



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

BOARD OF TRUSTEES

MINUTES OF THE MEETING HELD ON 31 AUG 2022

OPENING: Meeting Starts at 6.00 pm

1. **OPENING PRAYER:** Kevin Kannan – *Theme: Shared Wisdom*
2. **PRESENT:** *Marvin Casimiro, Jenny Clemente and Kevin Kannan*
3. **APOLOGIES:** *Maria Curray.*
4. **DECLARATION OF INTEREST:** Nil

5. **BOARD PROCESS:**

MOTION: Marvin Casimiro moved that the public be excluded from the whole part of this meeting except under agenda item Analysis of 2018-2021 and 2022 Budget to the Board, wherein Mrs Rashika Kumar – **Manager Education Services** be permitted to remain and is granted speaking rights for the purpose of advice and guidance in Financial Matters. (Local Government Official Information and Meetings Act 1987 – Schedule 2A)

PROFESSIONAL DEVELOPMENT

- i. **STA Scenario 4 No 4 Cards Set- Leadership, Accountability, Employer Role, Representation - Led by Chair**
Chair postponed this in-house PLD to the next meeting.

STRATEGIC REPORTS

- a. **PRINCIPAL'S REPORT.** Principal presented the **AUG REPORT.** Principal spoke about the update in property development by Diocese.

STRATEGIC REVIEWS

1. **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**

Implementation of New National Religious Education Curriculum was detailed

in the Principal's Report. It is being implemented as per the Religious Education and Special Character Annual Plan 2022.

2. STRATEGIC MOE REVIEWS - Nil

3. REGULAR REVIEWS

a. GOVERNANCE AND OPERATIONAL POLICY FRAMEWORK 1 – 12. *Operational Policies 7-12* - Led by Chair

Chair postponed this updating to when a new Board is instituted.

b. STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS.

i. AoV Report Mid –Year Results - Led by Principal. Principal presented the AoV Mid-Year Results to the Board. The Board was happy with the present level of Accelerated Learning for both Whole School and Targeted Students for English Reading, English Writing and Mathematics Strand Algebra, at this mid- year point of the academic year with 2 Terms of Teaching and Learning to still proceed.

c. SCHOOL EVALUATION INDICATORS DOMAINS – 2, 5, 6 - Domain 4 -Responsive Curriculum, Effective Teaching and Learning - Led by Chair and Principal

Principal covered the main indicator criteria related to Responsive Curriculum, Effective Teaching and Learning and that these criteria is what the ERO Partnership is validating.

d. FINANCE.

i. ANALYSIS OF 2018-2022 BUDGETS – Analysis of 2018- 2022 Budget - Presentation to BOT – Led by Education Services Manager - Ms. Rashika Kumar

Education Services Manager, Mrs Rashika Kumar presented the Analysis of 2018-2021 and 2022 Budget and took questions / clarifications from BOT Members. Chair thanked Mrs Rashika Kumar for the presentation. School's finances are being managed soundly. Marvin thanked Rashika Kumar for Financial management support Rashika left meeting at 6.30pm

ii. MID-YEAR BUDGET 2022 - Reviewed and Approved for Manager Education Services - Ms. Rashika Kumar in BOT Meeting – Led by Chair Marvin Casimiro in the absence of Maria Curray presented the Mid-Year Budget 2022, to the whole Board and requested BOT for approval for Education Services to implement for the second half of the year. Mrs Rashika Kumar congratulated the Principal for his financial management

of the School.

e. WELLBEING. Review Term 3 Wellbeing Report – Led by Chair of Wellbeing Committee

Chair postponed this updating to when a new Board is instituted and a Chair has been nominated for the Wellbeing Committee.

f. ERO-SCHOOL PARTNERSHIP – Term 3 Meeting - Led by Principal

The ERO completed the Classroom observations and will be providing the School Profile and ERO Report 2022, drafts by mid-September for the Principal and Board Chair to scrutinize.

4. BOARD PROCESSES

a. BOT ELECTIONS 2022. – Led by Chair. The Chair reminded Board about the upcoming By Election details:

i. **Board took Office - Wed, 17 Aug**

ii. **BOT By – Elections - Wed,19 October. Parent and Staff Elections -** These by-elections are underway for filling the **3 Parent Representatives** casual vacancy

2 Staff Members have been nominated for the Staff Representative on the Board. **Mrs Julie Grut** is the **Returning officer** appointed by the Board for the By-Election of 3 Parent Representatives and 1 Staff Representative.

ADMINISTRATION

1. JUN 2022 BOT MINUTES

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

MOTION

MOVED THAT: The 29th JUN 2022 Board of Trustees Meeting Minutes be adopted and approved.

Moved: Marvin Casimiro

Seconded: Jenny Clemente

All in favour – Carried

2. BATCH HEADERS AND BANK PAYMENTS FOR JUN, JUL 2022

Principal requested Chair to approve Batch Headers and Bank Payments as per Principal’s Report for JUN, JUL 2022.

MOTION

MOVED THAT: Batch Header for JUN, 2022 -\$3,853.06, and JUL, 2022 -\$3,911.58 be approved for payment.

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

3. REPORTS AND ANY MATTERS ARISING FROM JUN, 2022 REPORTS

MOTION

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

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

4. TABLING OF JULY ROLL RETURN 2022

MOTION

MOVED THAT: The July 2022 Roll Return as presented, be approved and adopted as a true and correct record.

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

5. OUTWARD AND INWARD CORRESPONDENCE FOR JUN, JUL 2022

MOTION

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

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

PREPARATION FOR NEXT MEETING

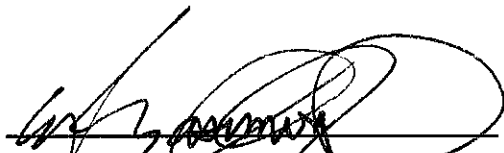
- 1. MEETING DATE FOR THE NEXT BOT MEETING: 6.00pm, Wed 28 SEP.**
- 2. AGENDA ITEMS FOR NEXT MEETING – 28 SEP referenced updated BOT Work Plan 2022:**
 - i. SPECIAL CHARACTER STRATEGIC REVIEWS –**
 - a. SPECIAL CHARACTER DIMENSIONS 1,2 – Dimension 2 – Te whakatapu mā te mātauranga – Growth in Knowledge. How does the School assist its community to grow in the knowledge and understanding of Jesus Christ, His Teachings and the Catholic Church? - Led by Principal**
 - ii. MOE STRATEGIC REVIEWS –**
 - a. MOE STRATEGIC GOALS 2, 3 AND 4 - Strategic Goal 4 - To Raise Levels of Science and Digital Technology Curriculum 4 strands, Achievement and Progress, resources and assessment material and reporting**

- iii. **REGULAR REVIEWS –**
 - a. **STUDENT PROGRESS AND ACHIEVEMENT, ANOVA AND GOAL SETTING INTERVIEWS.** Goals Setting and Mid-Year Report Parent Teacher Interviews – Term 3, Principals Report - Led by Principal
 - b. **FINANCE.**
 - i. **DRAFT ANNUAL BUDGET 2023 REVIEW -** Principal in consultation with Education Services Manager develops Draft Annual Budget 2023 based on Provisional Operation Grant for 2023 – Led by Chair
 - c. **ERO-SCHOOL PARTNERSHIP – Term 4 Meeting - Led by Principal**
 - d. **CATHOLIC KAHUI AKO – Term 3 Meeting – Led by Principal**
- iv. **BOARD PROCESSES AND REQUIREMENTS –**
 - a. **Succession Planning and Induction for New Trustees (NZSTA Resource Centre)**

CLOSING

1. **CHAIR’S CLOSING COMMENTS:** Thanked Members for their commitment and time.
2. **BOARD PROCESS REMINDERS:**
 - a. **BOARD ELECTIONS, 2022 – NIL**
 - b. **VOTE OF THANKS PRINCIPAL.** Chair thanked Principal for his Board work over his tenure.
3. **CLOSING PRAYER** by *Marvin Casimiro: Theme - Blessing for Principal and Family.*
4. **MEETING CLOSED:** 7.25 pm.

Approved and adopted as a true and correct record:


Name: *Mr Marvin Casimiro*
Chairperson

Date: 28/9/2022