

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 24 June 2021 at 6:00 pm**

PRESENT: Stephen Conway (Presiding Member), Steven Mustor (Principal), Gary Miller, Courtenay Washington (Staff Representative)(left 9.55pm), Rohan Bekker, Maria McAllum, Ruby Ward, Hebe Harmer, Martin Gastinger, Mike Brown John Suggate and James Harris.

IN ATTENDANCE: Paul Melton (left at 6.33pm), Carlen O'Brien (left 8pm), and Lucy Matthews (left 8pm).

APOLOGIES:

1. Welcome

Steven Mustor welcomed everyone to the meeting.

2. Administration

2.1 Declarations of Interest

Nil

2.2 Review of Action Points

See Appendix one.

2.3 Previous Minutes

2.3.1 Special Character Review Clarification (Section 2.6)

A query regarding the Special Character reviews was raised. Clarification that the Proprietors are looking at Rosie Simpson to complete a Special Character review, and that Mark Larson has also offered to complete a Special Character review funded by the M.O.E. The reviews will cover off different areas of Special Character, both reviews would be beneficial.

The M.O.E funded review is required to be completed by the end of June, but Mark does not feel it is the right time for the school to be running this review at the moment. Mark has contacted the M.O.E to see if the review can be held next year and still funded. We are waiting to hear back on this.

Motion: *That the Minutes of the meeting held on 20 May 2021 be approved and adopted as a true and correct record of that meeting.*

Moved Stephen Conway

Carried

3. Monitoring

3.1 Finance Report

3.1.1 Finance Sub-Committee

The finance sub-committee have met and reviewed the finance report prior to the board meeting. It was a very detailed meeting, so the discussion in the board meeting will not be in as much depth. If there are any questions Paul is happy for them to be raised and he will address them.

3.1.2 Audit Report

We have received the audit report back from BDO. There were two issues identified:

- **10 Maintenance Cycle** - This has not been updated since 2017. Paul will talk to Rachel and get this actioned.
- **Asset Register Reconciliation** – The asset register has never been physically reconciled to the assets since at least 2013. Paul recommends that this is a project that we do complete. It may result in some write offs which will affect the bottom line, but he is confident that the asset register should be accurate. He suggested that we could get some university students to complete this in the September/October school holidays as they would be cheaper than engaging BDO.

The Trust asset register could also be reconciled at this time and the costs shared.

It would be great to get the assets photographed and tagged for future reference. Paul is also working on identifying some software that will make this process easier.

3.1.3 Annual Report

We have received the unqualified Annual report back from BDO which is great. We ended the year with a \$33k surplus and \$56k of Capex. This is an excellent result considering the lockdowns and dramatic reduction in international students throughout the year.

It was noted that the elected board member term dates were not reflecting actual dates. This needs to be updated.

Action: Ruby to send Paul the term dates for the board members.
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Action: Paul to update the board term dates with the auditors for the annual report.

3.1.4 Analysis

Paul has analysed the figures and included this in his report. He is welcome to any questions after the information has been digested.

3.1.5 Sensitive Expenditure

A policy for sensitive expenditure has been drafted, and reviewed by the board. This policy has been adapted for CRSS from other school's Sensitive Expenditure Policies. The main parts that were modified to better accommodate special character are primarily in the procedures section.

Motion: *That the Sensitive Expenditure Policy Christchurch Rudolf Steiner School be adopted.*

Moved Stephen Conway

Carried

3.1.6 Schedule of Delegations

There are some amendments that were required to be made to the Schedule of Delegations. The amendments are:

- Appointment of Steven Mustor as Acting Principal
- Cheques being replaced in the petty cash process

- Title of Chairman changing to Presiding Member

There were some queries raised around the Schedule of Delegations:

- Clarification around the bad debt write off delegation was explained by Paul.
- The delegation to the Principal to approve “X” days leave was queried. It was felt that a specific number of days should be indicated here. Steven said that standard practice would usually be around 30 days. Steve also raised that this was an odd delegation to have in there, and this would normally sit within a Leave Policy. The board are happy for this delegation to be removed, and Steven is to report back at the next meeting with some advice this point and recommendations on how to move forward.

Action: Steven M to investigate the leave approval delegation and report to the board at next meeting.

Motion: *That the Schedule of Delegations for the 2021 Christchurch Rudolf Steiner School for the remainder of 2021 be adopted, pending the removal of the leave approval delegation. Should this situation arise before this delegation is finalised into another policy, the Acting Principal will proceed with consultation from the board.*

Moved Stephen Conway

Carried

Paul left 6.33pm.

3.2 Principal’s Report

Principal’s Report taken as read.

Steven is open to any questions or comments associated to his report. In this report he has tried to condense down the amount of information needing to be discussed in the meeting by including more detail information in the report.

3.2.1 Curriculum Reporting

Steven has requested clarification of what curriculum based reporting the board would like to see moving forward. Suggestions for the board to consider was NCEA data, achievement, wellbeing, behavioral, leadership engagement data. After a brief discussion, the board have an interest in seeing reporting on behavior, wellbeing and attitude. Steven also explained that the board should be seeing analysed data with summaries from him, and not have to be wading through raw data.

Any thoughts around this can be emailed through to Steven at any time.

3.2.2 ERO

Steven has just started talks with our ERO representative Jacqueline. She is keen to come in and meet the board, she would like this to be in a meeting separate from a standard board meeting. Steven will meet with Jacqueline again to continue the planning session.

The Self Review Policy will help complete the compliance section of the ERO review, however, there is no evidence of the systems in place to currently complete this.

Action: Steven M to organise a time for Jacqueline to meet with the board.

3.2.3 Staffing

- Will discuss most of this section in Public Excluded, but this is creating a large amount of work.

- Looking at the time frame of hiring the new principal by mid-October, the recruitment process needs to be started this week.

3.2.4 Arrival

Steven has really enjoyed meeting all of the students and received a warm welcome. He has also found his support staff fantastic and helpful.

3.2.5 Property

We are currently working really hard to reach compliance.

3.2.6 Policy

Steven has been meeting and talking to a lot of staff and parents and learning a lot from these conversations. The policies are massively out of date

- **Special Character Policy**- This policy was raised by everyone Steven spoke to. This policy appears to be too diverse and interpreted in many different ways. This policy should be at the heart of what we do. Steven strongly recommends that the board take a look at this policy. This policy is also liked closely with other policies.
It will be a great exercise to do, but will take time to involve all stakeholders. It is somewhat of a branding exercise. There are foundations that help organisations do this that we could look at approaching for assistance. The proprietors are supportive of this process. The board discussed having a Special Character item in the agenda of each meeting to keep them informed on this topic.
- **Complaints Policy** – This is the most addressed policy to date. Steven’s view on this policy is that it is an extremely overly complicated policy and requires reworking.
- **Bullying Policy** – This policy has also been raised with Steven a lot. He suggests that the board look to align this policy with legal definition of bullying and address this policy. This policy also needs to be reviewed and reworded.
- **Time Table Policy** - The staff need this policy to be reviewed. There is currently a weird time table procedure. This policy sits with Steven to review. He is going ahead with this but always better to notify the board. The current policy is not currently being followed, which has created most of the issues that will be discussed in PE.
- **Enrolments Policy** – Our current policy has got a clause “at the discretion of the CPG”. This removes the equity out of the process which is required, and it also puts the CPG at risk for challenging this group and not the process. It is recommended that the board write an enrolments scheme, which can include a priority list, special projects and special character requirements. The M.O.E also include a zone, which will need to be determined for CRSS. M.O.E will do most of the work for us and provide the legal support where needed.

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

Moved Stephen Conway

Carried

3.3 Student Report

- The health nurse visit to the school earlier this term was met with great appreciation. Students from the upper school could make an appointment to see the health nurse at school for help with anything they wanted to address. The students have asked if this could become a more regular facility once a term or once month. Steven informed the board that this nurse is a M.O.E funded service and is no cost to the school.

Action: Steven M to enquire to regular health nurse visits to the school.

- Some senior students sitting NZCEA raised their concern for the lack of quiet space during study periods. They have found the noise to be overwhelming when trying to focus. The students have requested permission to listen to music through headphones while working on their own. It was decided that this was not a board decision, and to be raised with the acting principal to be followed through due process. The board did discuss their concerns around the use of cell phones to play music, and the use of these devices creeping in, against school values. The board felt that it would be a better option to explore how quiet space can be created and protected for the senior students study. The potential implementation of an Electronics Policy was also discussed.

4. Discussions

4.1 Strategic Plan Update

We have another busy three months ahead of us with recruitment of a principal, but we don't want to stop work on the strategic plan. The board have requested that Steven complete the consultation process with our community. This should be completed by the end of term three, then the board has material to pick up start finalising the strategic plan in term four.

Action: Ruby to do a hand over of information to date involving the strategic plan.

Action: Steven M to conduct consultation for the strategic plan.

4.2 Staff Survey

The staff survey has been closed. We have reached a 50% response rate.

These results now need to be analysed to create a snap shot of where we are at the moment. The board feel that it would be good to acknowledge these results with the team.

Our results are sitting below the NZCEO band national trends which is concerning, but gives us some areas that we can start working on.

Action: Stephen C to send survey data to Courtenay.

Action: Courtenay is to analyse the survey data with assistance from Gary and report to the board.

4.3 Reporting Time Table

Gary proposed a reporting timetable which the board all agreed upon in the last meeting.

Action: Stephen C to send Steven M Gary's planned list for reporting requirements.

4.4 Board Email Addresses

After trying Google Docs for the distribution of board documents, it has been decided that each board member will get a school email address. This will enable everyone to access documents on the school server which will make things easier and more secure. The school will be able to control access to these email addresses.

Rules around the use of the board email addresses could be included in a board code of conduct when we look to create this.

4.5 BOT Handbook

Mark Larson is willing to come in and help us create this hand book. He is also happy to help with the MoU with the board and the proprietor's. We need to book an evening with Mark to work through this. . It was also discussed about the board taking a look at the AIS website and researching hand books before attending this session.

Action: Stephen to contact Mark Larson to book an evening session.

Action: Board to review handbooks on the AIS website.
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4.6 Personal Mobile Phones

It has been brought to the board's attention that the school is transferring work calls through to some teacher's personal mobile phones.

The board feel that this is not appropriate and some guidelines need to be set around this. There are many different solutions for managing this issue which can be explored and implemented once a policy is located or drafted.

Action: Steven M to research if the school has policy around staff personal mobile phones.

Discussion on this topic also led into discussion on Electronic Device Policies and IP Policies. These could be addressed in the future.

Break for dinner 8.00pm.

Carlen O'Brien and Lucy Matthews left.

5. Policy

Steven has identified six policies that require prompt review. Discussion around setting up a policy group was had, as a member each reviewing a policy does not seem time efficient. The board could also delegate this task to Steven to drive.

The Special Character Policy needs a lot of work, however, there is not a lot that can be done about this policy at this stage. The policies need to be reworded to make them briefer and clearer.

The other five policies that Steven has identified require consultation with the community. Steven can do this before the next meeting and then come back to the board for the final working in the policies.

The Code of Conduct could also be included in this consultation and review process. It is pretty heavy handed and we could create a much softer version.

Action: Ruby will talk to Steven M about the Code of Conduct amendments.

Action: Steven M to run consultation on policies and report back to the board.

Action: James to look at other complaint policies online to get an idea of content.
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6. Correspondence

6.1 Correspondence Out – Nil

6.2 Correspondence In

Steven M has received a letter from some staff members which he has forwarded to the board requesting a Health and Safety audit of the technology rooms. The board are required to respond to this letter which Stephen will action. The board are happy to move forward with the audit ensure the safety of staff and students. The board have tasked Steven M to conduct this audit, but if the task is too big then a professional will need to be called in. The board are aware that once the audit is complete, any issues that are raised will need to be rectified immediately.

We do have a current Health and Safety Policy which was reviewed last year.

Action: Stephen to reply to letter confirming the Health and Safety audit.

Action: Steven M to complete audit if practical, otherwise engage a professional to complete the audit.
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7. Proprietor's Report

- Janet Malloy has proposed that the school clarify what the role of each of the Board, Proprietors and College of Teachers is. The Proprietor's support this suggestion and feel that it would help the groups work with each other better.
- Covid-19 vaccinations will be starting for the public in the coming months. The Proprietor's feel that it is important that the school gets the communication right with this. The school should follow M.O.E guidelines, but stay neutral on any position on the vaccination. The school should encourage parents to do their own research on the vaccination to make their own decisions.
- The Proprietor's feel that better communication around Special Character is required to go the parents when they enroll their children.
The proprietors are in support of the branding exercise in redefining the Special Character, and creating a short multi levelled statement.
- The draft of the MoU has been distributed to the board, and they would like this to be put on the next board meeting agenda. The proprietors proposed that there is a joint meeting with the board once a year. This year the topics of principal appointment and the review of the Special Character could be covered.
- The Proprietors have invited Steven M to the next proprietors meeting.
- Janet Malloy has advised that it is important that the proprietors top up their number of members sitting on the board as the proprietors voice needs to be stronger. The limit is four proprietor members, but must be one less than elected parents. The proprietors are working on increasing this number currently.

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

Moved: Stephen Conway

Carried

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 9.30pm 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.

Next Board Meeting: To be advised.

9. Actions Points Table

Date	Action	Responsibility	Due
1. 24/06/21	Send Paul the term dates for the board members.	Ruby Ward	Next meeting
2. 24/06/21	Update the board term dates with the auditors for the annual report.	Paul Melton	Next meeting
3. 24/06/21	Investigate the leave approval delegation and report to the board at next meeting	Steven Mustor	Next meeting
4. 24/06/21	Organise a time for Jacqueline to meet with the board.	Steven Mustor	Next meeting
5. 24/06/21	Enquire to regular health nurse visits to the school.	Steven Mustor	Next meeting
6. 24/06/21	Handover of information to date involving the strategic plan.	Ruby Ward and Steven Mustor	As soon as possible.
7. 24/06/21	Conduct consultation for the strategic plan.	Steven Mustor	Next week.
8. 24/06/21	Send survey data to Courtenay.	Stephen Conway	As soon as possible.

Date	Action	Responsibility	Due
9. 24/06/21	Analyse the survey data with assistance from Gary and report to the board.	Courtenay Washington and Gary Miller.	Next meeting.
10. 24/06/21	Send Steven M Gary's planned list for reporting requirements.	Stephen Conway	As soon as possible
11. 24/06/21	Contact Mark Larson to book an evening session.	Stephen Conway	Next meeting.
12. 24/06/21	Review handbooks on the AIS website.	All board members	Next meeting.
13. 24/06/21	Research if the school has policy around staff personal mobile phones.	Steven Mustor	Next meeting.
14. 24/06/21	Talk to Steven M about the Code of Conduct amendments.	Ruby Ward and Steven Mustor	Next meeting.
15. 24/06/21	Run consultation on policies and report back to the board.	Steven Mustor	Next meeting.
16. 24/06/21	Look at other complaint policies online to get an idea of content.	James Harris	Next meeting.
17 24/06/21	Reply to letter confirming the Health and Safety audit.	Stephen Conway	As soon as possible.
18 24/06/21	Complete audit if practical, otherwise engage a professional to complete the audit.	Steven Mustor	31 July 2021.

There being no further business, the meeting closed at 10.25pm.

APPROVED:

Stephen Conway -Presiding Member

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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	Complete changes to the Schedule of Delegations on guidance from the minutes.	Stephen Conway	Completed.
18/02/21	Research into Board Pro and other processes for collating and distributing Board agendas and reports.	Stephen Conway	Completed– Tried Google Docs, now looking at board members having a school email address which will enable access to our share point server.
18/02/21	NZCER Staff survey to be actioned.	Stephen Conway	Completed.

Date	Action	Responsibility	Update
11. 18/03/21	Identify the nine policies due for review and start the review process.	James Harris	Ongoing – Discussed in the Principal’s Report.
5. 15/04/21	Talk to N.Z.S.T.A about getting some assistance with the strategic plan.	Stephen Conway	Ongoing.
1. 20/05/21	Check the donation amount invoiced for class two and email Stephen.	Paul Melton	Completed – corrected in finance report.
2. 20/05/21	Create a sensitive expenditure policy and present to the finance sub-committee.	Paul Melton	Completed – discussed in finance report.
3. 20/05/21	Collate management unit information from the Sue Report.	Steven Mustor	Completed – discussed in Principal’s Report.
4. 20/05/21	Pass on strategic plan to new acting principal for his feedback.	Stephen Conway	On hold for now.
5. 20/05/21	Send out reminder to staff regarding the staff survey.	Stephen Conway	Completed.
6. 20/05/21	Research Spirit of Adventure trip for Hebe.	Courtenay Washington	Ongoing – costs and dates to be discussed with Hebe and board.
7. 20/05/21	Contact Mark Larson in regards to running a handbook workshop.	Stephen Conway	Completed – Mark is happy to assist with this. A separate board meeting would be required for this.
8. 20/05/21	Complete skill audit.	All board members	Ongoing.
9. 20/05/21	Send Gary information on finance training session.	Ruby Ward	Completed.
10. 20/05/21	Contact Debbie regarding further feedback on Code of Conduct.	Stephen Conway	Ongoing – All of the hours paid for by NZSTA for Debbie has been used up. Steven is now looking at this.
11. 20/05/21	Refine Code of Conduct and present to the board.	Ruby Ward and Rohan Bekker	Ongoing – as above.
12. 20/05/21	Make enquires as to how Cashmere High School handle this and feedback to Stephen.	James Harris	Completed – Cashmere do not have a specific person in this role. Other school have the principal in this roll.