

**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 15 April 2021 at 6:00 pm**

**PRESENT:** Stephen Conway (Presiding Member), Thomas Proctor (left 8.55pm), Gary Miller, Courtenay Washington (Staff Representative), Rohan Bekker (arrived 8.10pm), Maria McAllum, Ruby Ward, Rachel Conway and James Harris.

**IN ATTENDANCE:** Paul Melton (left at 7.08pm), Alan Cummings, Stephanie Wood (Board Secretary).

**APOLOGIES:** Martin Gastinger, Mike Brown and Hebe Harmer.

**Pre-meeting Discussion - Please refer to Appendix Two.**

**1. Welcome – meeting opened at 6.14pm**

Stephen welcomed everyone to the meeting, extending a warm welcome to Rachel as the newly appointed proprietor's representative. Thomas led the Karakia.

**2. Administration**

**2.1 Declarations of Interest**

Stephen Conway and Rachel Conway disclosed that they are married.

**2.2 Previous Minutes**

Discussion points - Principal's Report

- Further discussion on last meetings minutes on variance in achievement data in Principal's Report - this data was an accurate reflection of the information received from the head of department, not the estimate as first indicated. The variance is therefore created by participation and roll based data calculations from N.C.E.A.

**Motion:** *That the Minutes of the meeting held on 18 March 2021 be approved and adopted as a true and correct record of that meeting, acknowledging the above amendment to section 2.2.*

**Moved** Stephen Conway

**Second** Gary Miller

**Carried**

**2.3 Review of Action Points**

See Appendix one.

**2.4 Other Business**

**2.4.1 Guest speaking Rights**

**Motion:** *That Alan Cummings has speaking rights in this meeting as replacement of Martin Gastinger as the proprietor representative.*

**Moved** Stephen Conway

**Second** James Harris

**Carried**

### Covid vaccinations

Thomas raised the topic of Covid vaccinations to bring to the attention of the board, as this will need addressing in the near future. The board will need to decide what the schools position is on Covid vaccinations for staff and students. These are currently expected to occur in July 2021.

## 3. Monitoring

### 3.1 Finance Report

#### 3.1.1 2021 Budget

Numerous questions on the 2021 budget were raised with Paul and Thomas this week. It was felt that this was unfair to Paul as it created a large amount of work to get completed for the board meeting. It was accepted that this should not happen again, and questions should be raised at a much earlier time. It was also proposed that a budget board meeting is held in 2022 before the budget is due to be ratified.

The questions were all answered, but the board would like time to read and understand this information. If there were any further queries around the budget then a board meeting would be called in the next week. If all queries were cleared, then the budget will get ratified via an email motion.

**Motion:** *That the current budget is extended until the board ratifies the 2021 budget pending queries.*

**Moved** Thomas Proctor

**Second** Stephen Conway

**Carried**

<b>Action:</b> Stephen to distribute budget queries and answers to board.
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<b>Action:</b> Create a finance sub-committee to review draft budget in October.
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#### 3.1.2 Proprietor's Loan

The loan from the proprietor's for the March cash flow shortfall was all repaid as planned. The board would like to express thanks to the proprietor's for this.

<b>Action:</b> Stephen to send thanks to the proprietor's to officially thank them for their loan.
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#### 3.1.3 2020 Accounts

The 2020 accounts have been completed and are now with the auditors. These are due back by 31 May, and should be available for adoption in the June meeting.

#### 3.1.4 March Accounts

There are no surprises in the March accounts. We are seeing the expected results flow though and are on track to our budget figures. Our expenses had increased in March from previous years.

Paul had a discussion with Stephen around the reporting on our debtors. Paul feels that this can be revamped and reported on better for a more accurate representation of our debtor's position. This revamp will start taking place.

#### 3.1.5 Petty Cash Top Up's

Westpac has advised us that from June they will no longer honor cheques. This will impact how we operate our petty cash as cheques are used for the top up. Paul offered three resolutions to this problem for discussion. The board were happy to accept Paul's recommendation of opening a Zero Business MasterCard, transferring funds and withdrawing these funds from the card via an AMT machine.

**Motion:** *That the Financial Reports for the period ending 3 March 2021 be received.*

**Moved:** Stephen Conway

**Seconded:** Gary Miller

**Carried**

**Motion:** *That the schools obtains a Zero Limit Business MasterCard to replace cheques, which are used for petty cash top ups.*

**Moved:** Stephen Conway

**Seconded:** Gary Miller

**Carried**

### **3.2 Principal's Report**

Principal's Report taken as read.

#### **3.2.1 Strategic Plan**

The 2020 Review, Analysis of Variance and 2021 Aims and Goals have been distributed to the board. These need to be accepted so that they can be submitted to the M.O.E by the May deadline.

**Motion:** *That the 2019-2020 Strategic Plan date is extended by one year until 2021.*

**Moved:** Stephen Conway

**Seconded:** James Harris

**Carried**

**Motion:** *That the 2020 Review, Analysis of Variance Report and 2021 Aims and Goals Report are accepted by the Board.*

**Moved:** Stephen Conway

**Seconded:** Gary Miller

**Carried**

#### **3.2.2 ERO Review**

We have had our ERO Akanuku review, which is based more on looking at physical compliance issues. There was some great work done to get ready for this review. There were some issues identified and these are currently be fixed. We have created a great maintenance plan moving forward for the Kindy.

#### **3.2.3 Counselor Position**

We interviewed four applicants for the counselor position, and are excited to report that the applicant we offered the role to has now accepted. We are very excited to have Kate Hamilton come on board with her vast experience. Amanda and Kate have done a handover and Kate is feeling confident about next term. Discussions around what is required of this role was had and board feel it is worth more discussion in the future. Maria has asked Amanda to write an exit letter to Stephen, highlighting thoughts on the role moving forward.

#### **3.2.4 Te Reo Lessons**

Unfortunately the Te Reo lessons for year 8, 9 and 10 have been dropped due to the lack of Te Reo teachers. The current teacher is finding the workload too much to maintain. Other classes have been offered in place of Te Reo until another teacher is found.

Te Reo teachers are difficult to find. Our 2021 time table is quite restrictive as we designed it around previous teachers. In 2022 we will look to stream line this to offer Te Reo again.

We have got a rolling advert running in the Gazette for this position and we have exhausted all other options.

An online class was discussed, and Thomas is welcoming of any suggestions but no suitable options have come up to date.

**3.2.5 Dean Vacancy**

Kathie and Paris are going to job share the vacant dean roll. We are excited about this and are interested in how we can support this appointment.

**3.2.6 Digital Technology**

Hugo is presenting special character aspects around digital technology in the staff meeting.

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

**Moved:** Stephen Conway

**Seconded:** James Harris

**Carried**

**3.3 Student Report**

No report this month.

**4. Discussions**

**4.1 Strategic Plan Update**

It is great that we have more time to do this, but the board would like a plan put in place to prevent the same hold ups from reoccurring.

<b>Action:</b> Ruby to create a time frame/plan for the strategic plan and send to the board for input.
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<b>Action:</b> Stephen to talk to N.Z.S.T.A about getting some assistance with the strategic plan
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**4.2 Replacement Parent Trustee**

The advert in the paper last month generated no replies, so we can now move forward with selecting Mike Brown on to the board.

**Motion:** *That the board selects Mike Brown as a parent representative on to the board as a selected member.*

**Moved:** Stephen Conway

**Seconded:** James Harris

**Carried**

<b>Action:</b> Stephen to send Mike a card to welcome him on to the board.
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**4.3 Principal's Appraisal**

There has been a discussion with Andy and Mark, and we can't hold a principal's appraisal with an incoming principal. This appraisal will get paused until 2022.

**4.4 Staff Survey Update**

The survey is all ready to be sent out by Kerry. Stephen and Thomas to meet for final discussions before this is sent out.

**Motion:** *That the survey will be sent out on the last day of term and remain open for 4 weeks. A reminder on the first day of term will be also be sent out.*

**Moved:** Stephen Conway

**Seconded:** James Harris

**Carried**

**4.5 Open Day**

We are having an upper school open day at the end of May (Wednesday 19<sup>th</sup> or 26<sup>th</sup>). We are holding this later in the month so we can reach more people with our advertising and hopefully get more attendance. We will be contacting schools to put a notice in their newsletter. We will also run an advert in the Press.

#### 4.6 Review of Subject areas for 2021 timetable

We need to create a schedule of reports that we would like to see throughout the year. Thomas will give this to staff so they know when their report is required. Gary has emailed his suggestions through to Stephen. These suggestions will be circulated around the board for other input. The board would like to work with the teachers to ensure this reporting does not add undue pressure.

**Action:** Stephen to email Gary's proposed reporting schedule to board for more input.

### 5. Policy

#### 5.1 Appointments Policy and Delegations Review

The Delegations Schedule reflects the N.Z.S.T.A standard format, and is a combination with Michael Park. The only change that has been made is the delegation of appointment of permanent staff outside M.O.E funding has been moved from principal to the board. Queries from Thomas were raised around the logistics of moving this delegation. It was discussed that the logistics of this were outlined in the appointments policy. This policy and schedule are living documents and can be amended by the board at any time.

**Motion:** *That the board accepts and adopts the Appointment Policy.*

**Moved:** Gary Miller

**Seconded:** Thomas Proctor

**Carried**

**Abstained:** Rohan Bekker

**Motion:** *That the board accepts and adopts the Schedule of Delegations pending the addition of "refer to appointment policy" in section p.*

**Moved:** Stephen Conway

**Seconded:** Gary Miller

**Carried**

**Against:** Thomas Proctor

**Abstained:** Rohan Bekker

**Action:** Thomas to review and give feedback to Stephen on thoughts on the Appointments Policy and Schedule of Delegations.

Break for dinner and a farewell to Thomas at 8.20pm.

Thanks and acknowledgement from Stephen for Thomas's long term contribution to the school board, and presented Thomas with a gift of a native tree from the board.

Meeting reconvened at 8.30pm

#### 5.2 Policies for Review in 2021

Discussed in the review of the action points.

**Action:** James to identify the policies for review and start the review process, with two policies for the next meeting.

## 6. Correspondence

### 6.1 Correspondence Out – Nil

### 6.2 Correspondence In

- Hugo has sent an email to Stephen requesting the board approval of his application to the Rata Foundation for \$20k for saxophones.  
Discussion around the management of large funding applications was held, and if there was a need for a fundraising policy to ensure no conflict of interests in applications arise.

**Motion:** *That the Christchurch Rudolf Steiner School board approves the funding application of \$20,000 to the Rata Foundation for saxophones.*

**Moved:** Stephen Conway

**Seconded:** Rohan Bekker

**Carried**

<b>Action:</b> Stephen to liaise with Paul to create a list of funding applications to date.
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- Hugo has requested permission for term end drinks in the staff room to be held on Friday 16th April after students have left the school.  
We do have an alcohol policy with strict conditions.  
Thomas supported this idea as is it is much more collegial when done at school, rather than at the Tannery as per usual.  
The board are happy for this to happen in the staff room.

## 7. Proprietor's Report

- The proprietors have nominated Rachel Conway as their second representative on the board, and this has been formally accepted by the presiding member. Rachel has completed Appendix 2 from the N.Z.S.T.A so now officially a board member.
- There has been some discussion on how we generate more donation income as this has been slowly declining.
- Discussion on how the proprietor's proceed with the appointment of a new principal, and how they can support and contribute to this board process.
- A budget has been created for 275 Fifield, which is separated out from the school budget for transparency. This includes updated reporting to increase accuracy of reporting.
- Rachel and Sarah are currently working on a business plan for 275. This involves how to develop the building in 2022, how to cover expenses, how the land will be integrated, what therapies and classes will go in and much more. Juggling business while keeping to our philosophy will be an important task.  
The purchase of this property may affect the current Sunday market, but there is still much to be worked through on this topic.  
Plan B for 275 may to demolish the existing building.
- Before the new principal is onboard, the proprietor's would like to finalise the M.o.U.

<b>Action:</b> Martin or Rachel to send M.o.U to the board for review
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- The proprietor's would like to continue the work on the integration agreement, as this has faded into the background. They would like to see this reviewed internally before the special character review takes place.  
There is \$5k been offered by the M.O.E for Mark to work on this review, however, this needs to be applied for by the end of June.

One suggestion is that the principal brings one section of this to each meeting for review. This is great for the board and the new principal to become familiar and keep in touch with it.

**Action:** Stephen to action the special character funding application through Mark.

**Motion:** *That the Proprietor's Report is accepted.*

**Moved:** Alan Cummings

**Seconded:** Stephen Conway

**Carried**

Further discussion regarding public presence at board meetings - a proprietor left at the start of the meeting upset as discussed in appendix two. Discussion held around the expectations that were not met and how these can be mitigated in the future. Board felt that the visitor guidelines had been clearly outlined.

Board meeting notices used to be in the newsletter, but this time a notice was sent out via email. The board want to express that all public are welcome to attend these meetings, and encourage this public to attend, however, expectations need to be set. To be discussed in a future meeting.

## 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 9.13pm and returned to the open meeting at 10.20pm.

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. Meeting Closure**

**9.1 Meeting Evaluation**

**What difference did this meeting make to student achievement?** We acknowledge shortfalls as aboard entity and are making steps to ensure a better future by learning from these shortfalls.

**9.2 Preparation for next meeting**

Agenda Items for next meeting

- Detention vs stand downs.
- Vaping regulations.

**Next Board Meeting: Thursday 20 May 2021 at 6:00pm**

**10. Actions Points Table**

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due</b>
1. 15/04/21	Distribute budget queries and answers to board.	Stephen Conway	As soon as possible.
2. 15/04/21	Create a finance sub-committee to review draft budget	Stephen Conway	October 2021.
3. 15/04/21	Send thanks to the proprietor's to officially thank them for their loan.	Stephen Conway	As soon as possible.
4. 15/04/21	Create a time frame/plan for the strategic plan and send to the board for input	Ruby Ward	As soon as possible.
5. 15/04/21	Talk to N.Z.S.T.A about getting some assistance with the strategic plan	Stephen Conway	As soon as possible.
6. 15/04/21	Send Mike a card to welcome him on to the board	Stephen Conway	Before next meeting.
7. 15/04/21	Review and give feedback to Stephen on thoughts on the Appointments Policy and Schedule of Delegations.	Thomas Proctor	Before retirement.
8. 15/04/21	Liaise with Paul to create funding applications record	Stephen Conway	Next meeting.
9. 15/04/21	Action the special character funding application through Mark.	Stephen Conway	Before June.
10. 15/04/21	Send M.o.U to the board for review.	Martin Gastinger or Rachel Conway	Next meeting.
11. 15/04/21	Contact N.Z.S.T.A for guidance on protocol with members of public attending board meetings	Stephen Conway	Next meeting

There being no further business, the meeting closed at 10.20pm.

**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
18/02/21	<b>Amend wording of the media communication delegation.</b>	<b>Stephen Conway</b>	<b>On-going.</b>
18/02/21	Research into best practice for delegation for all staff appointments.	Maria McAllum and Ruby Ward	Completed.
18/02/21	<b>Complete changes to the Schedule of Delegations on guidance from the minutes and forward to Stephen and Thomas for signing</b>	<b>Stephen Conway and Thomas Proctor</b>	<b>Delegation Schedule accepted by the board – Stephen and Thomas to sign.</b>
18/02/21	<b>Research into Board Pro and other processes for collating and distributing Board agendas and reports.</b>	<b>Stephen Conway</b>	<b>On-going – Test account set up and trialling at the moment.</b>
18/02/21	Exit interviews of students provided to the board at the next meeting.	Thomas Proctor	Complete – None received back to date. Thomas spoke to all 2020 leavers and made notes – majority leaving for expanding social network. The raw data should not be information that the board requires, instead a summary of results should be requested.
18/02/21	<b>Kamar set up and use to be investigated to ensure all parents receive updates only once.</b>	<b>Courtenay Washington and Stephen Conway</b>	<b>Ongoing – Every field for communications now ticked, however, parents now received duplicates of communications. More research to be completed to tidy this up.</b>
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	Complete - Board decided that a sub-committee is not required for this.
18/02/21	<b>NZCER Staff survey to be actioned.</b>	<b>Thomas Proctor and Stephen Conway</b>	<b>In progress – ready to go, Thomas and Stephen to meet and then send this out before school holidays.</b>
18/02/21	<b>Start an email chain for people to create the sub-committee and ideas for any reporting people would like to see in 2021.</b>	<b>Stephen Conway</b>	<b>On-going – Stephen to forward board Gary’s suggestions on reporting.</b>

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Update</b>
<b>18/02/21</b>	<b>All strategic planning minutes distributed to the board.</b>	<b>Ruby Ward</b>	<b>As soon as possible</b>
<b>1. 18/03/21</b>	<b>Revised budget presented to the board for ratification.</b>	<b>All board members</b>	<b>On-going – queries answered, board to review and approve</b>
2. 18/03/21	Ensure all staff have access and knowledge to assessment data.	Thomas Proctor	Completed.
3. 18/03/21	Student council notified of the expectation of fire evacuation improvement.	Hebe Harmer	Completed.
6. 18/03/21	Pass on board feedback to the strategic plan working group.	Thomas Proctor	Complete.
8. 18/03/21	Approach working group and facilitate whanau consultation process.	Thomas Proctor	Complete – Benjamin has started this process.
9. 18/03/21	Find an available room with a heat pump for future board meetings.	Unassigned	Completed.
10. 18/03/21	Review draft Appointments Policy for discussion and adoption.	All board members	Completed.
<b>11. 18/03/21</b>	<b>Identify the nine policies due for review and start the review process.</b>	<b>James Harris</b>	<b>Ongoing – have started the process and we should be able to move through these quickly. Look to have 2 adopted next meeting.</b>
<b>12. 18/03/21</b>	<b>Provide formula of donation calculations to the board.</b>	<b>Thomas Proctor and Paul Melton</b>	<b>Next meeting.</b>

## **Appendix Two**

Public Attendance: Frances Ritchie and Brenda Warrander.

There was a discussion held between board members and a member of the public and a proprietor who wished to attend the meeting.

Both of these visitors felt that they should have a seat at the table and not in the extra seating that had been arranged for the any public attending.

The proprietor was disgruntled after learning from the presiding member that she would not have speaking or voting rights in the meeting even though she was a proprietor. The proprietors are allowed up to four members to attend the board meetings as representatives, but formal notice of these proprietors joining the board and registering with NZSTA was deemed required to speak or vote as a member of the school board.

Some of the board felt that it was inappropriate and were uncomfortable with members of the public sitting at the table when there were important documents open on computers for the meeting.

Some of the board had no issues with the public sitting at the table.

The staff representative abstained from any part of this conversation.

The principal informed the board that historically any guests or public that attended the board meetings had a seat at the table. He felt this was good inclusive behavior, and didn't see the issue with having them at the table.

The member of the public and the proprietor stepped outside while the board finished the conversation and voted on this matter. The outcome of the vote was that they could sit at the table with no speaking or voting rights, and protocol for this would be set at a future meeting.

Both of these people decided to not attend the meeting while outside and left.

Stephen will contact the N.Z.S.T.A for guidance on protocol around members of public attending meetings for the future.