

**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 16 September 2021 at 6:00 pm**

**PRESENT:** Stephen Conway (Presiding Member), Steven Mustor (Principal), Courtenay Washington (Staff Representative) (arrive 7.03pm), Gary Miller, Rohan Bekker, Ruby Ward, Hebe Harmer (arrived 6.18pm), Martin Gastinger, Mike Brown, John Suggate and Carlene O'Brien.

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

**APOLOGIES:** James Harris.

**1. Welcome**

Steven welcomed everyone to the meeting and extended a special welcome to Carlene.

**2. Administration**

**2.1 Resignation**

Maria McAllum has tendered her resignation effective immediately. Maria feels she unable to commit the time required to serve on the board due to her work and study commitments.

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| <b>Action:</b> Stephen to write to Maria to thank her for her contribution to the board. |
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There are enough elected parent representative board members that the board can still select another member. The board briefly discussed the size of the board and the importance of keeping it at manageable size. The proprietors are hesitate to nominate a fourth proprietor representative for this reason.

**2.2 Declarations of Interest**

Nil.

**2.3 Review of Action Points**

See Appendix one.

**2.4 Matters Arising**

**Bring Your Own Device (BYOD) Policy Update**

Hugo is currently working on a survey regarding the BYOD before this can be progressed. The board felt that this was a thorough and well written proposal and look forward to discussing this further.

**2.5 Previous Minutes**

**Motion:** *That the Minutes of the meeting held on 19 August 2021 be approved and adopted as a true and correct record of that meeting.*

**Moved:** Stephen Conway

**Carried**

**Abstained:** John Suggate.

### 3. Monitoring

#### 3.1 Finance Report

The finance report has been distributed and taken as read.

##### Expense Queries

- Water Usage – A query was raised around the increased water usage. The board discussed the leaks that have been identified recently which has been contributing to the high water usage.
- Staffing – the costs in regards to remedying some of the staffing issues was raised. Steven confirmed that these remedies have not effected costs to date and are not as high as originally thought.
- Income coding – the board discussed some of the incomes coding to better understand the reports.

**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 Roll

There are minor changes in the roll. There are two students that are being removed from the role due to low attendance. We also have new students starting soon.

##### 3.2.2 Leadership Structure

There has been overwhelming positive feedback from staff around the proposed leadership structure and the staff have enquired to when the new leadership roles will be filled. Steven requested that the board give approval for the start of this process.

The board discussed the leadership proposal and the three roles available – systems, wellbeing and curriculum. All three have a strong focus on Special Character. The job descriptions for these positions have been distributed to the board for review.

The reporting structure and oversight of these roles was discussed, along with the importance of cultivating culture within our school and community.

It is preferable to have these positions filled internally, but will look to advertise externally if required.

**Motion:** *That the board approves Steven Mustor to proceed with appointing the three leadership positions as proposed.*

**Moved:** Steven Mustor

**Second:** Stephen Conway

**Carried**

##### 3.2.3 Class One

There is a position available for class one. This position is currently being advertised in the Gazette. Steven would like to know who will be involved in the appointment process. The board decided that Stephen and Carlene will attend any interviews for this position. The board also have recommended that Brenda is co-opted onto this interview panel. Interviews will hopefully be held next week. There has been a form sent to all applicants to complete regarding Special Character.

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| <b>Action:</b> Steven to send Class Once Special Character application forms to the Proprietor's. |
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Courtenay arrived 7.03pm.

Once an appointment has taken place, a plan for class one can be put in place around the logistics of teaching a class size of 30. The board had a discussion around the philosophical and logistical issues that this larger class raises.

### 3.2.4 Property

Steven has recommended to the board that a full property audit be conducted. This is to draw the board's attention to all maintenance issues that require work. This could be potentially conducted by Rachel or an external party. Staff feedback would also be included in this audit.

This would then create a long term plan for the Proprietor's and the board to work together on. There are some funding applications that the proprietors can submit to the M.O.E for maintenance issues once they are identified. This could also fit very well into a more formal fundraising plan.

The board would love to be more proactive around this area for health and safety reasons and also the beauty of the school.

**Motion:** *That the board approves Steven and Rachel to organise a full property audit.*

**Moved:** Mike Brown

**Second:** Stephen Conway

**Carried**

### 3.2.5 Drills

A lock down drill will be happening in term four.

### 3.2.6 Policy

Steven has met with Courtenay and Gary to discuss the policies. From this meeting, Steven has rewritten the Complaints Policy, Bullying Policy and Health and Safety Policy. These will be presented to the board for ratification at the next meeting.

### 3.2.7 EOTC Trips

- Astrology Trip – This was cancelled due to the lock down. However, the board had given preapproval for this trip, but had not received any of the RASM forms for the final approval.
- Silvia White has requested preapproval for a trip to Quail Island. The board have approved this and look forward to seeing the RAMS for final approval.
- EOTC Trips Process – This process appears to be in a shambles. The board have requested that all RAMS for any remaining camp to be held in 2021 to be presented to the board as soon as possible.

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| <b>Action:</b> Steven to present all RAMS for 2021 camps/trips to the board. |
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Steven has recommended that the board could delegate authority to one person to oversee the EOTC's. A role with a management unit could be created for 2022. Teacher's education around this process is also required and would be best held at the start of the year at a teacher's only day.

### 3.2.8 Lock down

Steven commented that the staff onsite during lock down were fantastic.

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| <b>Action:</b> Stephen to thank the staff from the board for lock down efforts. |
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The board gave feedback that the communication throughout this lock down was fantastic.

Steven informed the board that level two is quite a difficult level to be in, with many rules in place to follow. Steven finds this to be quite an exhausting time.

### 3.2.9 Staff Mobile Phones

There is currently no approved policy around the use of staff mobile phones. Steven has drafted a policy and this will be presented to the board for ratification at the next meeting. A section on IP is also included in this policy.

### 3.2.10 Comments from the Board

- **Staff Reporting** – The board would like to thank the staff for all of the great reporting for the board that has been completed. A morning tea will be put on to thank the staff and the board are invited to attend this.

**Action:** Gary to organise a morning tea for the staff and Stephen to thank the staff for the reporting.

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

**Moved** Stephen Conway

**Carried**

### 3.3 Student Report

- Hebe will inform the student council of the new student elections dates. She will also confirm that any high school student can be nominated for the student rep.
- A discussion around the stress levels of students and their workloads around NCEA was had.

## 4. Discussions

### 4.1 Permanent Principal Position

This is progressing as planned. The sub-committee will be meeting with Maureen on Saturday to discuss applicants, create a short list and create the interview questions. Reference checks will be completed through next week.

### 4.2 Strategic Plan Update

This has been parked until the new principal is onboard.

### 4.3 Leadership Structure

Discussed in Principals Report

### 4.4 Fundraising

Mike has met with Gary and had a deep discussion around the fundraising functions within the school.

- Community Association – currently fund raise enough to cover their needs, but happy to step up fundraising if a new project was passed onto them. The two main fund raisers are the spring fair and raffles. Being a registered charity organisation, the association can also apply for community grants, but this hasn't been a regular thing.
- Proprietor's – able to assist in fund raising.
- Board – Able to initiate fundraising.
- Class Fundraising – There is a class fundraising policy, but this is not very clear at all. The purpose of class fund raising and graduation events were discussed.

There is a lot of scope to ramp up fundraising to support the school. The creation of a vision or target would be great to get the school working collectively towards.

The progression of a strong alumni initiative or program was discussed.

### 4.5 Student Rep Elections

Discussed in Student Report.

### 4.6 Remote Learning and Level 3 and 4

Discussed in Principal's Report.

## 5. Policy

Discussed in Principal's Report

**6. Correspondence**

**6.1 Correspondence Out – Nil**

**6.2 Correspondence In**

Stephen had received a letter from Hugo applying for a Study Award.

**7. Proprietor’s Report**

The proprietors have not had an ordinary meeting since the last board meeting so not much to report.

There was an extraordinary meeting held last week regarding the Special Character. The proprietors met to discuss the different ideas of what Special Character means to different people. The proprietors would like to celebrate the diversity around this topic.

This is a great journey that has been started with the aim of creating a beautiful document and material for the website. It was suggested that an external professional might be able to help bring the idea together in a succinct manner. The board feel that this would be a worthwhile investment. The board discussed the best how to complete this effectively while satisfying all parties.

John left 8.56.

**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 8.56pm and returned to the open meeting at 10.00pm.

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**

| <b>Date</b> | <b>Action</b>  | <b>Responsibility</b>          | <b>Due</b>           |
|-------------|--|--------------------------------|----------------------|
| 1. 16/09/21 | Write to Maria to thank her for her contribution to the board.             | Stephen Conway                 | As soon as possible. |
| 2. 16/06/21 | Send Class Once Special Character application forms to the Proprietor's.   | Steven Mustor                  | As soon as possible. |
| 3. 16/09/21 | Present all RAMS for 2021 camps/trips to the board.                        | Steven Mustor                  | As soon as possible. |
| 4. 19/09/21 | Thank the staff from the board for lock down efforts.                      | Stephen Conway                 | As soon as possible. |
| 5. 19/09/21 | Organise a morning tea for the staff to thank the staff for the reporting. | Gary Miller and Stephen Conway | Last Friday of term. |

There being no further business, the meeting closed at 10.01pm

**Next Board Meeting: 21 October 2021 – 6pm at the schools 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.

| <b>Date</b>  | <b>Action</b>  | <b>Responsibility</b> | <b>Update</b>  |
|--------------|--|-----------------------|--|
| 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.   |
| 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.  |
| 11. 24/06/21 | Contact Mark Larson to book an evening session.                          | Stephen Conway        | Stephen has spoken to Mark Larson and he is still happy to assist the board with the creation of a handbook. |
| 13. 24/06/21 | Research if the school has policy around staff personal mobile phones.   | Steven Mustor         | Completed – Discussed in the Principal's Report.   |

| <b>Date</b>    | <b>Action</b>   | <b>Responsibility</b> | <b>Update</b>   |
|----------------|---|-----------------------|---|
| 18<br>24/06/21 | Complete health and safety audit if practical, otherwise engage a professional to complete the audit. | Steven Mustor         | On-going.   |
| 4.<br>28/07/21 | Evaluate fundraising options in the near future.  | All board members     | In future meeting.  |
| 1.<br>19/08/21 | Create a new digital process for camp requests and approvals.   | Steven Mustor         | Ongoing.  |
| 2.<br>19/08/21 | Follow up on the astronomy camp approval and report to the board.                                     | Steven Mustor         | No longer required.   |
| 3.<br>19/08/21 | Sort a microwave for seniors through the Community Association.                                       | Gary Miller           | Ongoing – will be sorted out for the seniors for next year. |
| 4.<br>19/08/21 | Set up a meeting with Gary and Courtenay regarding policy and conduct the review.                     | Steven Mustor         | Next meeting.   |
| 5.<br>19/08/21 | Read draft MoU before the next meeting.   | All board             | Ongoing – refers to the CPG so needs to be updated.         |
| 6.<br>19/08/21 | Research fund raising responsibilities in schools.  | Mike Brown            | Completed – Discussed in section 4.4.                       |