

Christchurch Rudolf Steiner School

19 Ombersley Terrace, Christchurch 2, New Zealand. Telephone 337-0514 Fax 337-0515

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Held at 7.30pm on
MONDAY 16 MARCH 2009

PRESENT: Ann Holden Stainthorpe (Chairperson), Thomas Proctor (Principal), Robin McElrea, Jim Davis, Markus Benter-Lynch, Morgan Waru (Student Rep), Fiorenzo Peloso, Emelyne Palmer, Allan Cummins (Proprietor Representative)

IN ATTENDANCE: Vicki Lloyd (Minute Secretary)
Visitors – Frances Sommer & Rob Kerr (Community Association Representatives), Neil Carter (teacher)

APOLOGIES: Francis Fasso

Moved: Chairperson

That the Board grant the visitors speaking rights.

Carried

1. WELCOME / VERSE

The Chair welcomed everyone to the meeting.

Verse was read by T Proctor

2. FOCUS POINTS

2.1 Policies & Procedures

Neil Carter came to the Board meeting to discuss his role and gave us some history behind the policies and procedures

- College Policy Group was changed to College Principal Group (CPG). Policies have been reduced to 8 or 9 – Board looks after the Policies and the Management looks after the Procedures.
- Policies and Procedures are kept in a blue folder – in Fran's office, Kindergarten, Staffroom as well as a few other areas around the school.
- In the near future these Policies & Procedures should be found on the School Intranet.
- There are lots of procedures to whittle down more.
- Policies are important to keep up to date – if there are any changes to be made to them – this needs community consultation.
- Procedures can be changed internally with no consultation.
- Board would like to thank Neil for all his work over the past 18 years.
- Board needs to look after the Policies and Neil has passed on the Procedures to the CPG via Thomas
- Policy & Procedure Timeline handed out to BOT – B = Board and M = Management

2.2 National Administration Guidelines (NAGs)

The National Administration Guidelines (NAGs) tabled

- These are legal and administrative requirements
- NAG 3 (ii) discussed at length.
- R McElrea is going to look into this further and will get back to the Board if she requires this to be discussed further
- NAG 5 discussed at length
- Refer to first page of The National Administration Guidelines – second to last paragraph In February 2009 NAG (iii) - the requirement to sell only healthy food and beverages on school premises was removed from NAG 5. The requirement to promote healthy food and nutrition for all students remains.

- There has been no official information sent out to schools regarding this recommendation.

Moved: A Holden Stainthorpe Seconded A Cummins

That the Board & Students would write a letter to the Ministry regarding extreme concern over the change to NAG 5 (iii) taken out - "healthy option".

Carried

ACTION: Board (J Davis & F Peloso) & Students (E Palmer & M Waru) to write a letter to the MOE asking for an explanation & discuss why this was taken off
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3. NOMINATIONS FOR COMMITTEE MEMBERS: POLICIES, FINANCE, HEALTH & SAFETY

Policies

- M Benter-Lynch nominated by T Proctor, seconded by A Holden Stainthorpe. M Benter-Lynch to think about it and let Board know his decision at next meeting.

Finance

- J Davis volunteered to be on the Board Finance Committee. T Proctor to talk to J Davis further about this role.

Health & Safety

- This group is in the process of realigning this group – to be put on the Agenda for next meeting.
- M Waru indicated she would like to be involved in this group
- A Holden Stainthorpe to talk to Angelika further

4. Approval of Budget 2009

- This is yet to be finalised
- To be put on the Agenda for next month
- Financially we are looking healthy

5. REPORTS

5.1 College Principal Group Report (tabled)

T Proctor spoke to his report and discussed where needed

Moved: Chair

That the CPG Report be received.

Carried

5.2 Properties – Nil

5.3 Student Report (tabled)

M Waru & E Palmer spoke to their report

Library Hours

- Proposal has been sent to CPG – awaiting reply

Camp

- Great feedback from students regarding camp

School Website

- Both M Waru & E Palmer will endeavour to encourage as much student involvement in the project of revitalizing and maintaining the school website
- This is going to be addressed at the Student Forum this week

5.4 Community Association

- Two representatives from Community Association were present at Board Meeting
- Money from School Fair – Community Association are still looking at what to do with this money – currently looking at applications made – yet to be finalised
- Prior to this years Fair - Community Association want to allocate some of this money – look at forward planning
- Community Association want to do specific fund raising for specific items
- Wine & Cheese Evening planned after Easter – social event – parents, staff & Board members are all welcome

- Discussion was held around the school website – Community Association thought it would be a good idea to have these on line for Community Association members to view on line instead of coming into the school to look through the folder
- Great for Community Association to come to the Board meetings regularly
- Minutes from Community Association to be circulated to the Board prior to each meeting. They too would like their minutes to be on the school website
- Suggestion from the Board for Community Association to organise “New Parents Evening” – Members to take this back to the Community Association to discuss further
- Community Association members thanked the Board for asking them to come along to the BOT meetings – great to be involved more, visible

5.5 Health & Safety

- F Peloso spoke about student theft in the school. Suggested Management should put out some official communication re the outcome of the search so students are aware of the outcome

6. PROPRIETOR

A Cummins spoke to this

- Proprietors met last Monday
- Proprietors to develop job description to get someone to do a feasible study – looking at lots of scenarios – which one to take
- Try to stop drifting on further – need to move forward
- ? suggestion to fund a School Doctor – this was discussed at the meeting

Neil Carter left meeting @ 9:25pm

7. ADMINISTRATIVE

7.1 Minutes from Previous Meeting

The following amendments were required to the minutes:

- Spelling of names – Ann Stainthorpe’s name changed to Ann Holden Stainthorpe and Jayne Stewart from Community Association – her first name is spelt Jayne not Jane as noted in the minutes

Moved: Chair

That the minutes of the meeting 16th February 2009 be approved as a true and correct record of the meeting subject to the amendments as outlined.

Carried

7.1 Matters Arising – Nil

7.2 Correspondence (posted out)

- A Holden Stainthorpe tabled extra inward correspondence
- Professional Development – if you want to attend any of these workshops you need to register yourself – Board members report back Board after you have attended these workshops

7.3 Agenda

- Agenda items for next meeting to be given to A Holden Stainthorpe the Monday before the next BOT Meeting
- If you can't print off a hard copy of the BOT minutes OR don't receive a copy of them – phone Ann – 942-8580

7.4 BOT Publicity

- Board to write something in the School Newsletter
- M Benter-Lynch to write something and send it to T Proctor by Thursday lunchtime
- This to be discussed further as to who will be doing it each time

8. BOT PACKAGE

- A Holden Stainthorpe handed out booklets, information to all BOT members
- Board thanked Ann for all her work organising this – much appreciated

9. ANNUAL RETURN – Roll March 2nd 2009

Motion: Moved Chair

Annual Return has been signed off by T Proctor and has been sent to MOE.

Carried

10. NEXT MEETING:

Monday 27th April 2009 7:30pm at the school
NOTE DATE CHANGED FROM 20th April due to School Holidays

There being no further business the meeting closed at 10pm.

APPROVED 27th April 2009
CHAIRPERSON

Te Kura o Rudolf Steiner Otautahi

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**ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 7.30pm ON
MONDAY 16 March 2009**

By Whom	Action	Reference	Due
T Proctor / M Waru / E Palmer	School's Website to be updated by Students within the school – Students to give us an update at next Board Meeting	March 2009	27 th April - Agenda
J Davis	Board Members photos/profile to be put on the School's Website – once School's Website updated – look at this further	Page 2, Oct 08	Review in two months time – ? April 2009 meeting
A Holden Stainthorpe	Nominations for Committee Members to be discussed further and confirmed	March 2009	27 th April – Agenda
T Proctor	Approval of Budget 2009	March 2009	To be approved 27 th April – Agenda