

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 7pm on
MONDAY 17 MAY 2010

PRESENT Ann Holden Stainthorpe (Chairperson), Thomas Proctor, Alan Cummins,
Lili Haydon, Fiorenzo Peloso, Jayne Glynn, Wayne Martin, Reinald Harmer

IN ATTENDANCE V Lloyd (Minute Secretary), Fran Dudding

APOLOGIES Markus Benter-Lynch, Francis Fasso, Jim Davis

1. WELCOME / VERSE

The Chair welcomed everyone to the meeting and welcomed new Board Members.
T Proctor recited a verse and thoughts went out to Jim Davis & his wife and family

2. STRATEGIC FOCUS

FINANCE

Approval of Budget 2010 - tabled

F Dudding spoke to the BOT Budget 2010

- Explanation was given to clarify the Draft Budget 2010 to the recalculated Budget May 2010 giving the school a surplus of approximately \$10,307 as at 31 December 2010.
- Fran then discussed the Finance Report to clarify/explain some areas within the Budget

APPROVAL OF 2010 BUDGET – voted – Board members accepted the 2010 Budget

Motion: Moved Chairperson / A Cummins

That the 2010 Budget be approved.

Carried

Finance Reports - tabled

- F Dudding explained income and expenditure, explained the schools financial position as at 30th April 2010
- Computer/Internet/Data Projectors to be upgraded next year. F Dudding to look into obtaining funds from government to help with this upgrade

Moved: A Holden-Stainthorpe/A Cummins

That the financial statements for the period ending 30 April 2010 be accepted.

Carried

F Dudding left meeting @ 7:35pm

National Standards – Board Position

- F Dudding explained income and expenditure, explained the schools financial position as at 30th April 2010
- T Proctor spoke about National Standards
- T Proctor e-mailed out The New Zealand Federation of Steiner Schools position on National Standards, Assessment against National Standards Interim Report templates and Nag 2a to read and discuss further
- Board asked T Proctor to write up a proposal and e-mail it out to the Board to review and discuss further at next Board Meeting

ACTION: T Proctor to e-mail out a Proposal on National Standards before next Board Meeting & to discuss this proposal further at next BOT Meeting

3. COLLEGE PRINCIPAL GROUP REPORT

Report

T proctor spoke to his report and discussed where needed

Motion: Moved Chairperson

That the CPG Report be received.

Carried

4. OTHER REPORTS

• Students

- Lili spoke to her report
- Lili to give a copy of her report to T Proctor
- Lili to meet with T Proctor before next BOT Meeting

• Health & Safety

- Health & Safety Report from Angelika Frank-Alexander tabled
- A new BOT Representative to be on the Health & Safety Committee

• Whanau

- Nil

• Community Association

- W Martin spoke to this
- Community Association are having a New Parent Event on 10th June – Board Member are welcome to attend – more details coming out soon about this event

5. PROPRIETOR

- Proprietors Deed – this to be put on the Agenda for our August BOT Meeting

ACTION: Proprietors Deed to be put on the Agenda in August

6. POLICY REVIEW

- Student Achievement & Curriculum Policy & Documentation and Self Review Policy does not need to be reviewed at this time
- Employer Responsibility Policy – this policy was put out to the Community but A Holden-Stainthorpe has had no response from the community
- A Holden-Stainthorpe to e-mail this policy out to the Board to review and discuss at next BOT Meeting
- A Holden-Stainthorpe suggested to the Board that they look at Christchurch South Intermediate School website to look at their policies to compare our policy with theirs
- A Holden-Stainthorpe has re-reviewed the 3 Year Policy Cycle and it needs amending – A Holden-Stainthorpe to present this again at another BOT Meeting

ACTION: A Holden-Stainthorpe to e-mail out Employer Responsibility Policy & Procedures for review and discussion at next BOT Meeting - to be adopted at next BOT Meeting

ACTION: 3 Year Policy Review Cycle to be amended and presented again at another BOT Meeting within the next month or so

7. SCHOOL TRUSTEE ELECTIONS 2010

Election of New Chairperson

- Nominations were put forward for Ann Holden-Stainthorpe to be nominated again as Chair.
- T Proctor **nominated** A Holden-Stainthorpe, **seconded** by J Glynn
- A Holden-Stainthorpe was declared unanimously re-elected as Chairperson.

- J Glynn elected as Board of Trustee Member
- J Davis to be re-coopted to the Board
- J Davis has requested to take Leave of Absence for 4-5 months for personal reasons

Motion: Moved Chairperson / T Proctor

That the Board agreed for J Davis to take Leave of Absence for 4-5 meetings for personal reasons.

Carried

8. BOARD PROFESSIONAL DEVELOPMENT

- A Holden Stainthorpe spoke about Professional Development coming up for new Board Members to attend

9. ADMINISTRATION

- **Minutes from previous meeting**

Motion: Moved Chairperson/T Proctor

That the minutes of the meeting 26 April 2010 be approved as a true and correct record of the meeting subject to the following amendment.

Carried

Apologies – J Glynn had put in her apologies

- **Matters arising**
 - Nil
- **Action Points** – updated
- **Correspondence** – tabled
- **BOT Publicity** – A Holden-Stainthorpe to write something in the next School Newsletter
- **Agenda Items**
 - Chairperson to allocate tasks out at Board Members at next BOT Meeting
 - See Action List

10. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried

While in Public Excluded Session, the Board discussed: Student & Staffing matters

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

The meeting resumed in public session at 9:10pm

F Peloso farewelled from Board

There being no further business the meeting closed at 9:15pm

NEXT MEETING - Monday 21 June at 7pm at the school
(Board Meeting to start off meeting with a cup of tea)

APPROVED..... 21 June 2010
CHAIRPERSON

**ACTION SHEET FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD at 7pm on
MONDAY 17 May 2010**

By Who	Action	Reference	Due
T Proctor	Nicholas to come to next BOT meeting to talk about the Sports Plan for 2010	April 2010	AGENDA – June 2010
A Cummins	To present the Proprietors Deed at August BOT meeting	8 Sept 2009	Carried Forward – AUGUST 2010
T Proctor	Peter to report back to the Board each Term re any bullying issues	3.1 Sep 2009	Add to the Agenda for the last BOT of each School Term
T Proctor	National Standards to be discussed again at next BOT Meeting	Strategic Focus – March/April 2010	AGENDA – June 2010
T Proctor	T Proctor to e-mail out a Proposal on National Standards to Board before next BOT meeting	Strategic Focus – National Standards – May 2010	Before June BOT Meeting
T Proctor	Health & Safety Committee to write a monthly report to present at each BOT Meeting	Health & Safety Report – March 2010	AGENDA – Report to be presented at each BOT meeting
Chairperson	3 Year Policy Cycle to be amended and presented again to Board within the next month or so	Policy Review – May 2010	To be presented again at either June/July BOT Meeting
Chairperson	A Holden-Stainthorpe to e-mail out Employer Responsibility Policy & Procedures to Board to review and discuss at next BOT Meeting – to be adopted at next BOT Meeting	Policy Review – May 2010	Before June BOT Meeting
Chairperson	Board Voice – set aside some time to discuss What the Board wants to achieve, skills needed etc	Trustee Elections – March 2010	C/F to AGENDA – June 2010