



St. Anthony's Catholic School, Te Kura ō Hato Antoni, Huntly
BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON 29 JUN 2022

OPENING: Meeting Starts at 6.00 pm

1. **OPENING PRAYER: Venancio Lucido – Theme:**
2. **PRESENT: Marvin Casimiro, Venancio Lucido, Senen Antazo, Jenny Clemente, Alan James and Kevin Kannan**
3. **APOLOGIES: Maria Curray**
4. **DECLARATION OF INTEREST: BOARD PROCESS - Nil**

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario No 3 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **JUN REPORT**. Principal spoke about the incident at school where a child had an accident.
- b. **TAPASA PLD.** Principal shared with members that Staff met with University of Auckland for Tapasa Pld.

There were no other questions related to the Principal's Report.

STRATEGIC REVIEWS

1. STRATEGIC REVIEW SPECIAL CHARACTER

- a. **PROPRIETOR'S ANNUAL REPORT 2021 – Led by Principal and Chair**
This is to be submitted by 1st July 2022. Signed by Proprietor's Representatives in the presence of the whole Board on 29th June 2022. Office will submit the Report to Diocese as per due date.
- b. **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?

Principal discussed relevant Special Catholic Character Governance aspects of Dimension 1, overseen by the Proprietor's Representatives as a Special Character Committee with all Board Members.

2. STRATEGIC MOE REVIEWS

a. STRATEGIC GOAL 3 - To Raise Levels of Mathematics Numeracy – To Raise Levels of Mathematics Strands – Number, Algebra, Measurement and Geometry, and Statistics Achievement and Progress - Led by Principal

Principal informed Board about the next steps to be taken to raise Mathematics Strand Achievement and Progress of Whole School and Target Group. Teachers are presently marking **Algebra** assessments and will input the grade into e-Tap. Principal will present updated progress and achievement In Mathematics Strand – Algebra, in the August Board Meeting as AoV of Mid-Year Results.

3. REGULAR REVIEWS

a. HUMAN RESOURCES AUDIT. Check List 4 – Employee Relations - Led by Chair and Principal. Check List 4 – Employee Relations, was presented by the Board Chair to the whole Board to discuss and then were tabled.

b. FINANCE. MID-YEAR BUDGET 2022 REVIEW- Principal in consultation with Education Services Manager develops Mid-Year Budget 2022 – Led by Principal

Principal stated that he has started work on the Mid-Year Budget Review with Office Secretary. Principal will meet with Education Services Manager, Ms. Rashika Kumar, on 27th July and send the Draft Mid-Year Budget to Finance Committee, early August Week 1. Chair of Finance Committee Mrs Maria Curray will then send it out to whole Board for final scrutiny. This Draft Mid Year Reviewed Budget will be sent out by Chair of Finance Committee by Aug Week 2 for final scrutiny by all Board Members. The Draft will be approved and handed to Mrs Rashika Kumar in the 31st August Board Meeting.

c. WELLBEING – Term 2 Meeting - Led by Venancio Lucido - Chair Wellbeing Committee. Chair of Committee presented the Wellbeing Report to the whole Board. Chair stated that the Principal, Staff and Support Staff are in good health and well-being during Term 2.

d. CATHOLIC KAHUI-AKO – Term 2 Meeting - Led by Principal. Presented highlights of the Term 2 Catholic Kahui-Ako initiative attended via video conference. Kahui

Ako initiatives are the same as were in 2021.

4. BOARD PROCESSES

- a. **BOT ELECTIONS 2022. – Led by Chair.** The Chair reminded Board about the upcoming Election Dates and Times to be kept in mind:
- i. Select Returning Officer -Wed 6 Jul
 - ii. Close Main Roll – Wed, 13 Jul
 - iii. Call for Nominations – by Fri, 15 Jul
 - iv. Close Supplementary Roll – Wed, 3 Aug
 - v. Nominations Close – Wed, 3 Aug
 - vi. Voting Papers issued by - Wed, 10 Aug
 - vii. Election Day (Voting Closes) – 4pm, Wed, 7 Sep
 - viii. Accept Postal Votes- Mon 12 Sep
 - ix. Count Votes – Tue, 13 Sep
 - x. Board takes Office - Wed, 14 Sep

ADMINISTRATION

1. MAY 2022 BOT MINUTES

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

MOTION

MOVED THAT: The 25th MAY 2022 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro Seconded: Venancio Lucido All in favour – Carried

2. BATCH HEADERS AND CHEQUE BOOK PAYMENTS FOR MAY 2022

Principal requested Chair to approve Batch Headers and Cheque Book Payments as per Principal’s Report for **JUN 2022**.

MOTION

MOVED THAT: Batch Header for MAY, 2022 - \$11,913.07, be approved for payment.

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

3. 2023 DONATIONS SCHEME OPTION

Discussion was held regarding opting in to the Ministry of Education’s Donation Scheme for 2023.

MOTION

MOVED THAT: The St. Anthony’s Catholic School Board of Trustees, opt in to the 2023 Donation Scheme.

4. Moved: Marvin Casimiro Seconded: Alan James All in favour – Carried

5. REPORTS AND ANY MATTERS ARISING FROM MAY, 2022 REPORTS

MOTION

MOVED THAT: Reports and any matters arising from MAY, 2022 Reports as presented, be approved and adopted as a true and correct record.

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

6. OUTWARD AND INWARD CORRESPONDENCE FOR JUN, 2022

MOTION

MOVED THAT: The Outward Correspondence be confirmed and that the **Inward Correspondence be received for JUN, 2022**

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

PREPARATION FOR NEXT MEETING


- 1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 31 AUG.**
- 2. AGENDA ITEMS FOR NEXT MEETING – 31 AUG referenced updated BOT Work Plan 2022:**
 - i. SPECIAL CHARACTER STRATEGIC REVIEWS –**
 - a. CHARTER AND SPECIAL CHARACTER GOAL AND RELIGIOUS EDUCATION ANNUAL PLAN 2022 – Progress in Implementation of New National Religious Education Curriculum - Led by Principal**
 - ii. MOE STRATEGIC REVIEWS – Nil**
 - iii. REGULAR REVIEWS –**
 - a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 – 12.**
Operational Policies 7-12 - Led by Chair
 - b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS. AoV Report Mid –Year Results - Led by Principal**
 - c. SCHOOL EVALUATION INDICATORS DOMAINS – 2, 5, 6 - Domain 4 - Responsive Curriculum, Effective Teaching and Learning - Led by Chair and Principal**
 - d. FINANCE.**
 - i. ANALYSIS OF 2018-2022 BUDGETS – Analysis of 2018- 2022 Budget - Presentation to BOT – Led by Education Services Manager - Ms. Reshika Kumar**

- ii. **MID-YEAR BUDGET 2022 - Reviewed and Approved for Manager Education Services - Ms. Reshika Kumar in BOT Meeting – Led by Chair**
- e. **WELLBEING. Review Term 3 Wellbeing Report – Led by Venancio Lucido – Chair of Wellbeing Committee**
- f. **ERO-SCHOOL PARTNERSHIP – Term 3 Meeting - Led by Principal**
- g. **CATHOLIC KAHUI AKO – Term 3 Meeting – Led by Principal**

CLOSING

1. **CHAIR’S CLOSING COMMENTS:** Thanked Members for their commitment and time.
2. **BOARD PROCESS REMINDERS:**
 - a. **BOARD ELECTIONS, 2022 –**
 - i. Close Supplementary Roll – Wed, 3 Aug
 - ii. Nominations Close – Wed, 3 Aug
 - iii. Voting Papers issued by - Wed, 10 Aug
 - iv. Election Day (Voting Closes) – 4pm, Wed, 7 Sep
 - v. Accept Postal Votes- Mon 12 Sep
 - vi. Count Votes – Tue, 13 Sep
 - vii. Board takes Office - Wed, 14 Sep
3. **CLOSING PRAYER by *Marvin Casimiro***
4. **MEETING CLOSED: 7.25 pm.**

Approved and adopted as a true and correct record:


Name: **Mr Marvin Casimiro**
Chairperson

Date: 31/8/2022