

Te Kura o Rudolf Steiner Ōtautahi
Christchurch Rudolf Steiner School
19 Ombersley Terrace, Christchurch 8023, New Zealand
Telephone 337-0514

**MINUTES OF THE
SCHOOL BOARD
Meeting held on
Thursday 18 February 2021 at 6:00 pm**

PRESENT: Wayne Martin (Presiding Member), Thomas Proctor (Principal), Stephen Conway, Paul Melton (left meeting 7.00pm), Gary Miller, Courtenay Washington (Staff Representative), Martin Gastinger, Hebe Harmer (Student Representative), Rohan Bekker, Maria McAllum (arrived 6.05pm), Ruby Ward, James Harris (arrived 6.15pm).

IN ATTENDANCE: Stephanie Wood (Board Secretary).

APOLOGIES:

1. Welcome

Wayne welcomed all to the first board meeting of 2021, with the Karakia led by Thomas. Brief introductions around the table.

2. Administration

2.1 Election of Chair

Wayne stepped down as the Presiding Member and Board member. Wayne will not be running for re-election.

Nominations for a new Presiding Member called for 2021.

Stephen Conway nominated by Gary Miller seconded by Courtney Washington – nomination accepted by Stephen.

Ruby Ward nominated by Thomas Proctor seconded by Rohan Bekker – nomination regrettably declined by Ruby.

Motion: *Stephen Conway appointed Presiding Member of Christchurch Rudolf Steiner School's School Board for 2021.*

Moved: Wayne Martin

Seconded: Gary Miller

Carried

The board would like to minute that due to the hand over period of the position of the presiding member, Wayne will preside the board meeting on 18 February 2021.

2.2 Declaration of conflict of interests – Nil

2.3 Previous Minutes

Motion: *That the Minutes of the meeting held on 19 November 2020 be approved and adopted as a true and correct record of that meeting, pending amendments made to spelling within attendance*

and apologies.

Moved Wayne Martin

Second Stephen Conway

Carried

Motion: *That the Minutes of the meeting held on 10 December 2020 be approved and adopted as a true and correct record of that meeting, pending the deletion of the actions table.*

Moved Wayne Martin

Second Ruby Ward

Carried

2.4 Review of Table of Action Points

Action	Person Responsible	Notes
Investigate PD options for staff on how to follow and uphold Child Abuse Policy.	T Proctor	Ongoing.
Circulate copy of the Code of Conduct Policy to all Board members. T Proctor will ensure all staff receive a copy of the Policy.	T Proctor	Board received Policy, a copy now to be distributed to all staff. It was decided that no signature on the Code of Conduct was required from parents or staff, as the Code of Conduct is not a legally binding document, rather a cultural guideline for behavior in our community.
Convey the Board's appreciation and thanks to Rachel Conway (for facilitating the visioning meeting).	T Proctor	Ongoing.

Action: T Proctor to ensure a copy of the Code of Conduct is sent to every parent via email.

2.5 Delegations for 2021

The Schedule of Delegations for 2021 was sent to the board and taken as read.

2.5.1 Recommended Changes from Finance Manager

- Changes to Financial Managers delegations
 - Removal of the Finance Groups approval on purchase of goods and services due to this does not occur in practice.
 - Removal of the authorisation to dispose of assets with a cost price more than \$1,000.
 - Removal of the Finance Groups approval to transfer funds between school accounts only, with the addition of the principal receiving an email confirmation of any transfers.
- Changes to Property Managers delegations
 - Addition of responsibility of authorisation cost centre code payments.

- Changes to Bank Account Authorisation
 - Removal of bank access for Frances Ritchie, Maxine Ude Shankar, Wayne Cummings and Angelika Frank Alexander.
 - Approval to add bank access for Stephen Conway as the new presiding member of the School Board and also Brenda Warrander.

2.5.2 Queries Raised on Delegations Schedule

- Delegations to the Principal – Media Communication.
Under the schedule, interviews and media releases are the principal's responsibility. This was raised as it was thought that board also had responsibility in this area. It was agreed that the Principal and the Presiding Member work in close proximity around this delegation and the process to be followed here is already in the applicable policy. The wording of this in the delegation schedule is to be amended to incorporate wording from the existing policy to better align the two documents.

Action: Stephen to amend wording of the media communication delegation.

- Delegations to the Principal – Appointment of permanent staff above the MOE salaries grants.
Under the schedule appointment of permanent staff, salaries and terms of employment are the principal's responsibility.
Maria raised concerns that this responsibility should also sit with the board, which majority of the board agreed. The board feel that they need to have the opportunity to complete their due diligence on permanent staff as part of their duty to the school and community. Thomas disagreed with this, and he deems it standard for the principal to have this responsibility and authority.
Possible solutions to this issue were discussed:
 - A subcommittee created to be involved in the recruitment process. Wayne suggested that this creates a large amount of work when it may not always be necessary, but would like to suggest feedback to the board about positions available and the recruitment process for these.
 - Historically the board have been requested to have a member on the hiring panel around certain positions. The situation has always been handled with flexibility in accommodating the board and keeping them informed, which has been led by the principal.
 - It was suggested that board have input as to who is put on the hiring panel for permanent staff.

Motion: *That the board approach NZSTA, other advisory bodies and other Steiner school boards for advice and guidance on best practice on all appointments.*

Moved: Maria McAllum

Seconded: James Harris

Carried

Action: Maria McAllum and Ruby Ward to research into best practice for delegation for all staff appointments.

Motion: *To accept and adopt the Schedule of Delegations for 2021, with the ability to review and amend throughout the year pending best practice research.*

Moved: Wayne Martin

Seconded: Stephen Conway

Carried

Action: C Washington to complete changes to the Schedule of Delegations on guidance from the minutes and forward to Stephen and Thomas for signing.

3. Monitoring

3.1 Financial Report

- Timing of reports – the board understand that there is tight time frame on producing the financial board report, but have found it difficult to review the report before attending the board meeting. The reports are required to be out before 48 hours before the meeting for adequate time to review.
The finance meeting has now been moved forward a week, and will be held on a Wednesday. The reports can be expected to be circulated a week before the board meeting. The board express their appreciation for the changes around this.
- Distribution of reports - it was discussed that the agenda and reports for the board meetings are coming through from different sources at different times. It would be better if these reports could all be collated and sent through in one email. It was discussed to look into streamlining a process for this. Wayne mentioned that a computer program called 'Board Pro' can do this for an annual subscription.

Action: Research into Board Pro and other processes for collating and distributing Board agendas and reports. Responsibility unassigned.

- 2021 draft surplus is ahead of budget which is a great result. This has come from the combined effort of more income and less expenses.
- Capital spend is in line with the 2020 budget.
- Further analysis of income and expenses will come after the accounts have been finalized and have been audited.
- Staff reimbursements were queried – confirmation from Thomas and Paul that there are mechanisms such as trade accounts in place so that teachers are not required to spend their own money on purchases for reimbursement, however some teachers do prefer to use the reimbursement system.
- December traditionally has a higher amount of expenses with January being traditionally lower. December 2020 and January 2021 are in line with the historic trend.

Motion: *The December 2020 Financial report be received.*

Moved: Paul Melton

Seconded: Wayne Martin

Carried

Motion: *The November 2020 Cash Flow Statement and Schedule of Payments be received.*

Moved: Paul Melton

Seconded: Wayne Martin

Carried

Motion: *The January 2021 Cash Flow Statement and Schedule of Payments be received.*

Moved: Paul Melton

Seconded: Wayne Martin

Carried

3.2 Principal's Report

- Finance Committee – Thomas has requested someone from the board to join the finance committee and attend the monthly meetings. This will enable the school finance and the board finance to only have one meeting per month and therefore being more time efficient. This will also help ensure that the school is adhering to financial good practice.

Motion: *That Stephen Conway is to join the School Finance Committee and attend monthly finance meetings. In Stephen's absence, Gary Miller will attend.*

Moved: James Harris

Seconded: Ruby Ward

Carried

- Donations – (information discussed from the Financial Report within Principal’s Report presentation).
The percentage collected has decreased over the last two years, creating a need to focus on getting these donations in during 2021.
There has also been an increase in the amount requested of families for additional programs i.e. strings. Some allocations have moved from a recoverable to a donation which has contributed to the increase and potentially lowering collections.
The board noted that some of these figures seem high and queried this.

ACTION: Thomas to investigate why some figures for donations are so high – for example class 5.

There is a surplus in donations and the board would like to understand how this has come about. Was this not used or was the amount requested too high?

The donation scheme is generally not aimed at generating a surplus. Activities not being run or completed during 2020 due to Covid is a likely cause of this surplus.

The surplus goes into a class fund and the board would like to look to use the surplus to help families where financial assistance may be needed.

There are currently no programs being held back due to lack of donations.

ACTION: Thomas to draft up report on what donations are used for and how the amounts are generated.

ACTION: Thomas to add the number of students in each class in the Donations Table.

ACTION: Thomas to report on what donations are expected to look like in 2021 for the board to review.

It was suggested that a booklet could be created and given to all parents, highlighting what the expected donations and what they cover for in each class. This would help families see what is coming up in future years.

Gary offered to speak to class 1 new parents around the process at CRSS and what they can expect over the coming years.

- Professional Growth Cycle – Not many other schools have this in place yet. The upper and lower schools will create what is best suited to them to apply this model too.
The new framework is much less negative and audit like, instead moving towards a mentoring structure where a more trusted relationship is developed with the reviewer.
- General –
 - The school year has begun really well.
 - Students in class 8 have settled in very nicely.
 - ERO kindergarten visit in mid-March, and will have some practice runs before this visit.
 - We have had no contact from our new ERO liaison person. Contact was expected late last year.
 - We lost 16 full time students this year, with a number of these in the higher school. However, the overall number of students is around the same as we have picked up other students though out the school. All students who left got sent exit interviews. We have had very few return these. Board requested to see these exit interviews at next meeting.
 - The school is looking really sharp and tidy after a lot of work.

ACTION: Thomas to provide the exit interviews of students to the board at the next meeting.

- Health and Safety –
 - Covid communications around the most recent February 2021 level two changes have not been consistent. Emails are also only going to one parent. This is due to the set up and/or data selection in sending out the emails in Kamar. A sub-committee has been proposed to cover this important area. Standardised letters for each alert level have been put on this committee's task list. These letters are to be reviewed regularly according to guidelines set out for the government around Covid.

ACTION: Kamar set up and administration to be investigated to ensure all parents receive Covid updates.

ACTION: Sub-committee to be set up for Covid communication, including drafting standardised letters to have in place for any future Covid alert level changes.

- Free sanitary products are now going to be given to schools. We are very happy for this to finally happen.

Break for dinner and a farewell to Wayne at 8.10pm.

Thanks and acknowledgement from Thomas and Martin for his long term contribution to the school as a parent, board member and chairman of the board.

Meeting reconvened at 8.20pm

3.3 COL

Not discussed in this meeting – but Wayne recommended to the new board to keep in touch with the Community Learning and keep this on the monthly agenda.

3.4 Student Report

- Feedback that class 8 is lovely class and new students are settling into school nicely.
- A large amount of positive feedback regarding Bill and that he is a great addition to the school.

4. Discussions

4.1 Strategic and Annual Plan

A draft strategic and annual plan is due to be completed by week 8 of term 1, with the board to approve the final plan by then end of term 1. The completion of the Annual Plan is on hold until the new Strategic Plan is created.

The current strategic plan needs an overhaul with concerns that the last plan was not precise enough. The old 2020 plan was reviewed to highlight any issues, but was halted for various reasons, one being Covid.

The lower school has already set its academic goals for 2021, while the upper school needs to wait for the results from NZCA to come in before they can complete theirs.

Thomas has a timeframe drawn up of meetings and what is to be covered in each one for the teachers to be involved in the strategic plan. Teachers are more engaged if meetings are kept during the week instead of a Saturday. It would be better if the board could engage with them

during these planned meeting times but it is understood that it is harder for the board to commit to school hours. Thomas is expecting that the teachers will be wanting to simplify and reduce the number of goals from previously set.

It was suggested that an advisor from the NZSTA could help facilitate at the start of these planning sessions, however, Thomas feels that these advisors can hold up the meetings by focusing on processes instead of content. If the board would like NZSTA assistance in their planning session this can be looked at.

Ruby is part of the Strategic Plan Committee – however she is unable to attend the first meeting so is happy for another member of the board to attend in her place. Any board members are welcome to attend these sessions if they would like.

The board aired concerns about how the board fit into the planning stages and how they would know what the teachers' sessions have covered. It was decided that the minutes from the teachers' sessions will get sent to the board on a weekly basis.

The board also raised queries regarding weaving longer term goals into the strategic plan such as communications and staff wellbeing.

How to measure the goals in the strategic plan is also an area that the board would like more information on. Thomas suggested that we can look back on previous annual plans to measure the outcomes.

The board does not have to wait for the staff to be finished their planned sessions, but can instead start working on their contribution. It was suggested a Saturday work shop around week 5 or 6 would be a good time for the board to meet. The board would like to follow best practice in this process, as they are responsible for the overall direction of the school.

ACTION: Thomas to distribute the strategic planning timeline to board members, with a current as at date added, on weekly basis as the plan gets updated for what has been covered.

ACTION: Thomas to distribute all strategic planning minutes to the board each week.

ACTION: Arrange a board strategic planning meeting – responsibility unassigned.

Moved from the Presiding Member that the public be excluded from the following parts of the proceedings of this meeting.

***Please see note at the end of the minutes.**

The board moved into Public Excluded at 8.40pm and returned to the open meeting at 8.45pm.

4.2 Replacement Parent Representative

Wayne is to resign from the board formally in writing to Stephen and therefore a new parent representative is required. NZSTA has a flow chart for guidance around selecting a parent representative. The board can choose to select a member or can hold a by-election. At this point it is felt that shoulder tapping may be the best option.

If this approach is not successful, the board vacancy could be advertised in the school newsletter for candidates.

The board has historically tried to focus on having someone who wants to be actively involved and has the love and wellbeing of our school at heart.

The board has also historically aimed to have mixed board - gender, whanau, ethnicity.

A parent had contacted Stephen shortly after the elections expressing interest and may still be keen so contact needs to be made.
Another parent had run in the elections but was not successful. This person could also be contacted if Stephen has no luck.

ACTION: Stephen Conway to contact Mike Brown to there is any interest in joining the board.

4.3 Principal's Appraisal

Historically the board have left the Principal's appraisal until later in the year, however feel that this is not the best way to do this.

The principal's appraisal for 2021 is due to start in term 2 with dates to be confirmed. There will also be a review of the Special Charter and the Deed of Integration at this time.

Maria has confirmed that Andrew Van Ameyde and his colleague will complete the appraisal. Andrew meets the board criteria of having a strong back ground in integrated schools and understands the school culture.

Thomas requested guidelines around what is to be appraised, the time frame when the actual appraisal will occur. Goals have not yet been set for Thomas for 2021.

Motion: Andrew Ameyde to be contacted and request Principal's Appraisal and Special Charter Review including proposed costs.

Moved: Martin Gastinger

Seconded: Maria McAllum

Carried

ACTION: Maria to contact Andrew Ameyde to request the Principal's Appraisal and Special Character Review. Clarification of the appraisal process to be requested and also request an estimate of costs.

4.4 Staff Survey

NZCER have a standard survey for staff. We can also add some of our own questions to this. It is envisaged that this survey will be re-run again at the same time next year and possibly longer if the survey proves to be of benefit.

ACTION: Thomas and Stephen to action this survey.

4.5 Work Plan 2021

The work plan involves the reports that the board are wanting to see at what point of time in the year. How should this be progressed for 2021?

Thomas suggested a sub-committee is put together to decide what the board would like to review and when that review should happen. The aim of the work plan is to give the board oversight but not heavily increase the demands on staff. In some places, it may be possible to piggy back board reports off other reports that are compulsory to produce.

The board also think it would be great of the heads of departments, or teachers producing the reports attend a board meeting and present their reports to the board.

ACTION: Stephen to start an email chain for people to create the sub-committee and ideas for any reporting people would like to see in 2021.

5. Policy

- A list of policies have been sent to the board members for review in 2021.
- Health and Safety Policy was reviewed last year but not put in the minutes as approved. This will now need a new date set for this review in 2021.

6. Administration

6.1 Correspondence In/Out – Nil

6.2 Points for next meeting's agenda

- Approval for an Uber home after meetings for the student rep.
- Explore car parking options for the senior's students.

7. Proprietor's Report

- The new chair elected for 2021 is Alan Cummings, who continues in this role from 2020.
- The Board of Proprietor's have voiced that they would like to have two members attend the School Board meetings. This in the aim to strengthen the bond between the two boards. The School Board see no problem with this, but have recommended for continuity that the same person attend each time where possible.
- The communication team have published a booklet regarding the purchase of 275 Fifield Terrace. It has been important to communicate this purchase well to the community for the recognition of the hard work put in and also the sense of pride this creates for our community and its future.
- B.O.Y.D – Bring Your Own Device – Higher school has purchased laptops. The proprietor's would like to look into this to support the IT learning within a Steiner school.

8. Public Excluded Session

Moved from the Presiding Member that the public be excluded from the following parts of the proceedings of this meeting.

***Please see note at the end of the minutes.**

The board moved into Public Excluded at 8.50pm and returned to the open meeting at 9.30pm.

9. Table of Action Points

Date	Action	Responsibility	Due
18/02/21	A copy of the Code of Conduct is sent to every parent via email.	Thomas Proctor	As soon as possible
18/02/21	Amend wording of the media communication delegation.	Stephen Conway	As soon as possible
18/02/21	Research into best practice for delegation for all staff appointments.	Maria McAllum and Ruby Ward	Next meeting
18/02/21	Complete changes to the Schedule of Delegations on guidance from the minutes and forward to Stephen and Thomas for signing	Courtney Washington	As soon as possible
18/02/21	Research into Board Pro and other processes for collating and distributing Board agendas and reports.	Unassigned	TBA
18/02/21	Investigate why some figures for donations are so high – for example, Class 5.	Thomas Proctor	Next meeting

18/02/21	Report to board on what donations are used for and how these are generated.	Thomas Proctor	Next meeting
18/02/21	Report on what donations are expected to look like in 2021.	Thomas Proctor	Next meeting
18/02/21	Add the number of students in each class in the Donations Table.	Thomas Proctor	Next meeting
18/02/21	Exit interviews of students provided to the board at the next meeting.	Thomas Proctor	Next meeting
18/02/21	Kamar set up and use to be investigated to ensure all parents receive Covid updates.	Thomas Proctor	As soon as possible
18/02/21	Sub-committee to be set up for Covid communication, including drafting standardised letters to have in place for any future Covid alert level changes.	Unassigned	As soon as possible
18/02/21	NZCER Staff survey to be actioned.	Thomas Proctor and Stephen Conway	As soon as possible
18/02/21	Start an email chain for people to create the sub-committee and ideas for any reporting people would like to see in 2021.	Stephen Conway	As soon as possible
18/02/21	Distribute strategic planning timeline to board with a current as at date added on a regular basis.	Thomas Proctor	Ongoing
18/02/21	Arrange a board strategic planning meeting.	Unassigned	Next meeting
18/02/21	All strategic planning minutes distributed to the board.	Thomas Proctor	Ongoing
18/02/21	Contact Andrew Ameyde to request the Principal's Appraisal and Special Charter Review. Clarification of the appraisal process and also request an estimate of costs.	Maria McAllum	Next meeting
18/02/21	Contact Mike Brown to there is any interest in joining the board.	Stephen Conway	As soon as possible

There being no further business, the meeting closed at 9.35pm.

Next Board Meeting: Thursday 18 March 2021 at 6:00pm

APPROVED:

Presiding Member

DATE.....

*The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject Reason for passing this resolution Ground(s) under s48 (1) for the passing of this resolution.

General Subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Personnel Issues	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA").	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Complaint Process		

Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.