

Te Kura o Rudolf Steiner Otautahi
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 6:00pm on
MONDAY 4 July 2011**

PRESENT Ann Holden Stainthorpe (Chairperson), Barbara Newman, Thomas Proctor, Francis Fasso, Reinald Harmer, Markus Benter-Lynch, Jayne Glynn, Alan Cummins

IN ATTENDANCE Ina de Paauw-Fontein (Minute Secretary)

1. WELCOME AND VERSE:

The chair welcomes all present and the meeting is opened with a verse.
It is decided that the board will send a card to Diederick

2. APOLOGIES: Theo Thompson, Marcus Bekker, Wayne Martin

3. FINANCE;

Fran Dudding couldn't attend, she was unwell; *Thomas Proctor* to clarify if needed.
The Trustees received the Auditors report via email. The management letter on this is to be considered as confidential.

3.1 Finance Reports

The May accounts show the 2.92 % budget increase, which comes to \$18,300 per annum to compensate for salaries and inflation. Apart from that there is the 4% increase from 2010. As before: Christchurch school will not be downgraded as a result of student losses because of the earthquakes.

A lot of money is left to spend. There is money for difficult times partly due to the way the Principal works with the moneys available.

The number of international students is slightly lower.

Financially things are looking good.

3.2 Audit

The management letter with the audit is for internal use only.

The audit showed that the deficit has decreased from \$24,000 to \$7,000

The auditor has found some attention points:

The school has no travel/ entertainment policy. This might be smart to pick up, since the MOE allows for it and it would create better transparency of moneys spent. **This will be taken up for the next budget round.**

School credit card: this was solved recently. The card was used by a staff member for ordering things via the internet. The card has been stopped. Teachers usually don't have to pre-fund; usually they hand in a form with the requested things. On the odd occasion a teacher need to order from the internet the can pay with their own credit card. Reimbursement is quickly arranged to prevent cost of interest.

Expenditure approval: the Board must allow all expenditure. The Principal is all for transparency but stated this could become very impractical. **The Board decides this task to be delegated to one of its members (Wayne Martin)**

Item 5: ? (Ina has no copy of the Management letter) **This will also be asked to be taken up by Wayne Martin.**

Accumulated holidays: Some of the non-teaching staff members have some accumulated holidays. Usually all are requested to take days of during school holidays. Teachers have no accumulated holidays. When to take holidays is specified in the contracts.

Item 7: ? This will be done. CES seemed to be expensive; a new quote is expected from Murray.

The Principal will arrange for copies of the Key Financial Indicator for the members of the BOT.

4. CPG

4.1 Report

The report was emailed to the BOT members.

On the National Standards: the Minister took a strong stand and her threats lead to the submission of charters with built in National Standards to a minimum level. All but two Steiner schools are integrated; the rest needed to obey the law no matter what the stance towards the standards.

The June quake has taken lots of energy out of everyone. Staff members are overstretched and overstressed. Some have a leave of absence to recover; patching up is done by the Principal and Barbara Newman among others. Student roll is down, the waiting list is down Staff replacement may show to be a problem because not many will be willing to come to Christchurch.

4.2 Professional Development

The Professional Development program was sent via email - no remarks.

On the current professionalism of staff the Principal told the BOT about a remark a relief teacher made: she was very positive about the approach of the school as staff tries to find a way to help a student rather than blaming the student for what goes wrong. She thought this was better than what she had noticed in other schools.

Francis Fasso remarked that apart for Te Reo also Ti Kanga should be mentioned in the curriculum. Te Reo is the language but Ti Kanga is the way how Maori do things. He specifically avoided the term culture for Ti Kanga.

Motion Moved Chairperson

Seconded Jayne Glynn

That Ti Kanga will be added to the curriculum

Carried

5. Proprietor

A counter offer has been received for the Novalis land; this was much higher than the RV and exceeded the "premium value" of a piece of land right next to the school grounds. A new offer has been put on the Hawford Road property, this time for number 14 only. This is now being considered.

No. 14 is the bigger of the two with the driveway. Even without building this property could hold educational value for the school.

After the June earthquake the situation has to be seen in a new light. The roll is down, the market is down and the risk profile is up. Based on a full roll a loan of 1.65 was possible, since that would bring enough money to cover the interest.

The Proprietor finds itself between a rock and a hard place: the land is available now while the future of the school momentarily is under duress.

What will happen with the insurance of property is not yet sure; premiums will go up without a doubt.

Markus Benter-Lynch: The Board should be aware of its advisory role and responsibility in this process; the Proprietor will have to make the decision.

Alan Cumming is acting chair for the Proprietor during Diederick's illness.

6. Parent Survey

This is postponed to the August meeting.

7. Earthquake Response/ Preparedness

Monday 11 July a meeting will be held with parents about evacuation and the response to further quakes. Questions were raised after the latest aftershock: this occurred at 10.45 pm and at 7.30 am a text message was delivered stating the school was safe and lessons would go on as per normal. How was that possible?

It is important that parents understand that everything is done to keep their children safe. Ultimately the safety is the responsibility of the BOT, delegated to the Principal.

Anne Holden Stainthorpe and Jayne Glynn will attend the meeting to support the Principal during this evening.

Safety and warmth are an issue of worry though. If the children need to be evacuated from the buildings in winter it is important to keep them warm and dry. Outdoor shops like Bivouac and Kathmandu have been contacted hoping they can help out. 15 to 16 groups have to gotten under cover.

If the shelter is going to be the Kindergarten then there is a need for an alternative source of energy. A diesel generator or electro-voltaic cells were considered.

But: if things are thus that evacuation is in order chances are that even those won't work. Keep it simple; think of a good barbecue for example.

Marcus Benter-Lynch and the Principal will get together to make a plan.

8. **Energy Audit**

This suggestion was welcomed. The sum of \$2000 seemed high. The school's electrician is prepared to do a free lighting check. Following that a complete check of the use of lighting and heating seems appropriate; a lot of money might be saved.

9. **Visit to other BOTs**

Anne Holden Stainthorpe reported on the visit she and Wayne made to the St. Martin's BOT. It was good to see how others deal with the same stuff this BOT deals with.

Next visit, after 20 July, she would like to go to Cashmere High; Jayne Glynn would like to join her.

10. **Mid-term Elections**

Anne Holden Stainthorpe will ask Carey Carey in the office if she will take the role of Returning Officer.

Next meeting, members whose positions are due for re-election are to state if they will be standing again or not, in order to aid the election planning process

11. **Administration**

11.1 **Matters arising, Action Points, Minutes 30 May 2011**

Matters arising: none

Action Points:

Schooldocs - item for later, maybe even next year; Marcus and Wayne to look into in detail;

Contact Ngai Tahu - at this moment not enough 'text' to have a real talk - ongoing Learning Languages; August meeting

Employer responsibility: August meeting

Parent Survey - forwarded to August

IT upgrade - forwarded to August

Policy Complaints and disclosure - after Parents survey

Professional Development - done

Minutes 30 May 2011:

page 2: 4.3, second paragraph: dyscalculia should be **dyspraxia**

page 2, 5, last line: Navalos should be **Novalis**

page 3, 6.1, second paragraph: add At the start of working as **Principal** at....

page 4, 6.2, first line: intermediate should be **intermediary**

Motion: Moved A. Holden Stainthorpe

That the minutes of the meeting 30 May 2011 as adjusted, be approved as a true and correct record of the meeting.

Carried

11.2 **Correspondence**

A list of inward correspondence was attached to the agenda

Inward:

emails were all forwarded

NZSTA - at the upcoming conference remits will be voted upon by delegates. The topics are not of great importance. No member of the BOT will go.

Anne Holden Stainthorpe would like to attend the training for chairpersons of BOTs. A three day training on the "Spirit of Adventure". Since funds are available she will go.

11.3 **BOT-publicity**

Reinald Harmer will try to get something about this month's BOT meeting in the newsletter.

11.5 BOT Meetings 2011

Next meeting will be 15 August

9 September *Anne Holden Stainthorpe* is not present; please take notice and provide for an acting chair.

12 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 the Board discussed: the Principal's appraisal and student 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

There being no further business the meeting closed at 8.20 p.m.

Next meeting - Monday 15 August 2011 at 6 p.m. at the school

APPROVED **15 August 2011**
Chairperson

**ACTION SHEET FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD at 6pm on
MONDAY 30 MAY 2011**

By Who	Action	Reference	Due
Chairperson / T Proctor	Schooldocs	11.1 - Oct 2010	AGENDA for BOT Meeting - On going
F Fasso	F Fasso to contact Iwi to discuss funding from Ngai Tahu – feedback at next BOT Meeting	Whanau Group – November 2010	AGENDA for BOT Meeting – On-going
Board	Learning Languages to be discussed further	Strategic / Annual Plan – November 2010	AGENDA for August BOT Meeting
Chairperson	Employer Responsibility Policy to be ratified at next BOT Meeting	Policy Review – December 2010	AGENDA for August BOT Meeting
M.Bekker/ F.Fasso	Parent-To-Board Communication/ Surveying – sub-committee to be formed next year to discuss having a Mid Year Strategic Plan Review in Term 2	Parent-To-Board Communication/ Surveying – December 2010	AGENDA for August BOT Meeting
T Proctor/ John	Report to the next meeting on the IT Upgrade with more details of what is planned	6. - 9 May - IT Upgrade	AGENDA for August BOT Meeting
M.Bekker/ A.Holden Stainthorpe	The Policy including Complaints and Disclosure and report to the next meeting. Board to look at Complaints Procedure	6. Policy Review	AGENDA for BOT Meeting - on hold until after parent survey
Treasurer/ T. Proctor	Install a travel fund in the budget at the next budget round	4 July-3.2 Audit Management Letter	AGENDA BOT meeting - next budget round
Wayne Martin	To be the BOT delegate to approve expenditure in a transparent and practical way	4 July - 3.2 Audit Management Letter	a.s.a.p.
Wayne Martin	Take action on Item 5 ?	4 July - 3.2 Audit Management Letter	a.s.a.p.
Principal	Send a copy of Key Financial Indicators to BOT members	4 July-3.2 Audit	a.s.a.p.
Principal/ CPG	To make Ti Kanga Maori a part of the school's curriculum too	4 July - 4.2 Professional Development	Next curriculum update
Chairperson / Jayne Glynn	To attend the parents meeting on Earthquake response	4 July - 7 Earthquake Response	11 July
Markus Benter- Lynch / T.Proctor	Make up plan for safe and warm shelter for the children in case of evacuation form the buildings	4 July-7 Earthquake Response	a.s.a.p.
Chairperson	To ask Carey ? to act as returning officer for the Mid-Term BOT elections	4 July - 10 Mid-term elections	a.s.a.p.
Relevant BOT members	To state if one stands for re-election	4 July - 10 Mid-term elections	AGENDA for August BOT meeting