

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 March 2021 at 6:00 pm**

PRESENT: Stephen Conway (Presiding Member), Thomas Proctor (Principal), Gary Miller, Courtenay Washington (Staff Representative), Martin Gastinger, Hebe Harmer (Student Representative), Rohan Bekker, Maria McAllum, Ruby Ward, and James Harris.

IN ATTENDANCE: Paul Melton (left at 6.45pm), Gritt Enevold (left at 8.34pm), Stephanie Wood (Board Secretary), Mike Brown (left 8.34pm).

APOLOGIES:

1. Welcome

Stephen welcomed everyone to his first board meeting as presiding member, and welcomed any feedback on leading the meeting. Thomas led the Karakia. Brief introductions around the table for Mike, who may be a potential new board member.

2. Administration

2.1 Declarations of Interest – Nil

2.2 Previous Minutes

Discussion points - Principal's Report

- Noted that the Principal's report at last meeting was not moved.
- Question raised on the discrepancy between level one literacy from late 2020 of 93% to Feb 2021 of 71%. Thomas clarified that the report in late 2020 was a predicted figure and February 2021 report contained actual data. It has been requested that in future reports any predicted figures in the Principal's reports are noted as predictions.

Motion: *That the Minutes of the meeting held on 18 February 2021 be approved and adopted as a true and correct record of that meeting.*

Moved Stephen Conway

Second Maria McAllum

Carried

2.3 Delegations for 2021 Review

Moved to Policies discussion of meeting.

2.4 Review of Action Points

See Appendix one.

Note 1 – The donations letters have been sent out. This has happened before the board reviewed the amounts as discussed in the last meeting. The board have questioned if they should have oversight of these amounts from a high level perspective.

Particular donation amounts were discussed, with many of the board wanting to understand the formulas for calculating these costs. There are concerns that the costs are getting to high. Thomas reminded the board that the donation scheme is a voluntary payment system and no one is obliged to pay all or some of these charges if they felt they were not applicable.

The amounts that are charged have been talked through with previous boards and worked through over a number of years with the Paul Melton.

Action: Paul or Thomas to provide a formula for the calculation of donations.

3. Monitoring

3.1 Finance Report

Apologies for the late distribution of the finance report from Stephen. This report was received in nice and early from Paul with the changes of the time of finance meeting working well.

- Working Capital - The working capital required for March was grossly underestimated. There were higher outgoings than 2020 and this can be incredibly difficult to predict. Options to rectify this were researched as below:
 - Breaking a term deposit – we have funds on deposit, however these require a 32 day notice period to break, which is not enough time to cover the cash required in March.
 - Overdraft facility – an overdraft for our account can be arranged with the bank, however, the interest charged on this over draft is 24%.
 - The end result to cover this short fall was that the Trust lent the school the funds. These funds are required to be repaid on the 29 March 2021 when the term deposit clears.
- Meridian Bill – Billing has now been moved to a month by month billing. This makes it easier to align analytics of the solar energy. The solar rebate is now also included in this monthly account.
- CCC Water Billing – the excess water charges that are over and above the rates are moving to a quarterly billing cycle instead of an annual cycle. This is a positive thing for the monitoring of our usage. There were high excess water charges in the Feb account which covered the period October 2019-February 2021. There were major leaks contributing to this high usage which have now been fixed and we should see our water usage lower dramatically.
- Paper and copier usage – this account is now based on actual meter usage.
- No surprises in the February accounts.
- The revised budget has a deficit of \$68k, which will be returned to the board for ratification at the next meeting. This is partly due to a knock on effect from fewer international students.
- February creditors totaled \$175,423.52.
- Donation invoices have been sent out in March and therefore these are not yet reflected in the aged debtors. We will see this change in the March accounts.

Action: Paul to present revised 2021 budget to board for ratification.

Motion: *That the Financial Reports for the period ending 28 February 2021 be received.*

Moved: Paul Melton

Seconded: Thomas Proctor

Carried

3.2 Principal's Report

Principal's Report taken as read.

- Thomas sent through many extra attachments this month as the board is new and may not have seen these reports from previous years. The amount of assessment is significant, but we try to keep the assessments down as much as possible to remove pressure from students getting over assessed. CRSS works with an "unhurried model", which is producing good results, with most results above the national trend. It is lovely to see year 12 and 13 significantly higher than the national trends.

The data gathered is used for planning in both the upper and lower school.

Teachers can drill down into the data in particular areas for deep analysis which can help with planning. The board asked if all the teachers have access and knowledge of how to use this data.

Action: Thomas to ensure all staff have access and knowledge to assessment data.

- There was a fire drill this week. The lower school did exceptionally well. The upper school was much slower and is required to react faster in evacuation situations. Feedback from the student rep was that the seniors have just lost the urgency to be evacuating during a fire drill. The student council will be asked to reiterate to the seniors the importance of these drills and also the importance of setting a good example to the lower school.

Action: Hebe to talk to student council regarding improvement in fire evacuations.

- Properties have raised the issue of heating for board meetings. Currently the whole school needs to be heated in order to heat the music room where board meetings are held. All agree that these meetings should be held in a room with a heat pump to reduce heating costs. Hugh has raised issues around the board using the music room and our future requirements with furniture etc. It was suggested that the art room may be a suitable room.

Action: Find an available room with a heat pump for future board meetings.

- The Te Reo teacher tutorials has been formerly discontinued. This is because the tutors have stopped showing up. This is a disappointment, however, given the long standing relationship with the provider and incredible difficulties in getting good Te Reo teachers for students, this matter will be taken no further.

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

The board moved into Public Excluded at 6.50pm and returned to the open meeting at 7.00pm.

***Please see note in the Public Excluded section of the minutes.**

Motion: *That the Principal's Report be accepted.*

Moved: Stephen Conway

Seconded: James Harris

Carried

3.3 COL

No longer required as permanent fixture on the board agenda.

3.4 Student Report

Not much to report from students this month.

There has been a request for an update on the gender fluid bathrooms down stairs getting ventilation installed. This is an issue that has been raised previously. It is a design issue and not a cleaning issue.

4. Discussions

4.1 Strategic Plan Update

The Strategic Plan had a good process of development in place and due to be completed by the end of term one. This process has not gone to plan and is taking a lot longer than anticipated.

All members of this working group felt work load pressure as there is no release time to cover this work. Other college meetings have been put on hold to accommodate this work also. There have been road blocks such as time, concern around format and a general sense of importance on this document. The working group would rather not rush it and give it the time and attention it deserves. They have also found that the information from the consultation process has not been available in time to meet the planned deadlines. The whanau consultation is still yet to occur which is an important part of the process. There was also concern raised that there is no feedback coming from the board to the staff around this strategic plan.

On behalf of the team working on the strategic plan Thomas has the below proposal for the board:

In aim of reducing work load pressure and ensure quality of work it is proposed that the strategic plan is looked at throughout 2021, with the plan initiating in 2022. The 2020 strategic plan can be continued through until the end of 2021.

The consultation period will continue until 22 May 2021, and then drafting would commence. In early term three the draft strategic plan will be sent to the board for sign off. In term four the Annual Plan will be drafted and completed.

Thomas felt that the 2020 plan was not completed through as planned due to Covid so it would not hurt to continue that plan for another year.

The board raised some concerns around this task being pushed back a year, and are reluctant to agree to the above proposal. The message that this delay sends to the community may be damaging.

The board discussed in length the conflict between enthusiasm for this task and board expectations, and they don't want to dampen spirits towards this important work.

The board discussed getting a facilitator in to assist this project, but feel that there are adequate skills amongst board members to get this completed internally.

Concerns were raised around the lack of information flowing from this work group to the board, despite requests in the last board meeting that minutes and updates of this process are sent to the board.

The possibility of completing this all one day was discussed but decided unachievable due to the costs involved in getting relievers to cover classes, and also the difficulty in getting so many relievers at once.

The board would agree to extending the deadline, but not for the full year. The board subsequently propose the below:

- Whanau consultation given utmost priority and completed promptly.
- Board will meet with the working team for an update on parameters and the plan for moving forward on Saturday 27th March at 10am.
- Staff survey is an important part of this process and requires prompt action.
- Board would like the strategic plan completed and signed off by the end of term two.

The board acknowledge and appreciate that the staff are working extremely hard and are dedicated to creating a great strategic plan.

Action: Thomas to pass on the board's feedback to the strategic plan working group.

Action: Thomas to follow up on minutes and documents of the strategic planning sessions and forward to the board.

Action: Thomas to approach working group and facilitate the whanau consultation session.

Action: Thomas to contact M.O.E and notify them of the delay in completing the strategic plan.

4.2 Replacement Parent Trustee

We are currently looking for an additional board member. Mike Brown is in attendance tonight to get a feel for the board and to consider joining. There has been an advert placed last week which extends for 28 days through until the 9 April 2021. The board can select Mike after this 28 days if there are no requests from votes for an election, and if Mike is willing to join.

4.3 Principal's Appraisal

Maria has now initiated the Principal's Appraisal and the Special Character Review with Andy Van Ameyde along with his colleague Mark Larson from AIS.

The proprietors have requested that Rosie Simpson is also included in this process. We need to be organised to manage how she contributes to this review.

The first meeting will be with two board members, two proprietors and Andy to set a frame work and expectations.

4.4 Staff Survey Update

Thomas has involved Rachel and Nicole in drafting some questions to go into our staff survey. We will use the N.Z.C.E.R base survey which allows eight additional personalised questions. The time frame for this survey to be due out is the 25 March 2021.

Action: Thomas to facilitate the staff survey drafting and then sent to all staff.

4.5 Review of Subject areas for 2021 timetable

A timeline for department reviews on each subject for board reporting is required along with guild lines on who the board want to hear from. The board need to decide what reports they want to review at what board meetings.

Action: Feedback from all board members on what reports they would like to receive in 2021

5. Policy

5.1 Appointments Policy

- A new Appointments Policy has been drafted and sent to the board. This document needs to be reviewed and discussion held around the content. Due to the amount of consultation required around this matter, the discussion has been moved to a future meeting.

Action: All board to review draft Appointments Policy for discussion.

- Amendment to the Delegations Policy which covers the Donations Scheme. Guidance from N.Z.S.T.A, Michael Park and other Steiner schools to be taken into consideration. This will be covered in the next meeting.

5.2 Policies for Review in 2021

There are nine policies that require review in 2021. James will identify these policies and facilitate the distribution of the policies to board members and oversee the review process.

Action: James to identify the policies for review and start the review process.

6. Correspondence

6.1 Correspondence Out - Nil

6.2 Correspondence In

- There has been correspondence in regarding the Code of Conduct. This has been a mixture of good and bad feedback.

7. Proprietor's Report

- The proprietors would still like another member of their board to attend school board meetings. They are trying to find someone with some back ground and institutional knowledge to assist the new board.
- Ownership of 275 Fifield Place takes place on 01/04/2021. The current tenants will lease the property of the proprietors until they vacate, then this will move in to property management. From here the property will then get turned into a permanent therapy and wellbeing centre.
- The proprietors are working on a three year strategic plan to promote Steiner schools.

8. Public Excluded

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

The board moved into Public Excluded at 8.35pm and returned to the open meeting at 9.50pm.

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.
Complaints		

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.

9. Other Business

- The board would like to approve that the student representative get an Uber home after board meetings.

Motion: *That the costs of an Uber home from board meetings are covered by the board for the student representative.*

Moved: Maria McAllum

Seconded: Courtenay Washington

Carried

10. Meeting Closure

10.1 Meeting Evaluation -

10.2 Preparation for next meeting

- Agenda Items for next meeting
 - Detention vs stand downs.
 - Vaping regulations.
 - Amendment to the Delegations Policy

Next Board Meeting: Thursday 15 April 2021 at 6:00pm

11. Actions Points Table

Date	Action	Responsibility	Due
1. 18/03/21	Revised budget presented to the board for ratification.	Paul Melton	Next meeting
2. 18/03/21	Ensure all staff have access and knowledge to assessment data.	Thomas Proctor	As soon as possible
3. 18/03/21	Student council notified of the expectation of fire evacuation improvement.	Hebe Harmer	As soon as possible
4. 18/03/21	Drafting of staff survey completed and sent to all staff.	Thomas Proctor	25/03/2021
5. 18/03/21	Feedback on what reports would like to be received in 2021.	All board members	Next meeting
6. 18/03/21	Pass on board feedback to the strategic plan working group.	Thomas Proctor	As soon as possible

Date	Action	Responsibility	Due
7. 18/03/21	Distribute strategic planning minutes and documents to the board.	Thomas Proctor	As soon as possible
8. 18/03/21	Approach working group and facilitate whanau consultation process.	Thomas Proctor	As soon as possible
9. 18/03/21	Find an available room with a heat pump for future board meetings.	Unassigned	Before winter
10. 18/03/21	Review draft Appointments Policy for discussion and adoption.	All board members	Next meeting
11. 18/03/21	Identify the nine policies due for review and start the review process.	James Harris	Next meeting
12. 18/03/21	Provide formula of donation calculations to the board/	Thomas Proctor and Paul Melton	Ext meeting

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

APPROVED:
Stephen Conway -Presiding Member

DATE.....

Appendix One

Review of Table of Action Points

Please note - Given the amount of tasks to be completed, this will become a rolling document in each set of minutes until it is no longer required by the board. Completed tasks will be removed in the next set of minutes. Items in bold will be rolled over to the next meeting with new tasks added.

Date	Action	Responsibility	Update
End of 2020	Investigate PD options for staff on how to follow and uphold Child Abuse Policy.	Thomas Proctor	Completed – researched options and has found a local person.
End of 2020	Convey the Board's appreciation and thanks to Rachel Conway (for facilitating the visioning meeting).	Thomas Proctor	Completed
18/02/21	A copy of the Code of Conduct is sent to every parent via email.	Thomas Proctor	Completed
18/02/21	Amend wording of the media communication delegation.	Stephen Conway	On-going
18/02/21	Research into best practice for delegation for all staff appointments.	Maria McAllum and Ruby Ward	New policy drafted – discussion in policy section of 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	On-going – to be discussed in Policy Section of meeting
18/02/21	Research into Board Pro and other processes for collating and distributing Board agendas and reports.	Stephen Conway	On-going - Suggested to look at Google Docs as this is a free product.
18/02/21	Investigate why some figures for donations are so high – for example, Class 5.	Thomas Proctor	Completed – and discussed.
18/02/21	Report to board on what donations are used for and how these are generated.	Thomas Proctor	See note one S 2.4
18/02/21	Report on what donations are expected to look like in 2021.	Thomas Proctor	On-going
18/02/21	Add the number of students in each class in the Donations Table.	Thomas Proctor	On-going
18/02/21	Exit interviews of students provided to the board at the next meeting.	Thomas Proctor	On-going – expected at next meeting
18/02/21	Kamar set up and use to be investigated to ensure all parents receive Covid updates.	Thomas Proctor	Ongoing – Every field for communications now ticked, however, parents now received duplicates of communications. More research to be completed to tidy this up.

Date	Action	Responsibility	Update
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	Ongoing
18/02/21	NZCER Staff survey to be actioned.	Thomas Proctor and Stephen Conway	In progress – research started into drafting questions.
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	On-going
18/02/21	Distribute strategic planning timeline to board with a current as at date added on a regular basis.	Thomas Proctor	Plan discussed with board as no longer achievable and extension requested.
18/02/21	Arrange a board strategic planning meeting.	Unassigned	Completed
18/02/21	All strategic planning minutes distributed to the board.	Thomas Proctor	On-going – discussed in strategic planning section of meeting.
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	Completed – Initial meeting booked for next week to set time frames. Updates to follow.
18/02/21	Contact Mike Brown to there is any interest in joining the board.	Stephen Conway	Completed.