

**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 28 July 2021 at 6:00 pm**

**PRESENT:** Stephen Conway (Presiding Member), Steven Mustor (Principal), Gary Miller, Rohan Bekker, Ruby Ward, Hebe Harmer, Martin Gastinger, Mike Brown (arrived 6.15pm), John Suggate and James Harris(left 7.50).

**IN ATTENDANCE:** Stephanie Wood (Board Secretary).

**APOLOGIES:** Courtenay Washington (Staff Representative), Maria McAllum.

**1. Welcome**

Steven welcomed everyone to the meeting.

**2. Administration**

**2.1 Declarations of Interest**

Rohan declared that he has a conflict of interest with a complaint included in the Public Excluded section.

**2.2 Review of Action Points**

See Appendix one.

**2.3 Previous Minutes**

**Motion:** *That the Minutes of the meeting held on 24 June 2021 be approved and adopted as a true and correct record of that meeting.*

**Moved** Stephen Conway

**Carried**

**3. Monitoring**

**3.1 Finance Report**

Paul is not present tonight as his attendance at meetings is no longer required due to the creation of the finance sub-committee.

The finance report has been distributed and taken as read.

There were questions raised by Gary regarding some report costings and expenses, and these queries have satisfactorily been answered. The board deem it good practice to periodically select expense lines for checks.

Mike Arrived 6.15pm

One point to note, is that the requested donations have increased by 9% in June. This is great for the school and the donations are tracking nicely.

**Motion:** *That the Finance Report be accepted.*

**Moved** Stephen Conway

**Second:** Gary Miller

**Carried**

### 3.2 Principal's Report

Principal's Report taken as read.

#### 3.2.1 Roll

The current roll growth is looking healthy and we are maintaining our students. There is some variance between the systems recording the roll. Steven will keep working on getting this corrected, however, it is not a major issue. Steven informed the board that they can set the desired class numbers, as long as they don't exceed 410 students school wide.

#### 3.2.2 Exit Interviews

The exit interviews have been located. The board can view these at any time. Steven has built a new form for this process to enable easier analysis of the responses. The current questionnaire is very lengthy which may be deterring people from completing it.

#### 3.2.3 Censored Teacher

This teacher has only been at school one day since Steven started so he hasn't been able to speak with this teacher. Steven is still working through this situation. The board queried if the teacher needed to sign in at reception as he was on site so little?

#### 3.2.4 Time Tabling

Steven has started working on the time tabling for 2022. This has been well received by staff so far. Steven is looking to present the board with a draft plan in September.

#### 3.2.5 School Newsletter

It was brought to the board's attention that there have been comments from parents regarding not receiving the school newsletter. There have also been comments from parents that they do not read the school newsletter. The newsletter is now only digital with printed copies available from the office if parents wish. This change was driven after a survey last year indicating this is what the families preferred. The board had a discussion around the distribution of communication and the best way to achieve this while satisfying everyone. It is hard problem to solve.

**Action:** Kamar needs to be checked to ensure all parents in the database are receiving communications.

#### 3.2.6 Vaccinations

Issues have been raised regarding the Covid vaccination stating that there is judgement and pressure within our community. The board discussed this and decided that the best options for the school is to put a notice in the school newsletter reassuring families that the school has no view either way around this vaccine and will follow the M.O.E guidelines. The notice will also ask people to respect and show consideration around other people's decisions around this matter.

**Action:** Stephen C to write a notice for the school newsletter regarding the Covid vaccine.

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

**Moved** Stephen Conway

**Second:** James Harris

**Carried**

### **3.3 Student Report**

- The students enquired as to the decision around the outdoor seating. Martin confirmed that this has been discussed at a Proprietor's meeting and needs to be raised with the property team. Everyone seems happy with the proposed new seating plan.
  - The students would like to know if the formal date had been accepted. Steven confirmed that this date had been accepted.
  - Hebe has looked at the Spirit of Adventure dates, but these are clashing with her school and work commitments. She will look into this further to see if she can find some dates that accommodate everything.
- If the Student Rep cannot participate in this trip, the board discussed if it should be offered to another student. Historically, staff members have nominated students that would be deserving of this opportunity.

## **4. Discussions**

### **4.1 Strategic Plan Update**

Currently not a lot to add to this as the consultation process is still on going.

We have not requested advice from NZSTA yet.

The board are very conscience that this needs to be completed as an extension from the ministry has been granted for this compliance document.

The proprietors have had some discussions around what they would like to see included in this strategic plan. One thing that the proprietor's feel would be great to include in the strategic plan is the increase of eurhythmy down in to kindergarten level. They believe that this would be a great support to the protection of the special character of the school. This area has been slowly dropped over the years and it would be great to increase this over a three year period. The proprietors are unofficially keeping an eye out for another eurthmist, however, resource in this area is challenging,

### **4.2 Staff Survey**

We received 22 responses to the staff survey and the results have been analysed.

Overall, there was a trend of unease in the working environment, but also an understanding that we are in a time of change and most welcome this change.

There were some concerning comments made throughout the responses:

- 30% of responses are feeling unsafe at work
- 25% of responses are intending to look for new employment
- 50% of responses feel not completely supported in their roles, and that it is not okay to talk about how they are feeling.

Other comments made were that this is not a great school to work in, and that the budget is not available for them to perform their roles properly.

Responses on leadership and management were low.

These results are ringing alarm bells for the board.

While these results are not great, it is a great starting off point for the board to address issues. The board will look to complete the survey again in the future, but it is too early at this stage to repeat.

The board had a robust discussion around how they can improve the situation for the staff, with addressing the CPG a main focus.

After listening to the BOT's discussion and concerns regarding the CPG, Steven recommends that the board look to actively start making decisions around dissolving the CPG prior to the arrival of the new principal. An alternative option would be to set up a reporting structure for the CPG.

**Action:** Steven to consult the staff on the idea of management structure and leadership within the school and report back to the board.

#### 4.3 BOT Handbook

This has been discussed with Mark Larson. Mark has contacted the M.O.E regarding funding and is waiting to hear back about this. Once we get confirmation of the funding we can set a work shop date.

The proprietor's support the idea and have spoken to Herbert Wolpert regarding discussing governance when the new principal is on board.

#### 4.4 Teacher Aid Funding

- Gary informed the board that he has received information that schools are not allowed to solicit funds for teacher aids. This information was followed up with the M.O.E and has been confirmed as correct. The M.O.E also confirmed that parents are not allowed to pay for teacher aids as the funding for this is all included in the government funding provided to schools.
- The Community Association is a registered charity which enables it to approach foundations is needed. The school cannot approach the Community Association for funding for teacher aids.  
Looking to the future, the Community Association has ways that it can provide funding to the school, but will be looking to reduce this funding down in the coming years. Their aim is to ring fence funds for major projects and use the others funds directly on students.
- Steven informed the board that the current spend on teacher aids is approximately \$18,000 per annum, but he would have expected to see this spend up around the \$100,000 mark. Steven recommends that the board start looking at increasing this during 2021 so that it can be sorted in 2022.
- It was discussed that teacher aids are not often invited to Special Character training because they fall outside of their paid hours. The board believes that we need to invest in these teacher aids and discussed how we can achieve this.
- The board also raised the topic of fundraising if funds were not readily accessible for the board. Is there a fund raising policy that could help guide the school in this area?

**Action:** Evaluate fundraising options in the near future.

Break for dinner 7.50pm

James left 7.50pm.

Meeting reconvened 8.07pm.

#### 5. Policy

The consultation process is still on going. Once this is completed the information will be collated and presented to the board. Until this is completed the review of these policies has been put on hold.

#### 6. Correspondence

6.1 Correspondence Out – Nil

6.2 Correspondence In

Stephen has received a request from Paris to come to the next board meeting to talk to the board regarding health.

**7. Proprietor's Report**

- Most points from the proprietor's report have been discussed in other sections of this meeting.
- The proprietors are pleased to inform the board that all art work from Fifield Terrace has been donated to the school from the current tenant.
- The proprietors are hoping that the current tenant will vacate the property within the next year, and property planning can progress around this purchase.

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

**Moved:** Martin Gastinger

**Second:** 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 8.10pm and returned to the open meeting at 9.38pm. 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. Actions Points Table**

Date	Action	Responsibility	Due
1. 28/07/21	Kamar needs to be checked to ensure all parents in the database are receiving communications.	Unassigned	As soon as possible.
2. 28/07/21	Write a notice for the school newsletter regarding the Covid vaccine.	Stephen Conway	As soon as possible.
3. 28/07/21	Consult the staff on the idea of management structure and leadership within the school, report back to the board.	Steven Mustor	Next meeting.
4. 28/07/21	Evaluate fundraising options in the near future.	All board members	In future meeting.

There being no further business, the meeting closed at 9.40pm

**Next Board Meeting: 19<sup>th</sup> August 2021 – 6pm in the school art room.**

**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
5. 15/04/21	<b>Talk to N.Z.S.T.A about getting some assistance with the strategic plan.</b>	<b>Stephen Conway</b>	<b>Ongoing.</b>
6. 20/05/21	<b>Research Spirit of Adventure trip for Hebe.</b>	<b>Hebe Harmer</b>	<b>Ongoing – costs and dates to be discussed with Hebe and board.</b>
8. 20/05/21	<b>Complete skill audit.</b>	<b>All board members</b>	<b>Ongoing.</b>
10. 20/05/21	<b>Contact Debbie regarding further feedback on Code of Conduct.</b>	<b>Stephen Conway</b>	<b>Ongoing – All of the hours paid for by NZSTA for Debbie has been used up. Steven is now looking at this.</b>
1. 24/06/21	Send Paul the term dates for the board members.	Ruby Ward	Completed.
2. 24/06/21	Update the board term dates with the auditors for the annual report.	Paul Melton	Completed.
3. 24/06/21	<b>Investigate the leave approval delegation and report to the board at next meeting</b>	<b>Steven Mustor</b>	<b>On-going.</b>
4. 24/06/21	<b>Organise a time for Jacqueline to meet with the board.</b>	<b>Steven Mustor</b>	<b>Next meeting.</b>
5. 24/06/21	<b>Enquire to regular health nurse visits to the school.</b>	<b>Steven Mustor</b>	<b>On-going – there is a meeting arranged next week with the nurse to progress this.</b>
6. 24/06/21	Handover of information to date involving the strategic plan.	Ruby Ward and Steven Mustor	Completed.
7. 24/06/21	<b>Conduct consultation for the strategic plan.</b>	<b>Steven Mustor</b>	<b>On-going – the consultation has started.</b>
8. 24/06/21	Send survey data to Courtenay.	Stephen Conway	Completed.

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Update</b>
9. 24/06/21	Analyse the survey data with assistance from Gary and report to the board.	Courtenay Washington and Gary Miller.	Completed – see section 4.2.
10. 24/06/21	Send Steven M Gary’s planned list for reporting requirements.	Stephen Conway	Completed.
<b>11. 24/06/21</b>	<b>Contact Mark Larson to book an evening session.</b>	<b>Stephen Conway</b>	<b>On-going – see section 4.4.</b>
12. 24/06/21	Review handbooks on the AIS website.	All board members	Completed.
<b>13. 24/06/21</b>	<b>Research if the school has policy around staff personal mobile phones.</b>	<b>Steven Mustor</b>	<b>On-going – Drafting policy process included in the property report.</b>
14. 24/06/21	Talk to Steven M about the Code of Conduct amendments.	Ruby Ward and Steven Mustor	Completed.
<b>15. 24/06/21</b>	<b>Run consultation on polices and report back to the board.</b>	<b>Steven Mustor</b>	<b>On-going - this has been started but extended the close off date to 30 July.</b>
<b>16. 24/06/21</b>	<b>Look at other complaint policies online to get an idea of content.</b>	<b>James Harris</b>	<b>On-going –pending consultation.</b>
17 24/06/21	Reply to letter confirming the Health and Safety audit.	Stephen Conway	Completed.
<b>18 24/06/21</b>	<b>Complete audit if practical, otherwise engage a professional to complete the audit.</b>	<b>Steven Mustor</b>	<b>On-going – Audit has been started.</b>