

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 21 JUNE 2010

PRESENT Ann Holden Stainthorpe (Chairperson), Thomas Proctor, Alan Cummins, Lili Haydon, Jayne Glynn, Wayne Martin, Reinald Harmer, Markus Benter-Lynch, Francis Fasso.

IN ATTENDANCE V Lloyd (Minute Secretary)

APOLOGIES nil

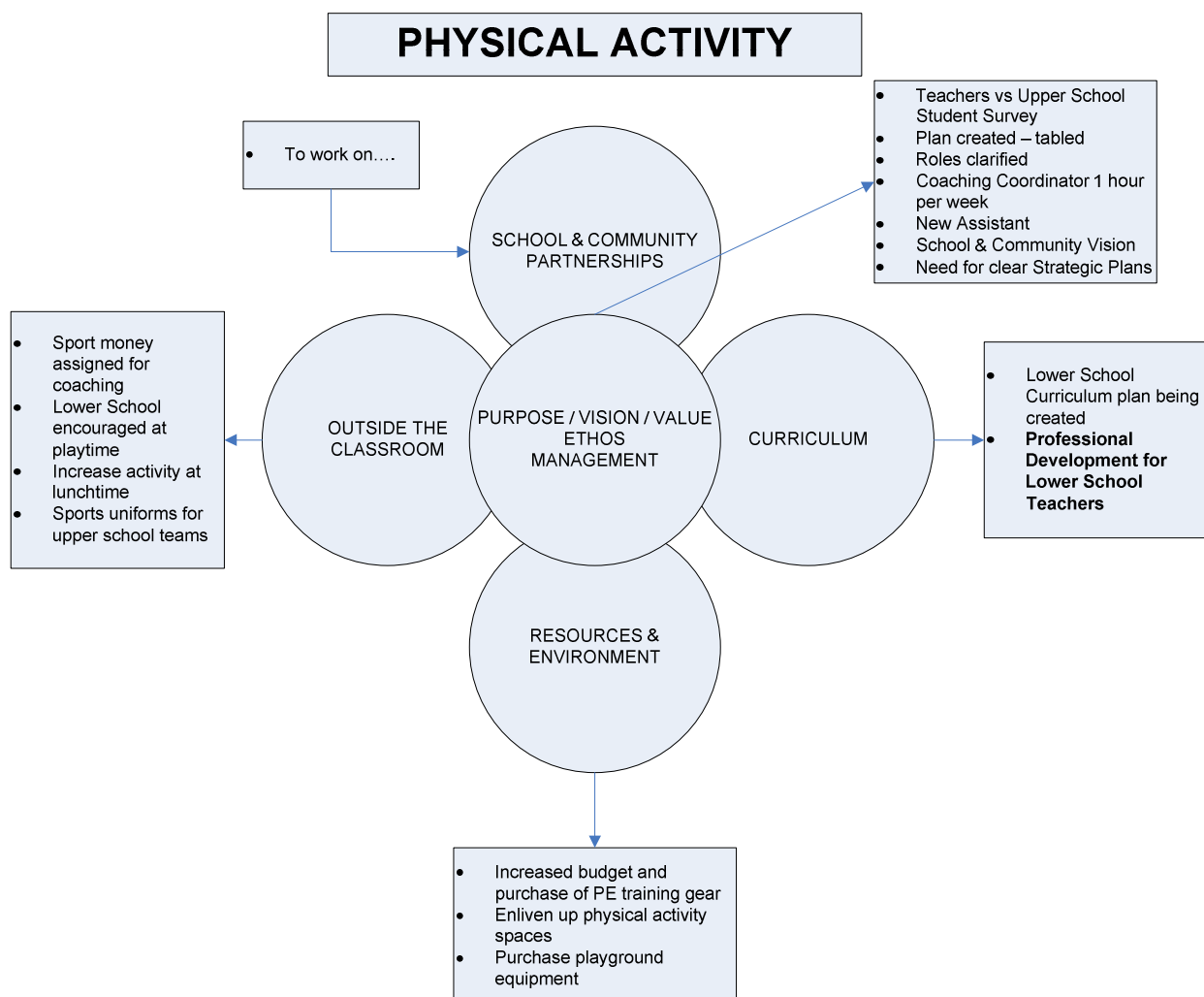
1. WELCOME / VERSE

The Chair welcomed everyone to the meeting.
T Proctor recited a verse

2. STRATEGIC FOCUS

2.1 SPORTS PLAN

Nicholas Williams spoke to this



Physical Activity / Sport & Recreation Plan 2010 ~ Rudolf Steiner School (ChCh) (tabled)

N Williams spoke to the Board

Discussion from the Board

- Need for clear communication with parents – seems to have improved this year
- Resources – money & time
- Need to explore resources/ Trusts
- \$3,000 received from SPARC
- Need for details plan / working group
- Students would like sports equipment available to use at lunchtime – need for someone to keep on eye on this equipment – not enough resources
- Need to enliven spaces – mark out courts, grounds, put up a backboard, hoops – just the little things will make a huge difference
- Positive to have teacher to speak to Board
- Engagement & enjoyment with kids

2.2 National Standards – Board Position

- T Proctor spoke about National Standards
- T Proctor wrote up a proposal for the Board to look at and discuss

Moved: Chairperson

That the Board adopt and approve the National Standards – Board Position

The Board of the Christchurch Rudolf Steiner School will support student assessment against national standards where it can occur concordantly with the school's special character.

We would expect that teachers will assess in the form, and against levels of academic achievement, that are commensurate with the school's educational programme.

The Board will expect the reports against the standards in 2012 in the form promoted by the Ministry. The Board however does not support free public access to this data. **Carried**

3. FINANCE

BDO Audited Accounts ended 31st December 2009 – tabled

T Proctor spoke to the Audit

Key Issues explained and clarified:-

- **Holiday Leave Entitlement** – Management are dealing with outstanding leave
- **Processes & Procedures for Credit Cards** – supporting documentation to be attached to monthly credit card statement
- **GST** – CES didn't file a GST Return for the school – CES said they will do this immediately
- **MOE Banked Staffing Scheme** – Banked Staffing has now been used from 2009 – Bank Staffing to start afresh

Finance Reports 31 May 2010 – tabled

4. 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

Bullying Report from Peter Oliver – tabled

- T proctor spoke to his report and discussed where needed
- Chairperson to write a thank you card to Lower School staff for their efforts and in appreciation in dealing with managing bullying. Write something in the School Newsletter as well.

ACTION: Chairperson to write a thank you card to Lower School staff for their efforts and in appreciation in dealing with managing bullying. Chairperson to write something in the School Newsletter as well.

5. OTHER REPORTS

• Students

- Lili spoke to her report
- School play – very busy time for students
- Lili involved with other students in sustainability
- Peer Support for Class 11 – asked to be notified ahead of time
- A Holden-Stainthorpe to contact Theo to see if he wants to be co-opted onto the Board in September
- Lili to meet with T Proctor before next BOT Meeting

ACTION: A Holden-Stainthorpe to contact Theo to see if he wants to be co-opted onto the Board in September

• Health & Safety

- Health & Safety Report – next BOT Meeting

• Whanau

- F Fasso spoke to this
- Positive progress re Maori culture within the school
- Professional Development for staff – encourage staff to attend Maori workshops
- “Steiner Whanau” – keep the momentum up
- Happy with progress within the school
- Need to look at development in school to promote Maori culture
- T Proctor asked F Fasso to let him know if he hears of any professional development courses to do with Maori
- Cultural Festival coming up soon
- Class 2 DVD on their play they have just done to be circulated within the Board to look at. T Proctor to get a copy of this DVD and circulate it.

ACTION: T Proctor to get a copy of the Class 2 DVD and circulate it within the Board

• Community Association

- Nil

6. PROPRIETOR

- A Cummins spoke to his report
- Two Building Development Visions for Lower School & Upper School – A Cummins read these out to the Board
- Need to form a Sub-Committee with Proprietors & teachers to look at these visions in more depth

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

Lili left the meeting @ 9pm

7. POLICY REVIEW

- Employer Responsibility Policy
- CPG have made some changes to this policy – Board needs to review changes and adopt this policy at next BOT Meeting
- A Holden-Stainthorpe to e-mail this policy out to two members of the Board to review before next BOT Meeting
- 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 to two Board Members - 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

8. BOARD PROFESSIONAL DEVELOPMENT

- A Holden Stainthorpe spoke about Professional Development coming up for new Board Members to attend
- MOE has Webinar / E-Workshop Training - www.minedu.govt.nz/Boards.aspx

ACCESS TO WEBINAR AND E-WORKSHOP TRAINING

Step one: provide trustee contact details

After the trustee elections, please give your contact details to the Returning Officer to send to the Ministry of Education. Alternatively, you can send an email to the Ministry of Education's e-Admin Training team at eadmin.training@minedu.govt.nz. You will then be invited to take part in online training.

* Note this information is only used by the Ministry to support information and training delivery for boards.

Step two: select a session time and check access

The Ministry's training team will contact you before a series of webinars so that you can select a session time and we can check your access details.

Step three: get connected

The day before your session we will send you an email with a link to the webinar and a phone number to call to listen to the trainer during the session

- A Holden-Stainthorpe will e-mail out further Training Seminar dates and times plus also NZSTA training
- A Holden-Stainthorpe suggested to the new BOT members to talk to other Board Members if you have any questions

ACTION: A Holden-Stainthorpe to e-mail out ALL Training Seminar dates and times to the Board

9. 2010 TASK ALLOCATION

- **Finance Committee Member**
 - Nominations were put forward for W Martin to be nominated as the Board's Finance Committee Member.
 - M Benter-Lynch **nominated** W Martin, **seconded** by J Glynn
 - W Martin was declared unanimously elected as the Board's Finance Committee Member
 - W Martin to contact Fran Dudding to set up a meeting to meet with the Finance Group
- **Health & Safety Committee Member**
 - Nominations were put forward for J Glynn to be nominated as the Board's Health & Safety Committee Member
 - M Benter-Lynch **nominated** J Glynn, **seconded** by F Fasso
 - J Glynn was declared unanimously elected as the Board's Health & Safety Committee Member
 - J Glynn to contact Angelika to set up a meeting to meet with the Health & Safety Committee

10. ADMINISTRATION

- **Minutes from previous meeting**

Motion: Moved Chairperson/T Proctor

That the minutes of the meeting 17 May 2010 be approved as a true and correct record of the meeting subject to the following amendment.

Carried

Delete this bullet point from National Standards – Board position – repeated from Finance

- F Dudding explained income and expenditure, explained the schools financial position as at 30th April 2010

- **Matters arising**

- Nil

- **Action Points** – updated

- **Correspondence** – tabled

- **BOT Publicity** – A Holden-Stainthorpe to write something in the next School Newsletter (roster as to who is going to do it next - go through the BOT Contact List)

- **BOT Contact List 2010**

- BOT Contact List incorrect – to be updated and sent out to Board

- **Next BOT Meeting**

- Date has been changed to 26 July
- School Calender on website needs to be updated with this new date
- A Holden-Stainthorpe to notify Angelika of this change

ACTION: A Holden-Stainthorpe to notify Angelika and update School Calendar on website with new BOT Meeting date for July

- **Agenda Items**

- Chairperson to allocate tasks out at Board Members at next BOT Meeting
- See Action List

11. 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 10pm

There being no further business the meeting closed at 10:05pm

NEXT MEETING - Monday 26 July at 7pm at the school (NOTE date changed)

(Board Meeting to start off meeting with a cup of tea)

APPROVED..... 26 July 2010

CHAIRPERSON

**ACTION SHEET FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD at 7pm on
MONDAY 21 June 2010**

By Who	Action	Reference	Due
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	Health & Safety Committee to write a monthly report to present at each BOT Meeting	Health & Safety Report – March 2010	Add to the 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 July BOT Meeting
Chairperson	A Holden-Stainthorpe to e-mail out Employer Responsibility Policy & Procedures to two Board Members to review and discuss at next BOT Meeting – to be adopted at next BOT Meeting	Policy Review – May 2010	E-mail out before next BOT Meeting- AGENDA for July BOT Meeting
Chairperson	Board Voice – set aside some time to discuss What the Board wants to achieve, skills needed etc	Trustee Elections – March 2010	AGENDA – July 2010
Chairperson	Chairperson to write a thank you card to Lower School staff for their efforts and in appreciation in dealing with managing bullying. Write something in the School Newsletter as well.	CPG Report – June 2010	Before next BOT Meeting
Chairperson	A Holden-Stainthorpe to contact Theo to see if he wants to be co-opted onto the Board in September	Student Report – June 2010	Before September BOT Meeting
T Proctor	T Proctor to get a copy of the Class 2 DVD and circulate it within the Board	Whanau Group Report – June 2010	Before next BOT meeting
Chairperson	A Holden-Stainthorpe to e-mail out ALL Training Seminars – dates and times & contact details to the Board	Board Professional Development – June 2010	Before next BOT Meeting
Chairperson	A Holden-Stainthorpe to notify Angelika of this July BOT Meeting date on School Website	Administration – June 2010	Before next BOT Meeting