

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 20 May 2021 at 6:00 pm**

PRESENT: Stephen Conway (Presiding Member), Gary Miller, Courtenay Washington (Staff Representative) (arrived 6.24pm), Rohan Bekker, Maria McAllum, Ruby Ward (arrived 6.08pm), Hebe Harmer, Martin Gastinger (arrived 6.05pm) and James Harris.

IN ATTENDANCE: Paul Melton (left at 7.08pm), Stephanie Wood (Board Secretary) and Steven Mustor (left 7.30pm).

APOLOGIES: Mike Brown and John Suggate.

Due to teacher parent interviews, some board members are required to step out of the meeting. Departures and arrivals are recorded with in the body of the minutes.

1. Welcome

Stephen welcomed everyone to the meeting.

2. Administration

2.1 Declarations of Interest

Nil

2.2 Guest Speaking Rights

Motion: *That Steven Mustor has speaking rights in this meeting.*

Moved Stephen Conway

Second Ruby Ward

Carried

2.3 Proprietor Representative

Rachel Conway is no longer a representative of the proprietor's on the board due to a conflict of interest created from Rachel being an employee of the school. There is only one staff member allowed on the board which is the staff representative.

Stephen has received official notification via email from Martin Gastinger that John Suggate will replace Rachel on the board.

2.4 Previous Minutes

Motion: *That the Minutes of the meeting held on 15 April 2021 be approved and adopted as a true and correct record of that meeting.*

Moved Stephen Conway

Second Gary Miller

Carried

2.5 Review of Action Points

See Appendix one.

Rohan left 6.12pm.

2.6 Other Business

2.6.1 Special Character Review Funding

The proprietor's think that it would be a good idea to review on all of the roles.

They also believe that another Special Character Review should also occur and have some reviewers in mind for this – possibly Janet Malloy. It will be great to get both aspects and learn a lot about the roles of each entity.

Queries we raised around the possibility of using this funding for other reviews, such as the MoU review?

2.6.2 MoU

We currently don't have a MoU, but it is recommended. The proprietors have drafted a MoU that can now go to the board for review. This has been drafted from a template by Alan with the help of Anjelica – a retired board member, which helps create independence.

Action: Martin to send draft MoU to board for review.
--

3. Monitoring

3.1 Finance Report

3.1.1 Finance Sub-Committee

A finance sub-committee has been set up. This will enable more scrutiny of budgets and reports than just at the board meetings.

Paul will meet with this group on a regular basis, but doesn't see this being required every month.

The sub-committee will cover areas such as budget, annual report, financial policy and any other significant financial issues that may arise.

In the monthly school finance meeting, which the presiding member attends, monthly accounts are reviewed. This function will not sit with the finance sub-committee.

Motion: *That the Terms of Reference for the Finance Sub-Committee are adopted.*

Moved Martin Gastinger

Second Gary Miller

Carried

3.1.2 Sustainability Graphs

The sustainability graphs have now been in use for a year, so an appropriate time to review these.

Changes have been made to the water usage graph, which now focuses on our consumption against our daily allowance. We are currently using slightly more than our allowance but expect to see this reverse in the coming winter months.

There is no rebate for using under the allowance.

It is difficult to measure other utilities within the school so therefore more difficult to report on them. Paul is happy to report on additional resources at the board's request.

Discussions were held around the analysis of other expenses within the school. We use Xero and complete the accounts in house. Xero has some very good variance and analysis reports. We are looking forward to having 12 months of data in Xero so we can start this analysis.

3.1.3 Aged Debtors Graph

As discussed in previous meetings, the aged debtors graph was reported from a corporate perspective. Given the nature of our billing and debtors, this was not giving an accurate presentation.

The graph now shows the outstanding amounts and we should see this drop as we move through the year.

3.1.4 Donations

Donation recovery is going much better than 2020, but expect that this was affected by Covid in 2020.

Class two has a very low payment rate, but the invoiced amount looks very high.

Action: Paul to check the donation amount invoiced for class two and email Stephen.

Discussions were held around making the donation amount all the same throughout the school. There are many problematic areas around this such as rollout, amounts, communication and that donations funding has to be used for what it has been charged for.

It is important to note, that no student has missed out on education if families are unable to pay the donations.

James left 6.48pm

3.1.5 Financial Summary

- Expenses and income are on track, with any variances satisfactorily explainable.
- Payments – some concerns were raised around staff claiming reimbursements. Queries around policies and checks in place for this were discussed. It was confirmed that all expenses have to be authorised by a budget holder.
- Adding budget codes into the payment list was requested, but it was agreed that Paul writes commentary on payments over \$1,000, and he is there to answer queries about any other payments that may arise. Adding these budget codes makes the reporting unnecessarily lengthy and creates a large amount of work on relatively small figures. Budget holders are required to sign off all expenses, and we must trust in our processes in place.
- We received the operations grant from the M.O.E in April, with the next installment being made in July.

3.1.6 Sensitive Expenditure

A policy for sensitive expenditure is required.

Action: Paul to create a sensitive expenditure policy and present to the finance sub-committee.

3.1.7 2021 Budget

All queries on the 2021 draft budget have been cleared.

Motion: *That the 2021 budget for Christchurch Rudolf Steiner School be accepted and adopted.*

Moved Stephen Conway

Second Gary Miller

Carried

Motion: *That the Financial Reports for the period ending 30 April 2021 be received.*

Moved Martin Gastinger

Second Gary Miller

Carried

Paul left 7.08pm.

3.2 Principal's Report

Principal's Report produced by Maxine and taken as read.

The board would like to acknowledge Maxine stepping up and fulfilling this role while the board appoints an acting principal.

3.2.1 Statistics

The achievement percentages for CRSS are very low compared to the national trends. It is important to note that with our school, we have a very small data set and therefore the statistics can be very changeable, fluctuate and not a true representation.

Analysis of the data is always completed afterwards to ensure our students are progressing and achieving.

3.2.2 Property Report (produced by Rachel Conway)

We have had some requests for hall hire, which is a good revenue generator for the school.

3.2.3 Health and Safety

Queries around what "Student in Focus" is. Courtenay explained that this is time set aside for teachers who are free to all get together to discuss any areas of concern around student's wellbeing that could not be discussed in the staff meeting on Mondays. She is unsure if this meeting time is still continuing. There is a section for this included in every Monday staff meeting, so no concerns that these conversations are not happening if required.

3.2.4 NAG 2 – Documentation and Self Review

This needs to be followed up and a time frame set around this.

Action: Steven M to collate management unit information from the Sue Report after his arrival.

There are 35 management units in the school for allocation. Some of these have recently been permanently allocated.

NZTSA have recommended that no changes to the management units are made through this transition period.

There should be documentation and a contract supporting the allocation of all management units.

Board are cautious not to step into this area of management, but a lack of transparency in this area has created the need for more understanding and oversight from the board.

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

Moved Stephen Conway

Carried

Steven Mustor left 7.32pm.

3.3 Student Report

- There has been a lot of positive feedback on the position of an acting principal being announced. Students feel that this is a good step forward.
- Steiner Certificate – there has been angst amongst some students around completing the Steiner Certificate. Some students feel that this certificate might be better run as an optional qualification. This is due to the work load that the students are under while also completing NZCEA. Most students are happy with it but there are some struggling with the workload.

Dropping NZCEA was addressed a few years ago, but the teachers opted for staying in NZCEA. This is the best of both worlds, but it is acknowledged that it creates a high work load for seniors.

The board discussed that this was a matter for the Proprietor's and not for the board. It was also discussed the importance of keeping the Steiner Certificate running. Options for restructuring classes could be explored to help ease this pressure. This is not an easy issue to resolve. This is to be explored at a later date by the proprietor's.

Rohan and James back 7.37pm.

4. Discussions

4.1 Strategic Plan Update

A proposed time frame has been sent around the board, which is open for discussion. The old timeframe and plan was reviewed but feel that this was not working so have created a new one.

We have most of the consultation completed. There is a lot to draw on but a great opportunity to create a great strategic plan.

Board feel that it would be good to get the acting principal involved in pulling this together and engaging the staff in the new plan.

The board look forward to the acting principal's thoughts on the strategic plan.

Action: Stephen to pass on strategic plan to new acting principal for his feedback.

4.2 Staff Survey

The staff survey is currently live with 12 responses received. A reminder is due to go out for the last week.

Action: Stephen to send a reminder regarding staff survey.

4.3 Reporting Time Table

The board have all seen Gary's proposed reporting time frame. It was agreed that this is the required reporting that they will request for 2021.

Another area of reporting that was discussed was that of the Health and Pastoral Care objectives. What should the board be requesting from a governance point of view and where is the board's oversight of this area?

How can the board support this area more? These concerns and questions will be raised with the new principal and request recommendations.

4.4 Spirit of Adventure

It is a tradition in the school that each year the board has sent the student rep on the Spirit of Adventure and funded this. Hebe would love this opportunity.

Action: Courtenay to research Spirit of Adventure trip for Hebe.

4.5 BOT Handbook

The board all have a copy of the Motueka Rudolf Steiner School Board of Trustees handbook. This handbook reflects all current legislation, and also works well with the Proprietor's.

This is a good handbook to have and Mark Larson is happy to come and work with the board to develop one for CRSS.

Action: Stephen to contact Mark Larson in regards to running a handbook workshop.

4.6 BOT Skills Audit and Training

A skills audit was sent to all board members to complete. This needs to be completed by Friday 28th May.

Action: All board members to complete skill audit.

There is a finance training on 10th June held by the NZSTA. Gary would like to attend this training. The booklet is also available on the NZSTA website for those unable to attend the training.

Action: Ruby to send Gary information on the finance training session.

Break for dinner 8.09pm.

Meeting reconvened at 8.28pm

5. Policy

5.1 Policy Framework and Policy Review

There has been a document uncovered called the Policy Framework. This document is obsolete, but in essence a very handy document. This will get added to the list of policies to review. Given the number of policies to be reviewed, the board are unsure where to start tackling this massive task. Should they prioritise the policies in order of importance? Thoughts around creating a hand book which contains every policy we have in it was discussed. The board are struggling to locate the ratified signed copies of the policies. It was decided that a full review of all policies was required to bring everything up to date. The new acting principal may be able to assist with this review.

5.2 Suspected Child Abuse and Neglect and Managing Allegations Policy

CPG has reviewed this and forwarded their thoughts to the board. While the board appreciate the work that has gone into this review, they feel that it is the board's role to review these policies and not a management function unless specifically delegated to them.

5.3 Behavior Management Policy

This policy review needs to be prioritised as it impacts the day to day running of the school. The board have been informed that staff are hesitant to be reacting to incidents which require serious action in fear of getting the actions taken incorrect. There has also been a complaint lodged about detention and there is no clear current guidelines around this.

5.4 Privacy Officer

Do we have a named privacy officer within the school? Thoughts are that this may currently sit with the CPG being either Maxine or Brenda. The board would like to review this requirement and may make changes to this. Research on how other school handle this would be helpful.

Action: James to make enquires as to how Cashmere High School handle this and feedback to Stephen.

5.5 Vaping

Vaping should fall under the same policy as smoking, however, this policy needs to be updated to include vaping.

5.6 Appointment Policy

- The proprietors feel that the changes made to Appointments Policy were made without due process and the policy undermines the Special Character of the school. It was discussed that this policy was tabled at meeting for the board members feedback before it was adopted. It was adopted with the provision to be amended at any stage the board deem required, so the proprietors can approach the board with this at any time for review.

The proprietors are also concerned that the appointment of teachers has historically sat with the College of Teachers. This influence has diminished with the creation of the CPG group.

The proprietors understand that the board are willing to respect the Special Character, but the deep understanding of Special Character sits with in the proprietor's board. They would like consideration to be put into what a policy would look like with measures to protect Special Character in it.

- Concerns around this policy have been raised coupled with the lack of relievers currently available to the school. The school is especially vulnerable as relieving teachers with Special Character are few. From this point the CPG has arranged two interviews for potential relievers. Stephen can attend these meetings as the board representative, with Gary or James if needed.

6. Correspondence

6.1 Correspondence Out – Nil

6.2 Correspondence In

- Comments from Debbie on our Code of Conduct have been received. She felt that it was very wordy and could be streamlined to suit our purposes better. The board feel that it would be worthwhile getting further thoughts from Debbie on the Code of Conduct.

Action: Stephen to contact Debbie regarding further feedback on Code of Conduct.

Action: Ruby and Rohan to refine Code of Conduct and present to the board.

- Comments from a parent regarding the Code of Conduct have been received. The parent would like to speak to the board regarding this in a meeting after the appointment of a principal. The board will consider this at a later date.
- Staff have given feedback around the Code of Conduct as it is not detailed enough. The board discussed this, and feel that it includes enough detail. It is important to remember that it is a guideline, and does not replace policy or procedure.

7. Proprietor's Report

- Most discussion points from the proprietors have been raised and discussed in other sections of this meeting, especially the appointments process discussed in section 5.6.
- Would like to extend a thank you to Rachel and Gary for organising a wonderful farewell for Thomas.

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

Moved: Martin Gastinger

Seconded: Stephen Conway

Carried

Rohan, Ruby and Courtenay Left 9.15pm.

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 9.15pm and returned to the open meeting at 10.30pm.

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

Agenda Items for Next Meeting

- Request from acting principal a report from the two SENCO'S – how are things going? What can we do to support you? Do they have the right resources?

Next Board Meeting: Thursday 17 June 2021 at 6:00pm

10. Actions Points Table

Date	Action	Responsibility	Due
1. 20/05/21	Check the donation amount invoiced for class two and email Stephen.	Paul Melton	Next meeting
2. 20/05/21	Create a sensitive expenditure policy and present to the finance sub-committee.	Paul Melton	July meeting
3. 20/05/21	Collate management unit information from the Sue Report.	Steven Mustor	After his arrival.
4. 20/05/21	Pass on strategic plan to new acting principal for his feedback.	Stephen Conway	As soon as possible.
5. 20/05/21	Send out reminder to staff regarding the staff survey.	Stephen Conway	This week.
6. 20/05/21	Research Spirit of Adventure trip for Hebe.	Courtenay Washington	Next meeting

Date	Action	Responsibility	Due
7. 20/05/21	Contact Mark Larson in regards to running a handbook workshop.	Stephen Conway	Next meeting
8. 20/05/21	Complete skill audit.	All board members	Friday 28 May 2021.
9. 20/05/21	Send Gary information on finance training session.	Ruby Ward	As soon as possible.
10. 20/05/21	Contact Debbie regarding further feedback on Code of Conduct.	Stephen Conway	As soon as possible.
11. 20/05/21	Refine Code of Conduct and present to the board.	Ruby Ward and Rohan Bekker	Next meeting
12. 20/05/21	Make enquires as to how Cashmere High School handle this and feedback to Stephen.	James Harris	As soon as possible.

There being no further business, the meeting closed at 10.35pm.

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
18/02/21	Amend wording of the media communication delegation.	Stephen Conway	Completed.
18/02/21	Complete changes to the Schedule of Delegations on guidance from the minutes.	Stephen Conway	On-going
18/02/21	Research into Board Pro and other processes for collating and distributing Board agendas and reports.	Stephen Conway and Steph Wood	On-going – Test account set up and trialling at the moment. Steph to add board members to trial folder
18/02/21	Kamar set up and use to be investigated to ensure all parents receive updates only once.	Courtenay Washington and Stephen Conway	Completed.
18/02/21	NZCER Staff survey to be actioned.	Thomas Proctor and Stephen Conway	In progress – survey still live. Stephen to send out a reminder. Currently have 12 responses.
18/02/21	Start an email chain for people to create the sub-committee and ideas	Stephen Conway	Completed.

	for any reporting people would like to see in 2021.		
18/02/21	All strategic planning minutes distributed to the board.	Ruby Ward	Completed.
1. 18/03/21	Revised budget presented to the board for ratification.	All board members	Completed.
11. 18/03/21	Identify the nine policies due for review and start the review process.	James Harris	On-going – discussed in Section 5.
12. 18/03/21	Provide formula of donation calculations to the board.	Thomas Proctor and Paul Melton	Completed.
1. 15/04/21	Distribute budget queries and answers to board.	Stephen Conway	Complete.
2. 15/04/21	Create a finance sub-committee to review draft budget	Stephen Conway	Completed – This sub-committee includes Stephen, James and Gary.
3. 15/04/21	Send thanks to the proprietor's to officially thank them for their loan.	Stephen Conway	Completed.
4. 15/04/21	Create a time frame/plan for the strategic plan and send to the board for input	Ruby Ward	Completed.
5. 15/04/21	Talk to N.Z.S.T.A about getting some assistance with the strategic plan	Stephen Conway	On-going.
6. 15/04/21	Send Mike a card to welcome him on to the board	Stephen Conway	Completed.
7. 15/04/21	Review and give feedback to Stephen on thoughts on the Appointments Policy and Schedule of Delegations.	Thomas Proctor	Complete – Thomas gave feedback that he did not agree with the amended policies.
8. 15/04/21	Liaise with Paul to create funding applications record	Stephen Conway	Completed – decided this was not needed as low number of applications per year.
9. 15/04/21	Action the special character funding application through Mark.	Stephen Conway	On-going – discussed in section 2.6.
10. 15/04/21	Send draft M.o.U to the board for review.	Martin Gastinger	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	Completed.