried**

**MOTION**

**MOVED THAT:** the Board appoints Julie Grut as Returning Officer to run the by-election. Letter of Appointment will be issued to RO.

**Moved: Marvin Casimiro**

**Seconded: Maria Curray**

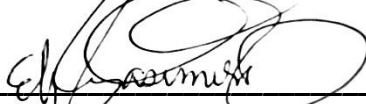
**- Carried**

**ACTION POINT:** The Board will continue to seek advice and guidance from NZSTA in the conduct of the whole by-election process.

**CLOSING**

1. **CLOSING PRAYER:** Marvin Casimiro
2. **MEETING CLOSED** at 6:45 pm

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



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***Name: Mr Marvin Casimiro***

***Presiding Member***

***Date: 17/08/2022***