

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 19 August 2021 at 6:00 pm**

PRESENT: Stephen Conway (Presiding Member), Steven Mustor (Principal), Courtenay Washington (Staff Representative), Gary Miller, Rohan Bekker, Ruby Ward, Hebe Harmer, Martin Gastinger, Mike Brown (arrived 6.50pm) and James Harris.

IN ATTENDANCE: Stephanie Wood (Board Secretary), and Hugo Zanker (left 9.05).

APOLOGIES: Maria McAllum and John Suggate (technical issues).

1. Welcome

Meeting opened at 6.05pm. Stephen welcomed everyone to the meeting.
A brief discussion around distribution of board documents via portal office.com.

2. Administration

2.1 Declarations of Interest

Nil.

2.2 Review of Action Points

See Appendix one.

2.3 Matters Arising

Bring Your Own Device (BOYD) Policy Update

An email has been sent around the board requesting a review of the Technology Policy. Courtenay summarised the situation for the board, explaining that the zero tolerance policy around technology in the school is creating difficulties for the teachers to deliver relevant content. The current set up of IT is also not adequate.

The board had a brief discussion around thoughts and concerns on this topic.

Motion: *That Hugo is invited to the next board meeting to present a proposal on the Technology Policy changes requested. The board would like to be informed on where the plan is currently at, what will be required in the future and what fiscal implications this has for the school.*

Moved Gary Miller

Second: Courtenay Washington

Carried

Steven confirmed that information has been sent to the board. Steven confirmed that Hugo is surveying staff and families of class 8/9 to get an idea of how this could work. There will be more information to share with the board around this in the future. Given recent information received, concerns around Hugo's work load were raised.

2.4 Previous Minutes

Motion: *That the Minutes of the meeting held on 28 July 2021 be approved and adopted as a true and correct record of that meeting.*

Moved Stephen Conway

Carried

3. Monitoring

3.1 Finance Report

The finance report has been distributed and taken as read.

3.1.1 Expense Queries

There were questions raised by Gary regarding some expenses, and he is awaiting answers to these queries. Some points that he would like to bring to the board's attention are:

- Photocopying – Our photocopying expenses are extremely high. Given that we are a school that aims to have limited reliance on technology, how do we have so much copying? Comments from other board members confirmed the level of handouts used in classes. The board discussed the effect that this may have on the special character.
- Water usage – our water usage is quite high. A broken tap with a fast leak was identified and is now being addressed. This will hopefully reduce the water usage moving forward.

3.1.2 Solar Panels

Martin informed the board that the solar panel provider has contacted the school and notified them that the power supplier may be calculating our solar savings incorrectly and underpaying our rebate. This will hopefully reduce the power bill in the coming months.

3.1.3 Donations

Donations are still tracking along really well. The latest communications to parents have really prompted payment which is great to see.

Motion: *That the Finance Report be accepted.*

Moved Stephen Conway

Carried

3.2 Principal's Report

Principal's Report taken as read.

3.2.1 Curriculum Reporting

There is a large amount of curriculum reporting included in the Principal's Report as per the board's request last meeting.

3.2.2 Leadership

Steven has been working with staff on growth around leadership within the school. The culture of the leadership within the school needs to be cultivated, and the skills in the school need support and given the authority to lead. The current information in the report is just a starting point, but have received good staff feedback around this. Feedback received from the proprietor's was their concern regarding making too much change that may be irreversible before the permanent principal is appointed. The proprietor's do like the ideas' however and welcome the discussion around these.

Steven informed the board that he feels that the new principal will need more than just a handover with him, but an established leadership structure is required. This is something the board can be instigating now to create stability for the school's community. We also have a legal requirement to increase our management units up to 60% permanent, which they are currently not at.

3.2.3 SEANZ Report

This report was due for completion in term one, but has not been completed. This is a report that needs to go through the board. Steven had plan to get this completed this week, but lock down has hindered this. The board are happy that this will come in due course.

3.2.4 English Report

This report has highlighted that we have many students with Special Assessment Conditions. It also identified that we have fewer English lessons than other schools. The board feel that this needs to be addressed as the student ability in English is dropping. Steven informed the board that the next steps in allocating more hours to English lessons are included in the time tabling policy that he was working on with the teachers. He also highlighted that it would be great to have a curriculum leader that will be able to assist with bringing more literacy into teaching across the school. Steven did advise the board to carefully review the resources that are available before throwing money at this issue.

A discussion was held around encouraging reading in the lower school.

3.2.5 SENCO Reports

A follow up on a board request for reports from each of the SENCO's was discussed. Steven has shared one report with the board for their reading. The other report will be given to the board for the next board meeting. The board feel that they need these reports to gain a good understanding on what is going for these positions before heading in to the 2022 budget planning meetings.

3.2.6 Time Tabling

The school has the need for another class one teacher. Steven strongly recommended to the board that if the budget allows this then this position is appointed.

3.2.7 Kamar Reporting

The board discussed the importance of the pastoral care notes sections being used in the lower school. These notes help the upper school greatly when a student progresses through the school.

3.2.8 CPG Feedback

Steven held some consultation around the cessation of the CPG. The feedback was surprisingly low with very little to report back to the board with.

3.2.9 Technology Report

The board had a discussion around the technology report included in the principal's report. Clarification of what "technology" covers was made. There have been concerns raised around the level of literacy required to sit a technology subject assessment such as woodwork. These subjects have historically appealed to students who may have struggled with literacy. Standards have become based more and more on writing and not on actually showing what the students have learnt and can make.

There is a new directive out from the M.O.E to reduce the writing needed in subjects such as this and the use of other mediums to document their work. It is important that the school supports this change.

3.2.10 Staff Reporting

Steven gathered all of the reports requested by the board. These reports are all in different formats and containing different types of information. Steven recommends that there is a template set up for the teachers to use. This will help create consistency and comparability.

3.2.11 EOTC Camps

The 2022 leadership camp request form has been submitted to the board which is great to see.

The board believe that the policy around camp approval is not being followed.

There may be some confusion around who signs off these camps and the correct forms to submit. The board discussed that it is their role to review and sign off on any camp requests and the subsequent RAMS forms.

There is concern regarding the approval of the astronomy camp due to take place on 3/09/2021. Steven will follow this up and report back to the board. If the correct paper work is not in place the class should not be going away on camp.

Action: Steven to create a new digital process for camp requests and approvals.
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Action: Steven to follow up on the astronomy camp approval and report to the board.
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3.2.12 Questions asked from the Board

- **Digital readiness** – Neville was due to complete some professional development on digital readiness. Can the board please have an update on this, has it been completed and where is the school at for digital readiness?
- **Kapa Haka Teachers** – The board enquired as to how Steven was getting on with this situation. Steven updated the board that this situation is still ongoing as there is only one day a week that he can see the teachers. Due to sickness and now lockdown, this meeting has yet to happen.
- **School Building Access** – Steven was asked if there was any plan around students having access to collect material for their classes. Steven confirmed that the school is acting on the M.O.E guidance and that the school is closed to all access. They are working on a plan for the worst case scenario of the school not reopening on Monday. In this instance, the school will work with students to ensure that they have the relevant materials for continued study. Any personal belongings will remain in the school the school is reopened in level two.

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

Moved Stephen Conway

Carried

3.3 Student Report

- There has been a lot of interest in the student rep elections. Clarification is required around who can be nominated for this position. It was confirmed in the board meeting that any student year 9 or above can become the student rep.
The closing date for the nominations may be affected by level four lockdown. Steven has received correspondence that any queries around this should be directed to NZSTA for guidance. Putting the nomination forms online or emailing out was discussed and can be implemented if needed.
- The senior students have requested a microwave as they are no longer allowed in the cooking classrooms. The board saw no reason for this to happen but felt that this is a decision for management. Gary indicated that the Community Association could give assistance with the purchase of the microwave.

Action: Gary to sort a microwave for seniors through the Community Association.
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This led to a discussion on the need for a common room for the seniors. Martin suggested that there may be space created from the Fifield property once this was up and running. He strongly suggested that the board continue to push for a common room. Some concerns around the implementation of a common room were discussed, including the responsibilities for students that go with having the privilege of a common room.

- Martin gave feedback on the students request for more outdoor seating. As the seats are moveable, this is not a proprietor's matter, so any requests need to go through the school board.

Motion: *That the board approves research to be undertaken in regards to new outdoor seating. This will need to include a plan and quotes for the new seating.*

Moved: Martin Gastinger

Second: Mike Brown

Carried

4. Discussions

4.1 Permanent Principal Position

The sub-committee has been created for the appointment of the permanent principal. Stephen, Ruby and John are the members of this sub-committee.

Motion: *That the board approves the creation of the appointment sub-committee, with Stephen Conway, Ruby Ward and John Suggate as the members.*

Moved: Stephen Conway

Carried

The sub-committee met with Maureen this week. From this, we have now developed person specifications, a job description and are ready to advertise.

The board discussed the option of Steven advising the sub-committee during this process, but for his professional safety, it has been recommended that he stay out of the process as much as possible given his current position.

The staff rep raised concerns that there was no one from within the school on the sub-committee and asked was there an option to co-opt someone in for this perspective. Stephen confirmed that Maureen would be attending interviews and have speaking rights at these. Maureen has experience from being a principal herself. Maureen did suggest a staff survey been run to help form some questions to ask in the interview. NZSTA has also advised that the board's primary function is to appoint the principal, and that staff should not be co-opted in to this function.

Stephen explained the process for when the proprietors are involved.

The sub-committee asked the board if they are happy for them to move ahead with the process and trust the documents that have been created. The board reiterated that they have handed the power over to the sub-committee for this and they can proceed as they see fit.

Motion: *That the board are happy for the sub-committee to proceed with the appointment process as they see fit.*

Moved: James Harris

Second: Martin Gastinger

Carried

The next steps are:

Advertisement to go live 20 August 2021 which will be left open for one month.

There will be one week to complete reference checks.

Interviews will be held on 25 September 2021. We will need to put our mind to how this may work if we are still in lockdown.

The board had discussions on what the marketing strategy was for this position. It has been decided that an advertisement in the Educational Gazette will be the only place that

the advert is placed to start with. Steven will also push this position through the Principal's network. Discussion around internationally advertising this position and the issues that this may raise was had.

The board also had a brief discussion around the possibility of Steven staying on longer if required.

4.2 Strategic Plan Update

This has not been progressed due to the current high workload of the board during the recruitment process.

The consultation that Steven was undertaking can be included in the strategic plan. There has been a large amount of information received back from both the parents and the staff. Steven doesn't feel that the board should be rushing this at this stage. The board are aware that they need to have this completed by the end of the year.

4.3 Maternity Leave

Courtenay has contacted NZSTA for guidance around her position on the board while she is on maternity leave. There are two options for her:

- She can stay on the board throughout her maternity leave
- She can resign her seat and a new staff representative will be elected

Courtenay cannot have a fill in for the duration of her maternity leave.

This decision is Courtenay's decision alone, but she requests the input of the other board members as to what they see as best for the school.

If anyone has any concerns regarding the maternity leave then they can raise them with Stephen and he will pass them on to Courtenay so she can make her decision. Board members voiced opinion that this decision is hers and should sit with her to make.

4.4 Policy

We have received a lot of feedback regarding our policies. Steven recommends that the board set aside a meeting to have a decent discussion around these policies. The consensus of the feedback has been that we have decent policies, but they are not being followed. Moving forward a group of 2-3 board members could be formed to amend these policies from discussion points, report back the board and then present the amended policies to the community for consultation.

The board discussed getting a NZSTA advisor to assist in this process. Steven confirmed that he is happy to act as this facilitator if the board wish.

Steven doesn't feel that there is as much work in this task as what the board think. A lot of the work required to be completed will be at management level, implementing procedures to support the policies.

Gary and Courtenay have offered to be in this review group.

Action: Steven to set up a meeting with Gary and Courtenay regarding policy and conduct the review.
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5. Correspondence

5.1 Correspondence Out – Nil

5.2 Correspondence In

- Stephen had received a request from Paris to address the board regarding the health curriculum. Paris has withdrawn this request and is undertaking some consultation. She will report back to the board on her findings at a future date.
- Ruby notified the board the NZSTA Strategic Plan and Reporting training module is being held in Christchurch on the 16th September. This date clashes with the September board meeting. There is an online option for this course held on the 13 September. Alternatively, the hand book can be downloaded from the website.

6. Proprietor's Report

- The proprietor's would like to raise an item for the agenda of the next meeting. This topic is the finalisation of the MoU. The board members will need to have read the draft MoU before it can be discussed in a meeting. The proprietor's do understand the presiding member will decide what is most important to make it on the meeting agenda.

Action: All board members to read the Draft MoU before the next meeting.

- The proprietors and the board both jointly employ Lily England. The proprietor's would like to offer her a permanent position, but would like to have her appraisal completed first. The proprietors have requested Steven's assistance with this, of which he is happy to help.
- The proprietors are working on a eurythmy statement. This is draft form but will look at bringing this to the next board meeting. They would like to see this as part of the strategic plan.
- The proprietors are going to review the Steiner certificate. They are worried that there is conflict between that and NCEA and students are neglecting the Steiner qualification. They will explore the possibility of a unified certificate that enables student's university entrance. Major consultation around this area will be required, and they proprietors are aware that this is not a change they can make on their own.
The board enquired as to why this has come up for discussion. Martin confirmed that teachers have commented that NCEA has not been extended to main lessons which has led to student's neglect of the Steiner Certificate. Teachers also commented that NCEA is more supported so easier for them to use. The student rep commented that it would be a shame to lose the Steiner Certificate altogether, but completing two full course is a large work load that many struggle with. A solution which accommodates both would be fantastic.
Getting unit standards into our main lessons would be great.

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

Moved: Stephen Conway

Carried

7. Other Business

7.1 Fundraising Policy

Mike requested that fundraising be put on the agenda for the next meeting. He would like to discuss fundraising policy and responsibility.

Action: Mike to research fund raising responsibilities in schools before the next meeting.

7.2 New Board Member

Stephen announced that we have a new board member Carlene O'Brien. Carlene is a selected member and will represent the proprietor's. She will be at the next board 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 9.05pm and returned to the open meeting at 9.40pm.

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. 19/08/21	Create a new digital process for camp requests and approvals.	Steven Mustor	Next meeting.
2. 19/08/21	Follow up on the astronomy camp approval and report to the board.	Steven Mustor	As soon as possible.
3. 19/08/21	Sort a microwave for seniors through the Community Association.	Gary Miller	As soon as possible.
4. 19/08/21	Set up a meeting with Gary and Courtenay regarding policy and conduct the review.	Steven Mustor	Next meeting.
5. 19/08/21	Read draft MoU before the next meeting.	All board	Next meeting.
6. 19/08/21	Research fund raising responsibilities in schools.	Mike Brown	Next meeting.

There being no further business, the meeting closed at 9.45pm

Next Board Meeting: 16 September 2021 – 6pm, Venue TBA

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	Talk to N.Z.S.T.A about getting some assistance with the strategic plan.	Stephen Conway	Ongoing.
6. 20/05/21	Research Spirit of Adventure trip for Hebe.	Hebe Harmer	Ongoing – not likely to happen but will confirm with Hebe.
8. 20/05/21	Complete skill audit.	All board members	Ongoing.
10. 20/05/21	Contact Debbie regarding further feedback on Code of Conduct.	Stephen Conway	Ongoing - Debbie has approached the school and offered to do some work at no additional charge around the principal and policy work. She is looking to do some consultancy work for schools and would like a testimonial from the school. Stephen to continue this conversation.
5. 24/06/21	Enquire to regular health nurse visits to the school.	Steven Mustor	On-going.
7. 24/06/21	Conduct consultation for the strategic plan.	Steven Mustor	On-going – the consultation has started with large amounts of feedback received.
11. 24/06/21	Contact Mark Larson to book an evening session.	Stephen Conway	On-going – see section 4.4.
13. 24/06/21	Research if the school has policy around staff personal mobile phones.	Steven Mustor	On-going.
18 24/06/21	Complete health and safety audit if practical, otherwise engage a professional to complete the audit.	Steven Mustor	On-going – Audit has been started.
1. 28/07/21	Kamar needs to be checked to ensure all parents in the database are receiving communications.	Unassigned	Completed.
2. 28/07/21	Write a notice for the school newsletter regarding the Covid vaccine.	Stephen Conway	Completed.
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	Completed – discussed in the Principal's Report.
4. 28/07/21	Evaluate fundraising options in the near future.	All board members	In future meeting.