

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 21 October 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, John Harris, Mike Brown, and Carlene O'Brien.

IN ATTENDANCE: Stephanie Wood (Board Secretary), Jacqueline Woods
*Please see appendix two for full list of attendees.

APOLOGIES: Martin Gastinger and John Suggate.

1. Welcome and Presentations

Meeting opened at 6.05pm

Stephen welcomed the board and members of public attending the meeting.

Stephen reminded everybody present that this was a meeting held in public, and not a public meeting where matters would be debated.

1.1 Franziska Friese

Franziska gave a brief introduction of herself and her Steiner back ground.

Franziska addressed what she felt the vaccine mandate meant for Steiner teachers and the school community. She raised concerns for the families that choose to not vaccinate and the community and education that they will be missing out on. Franziska also expressed her views on the destruction that the special character will suffer due to the vaccination. She asked the board to remember what the school and community stood for, and the board's responsibility to up hold these beliefs.

1.2 Justin Barton. – Proprietor's Trust

Justin addressed the board on behalf of the proprietor's. The proprietor's would like to acknowledge the difficult issues that are upcoming with the impending vaccine mandate. The proprietor's would like the two boards to work together to be responsive to this situation to support the teachers and students. The proprietors are happy to take on any tasks that the board would like assistance with. A joint meeting where strategies and contingencies can be discussed is requested by the proprietor's to help face this crisis.

1.3 Board introductions

A member of the public asked if the board could introduce themselves. Each board member briefly introduced themselves.

Stephen thanked Franziska and Justin for their contribution to the meeting, but explained that the board would not be responding to their presentations until the board had time to reflect and discuss as a group. This would happen in the Public Excluded session of the meeting. Stephen welcomed everyone present to stay on and listen to the remainder of the meeting.

1.4 ERO Liaison Introduction

Jacqueline Woods from ERO introduced herself to the board and gave a brief overview on her role in the new ERO review.

She recommended that the board start working on the Board Action Sheets as these include some legal requirements. The rest of the review will start once the strategic plan is in place in 2022.

Jacqueline left at 6.42pm.

2. Administration

2.1 Declarations of Interest

Nil.

2.2 Review of Action Points

See Appendix one.

2.3 Matters Arising

Parent Representative

NZSTA confirmed that Maria's email was sufficient for resignation. Stephen also confirmed the correct list of board members with NZSTA.

The board now has a vacant parent representative position. Elections are to be held next year with four members up for re-election. Stephen raised the question of how many board members do we want to have and do we want to replace Maria. This will need to go to the community for consultation. We currently meet our legal requirements so can operate with Maria's seat vacant.

EOTC Trips/Camps

Sylvia's camp is still the only trip that the board have received the correct paper work for, but there are still numerous other trips planned.

Class eight has submitted documentation for board discussion at this meeting.

2.4 Previous Minutes

Motion: *That the Minutes of the meeting held on 16 September 2021 be approved and adopted as a true and correct record of that meeting.*

Moved: Stephen Conway

Second: Gary Miller

Carried

3. Monitoring

3.1 Finance Report

The finance report has been distributed and taken as read.

- Stephen has signed a new contract with BDO to complete our annual audit. The fees have increased due to increased auditing requirements, but it is good to have kept the same auditor.
- Concerns around the underspending in areas such as Professional Development were raised and discussed. The board would like to be mindful of this in 2022. The board asked if it was possible to action some PD before the year end.

Action: Steven to investigate if any professional development can be held before the year end.

- Paul is currently working on the draft budget for 2022. This new budget is based on a new way of working and therefore may take a few years to get on top of this. Steven informed the board that they should not expect the 2022 budget to be forecasting a profit.
The budget includes a large amount of spending which is required to bring areas up to date, but the board need to be mindful that this spending is not sustainable long term.
- Budget procedures for teachers was raised. This was parked for management to address with teachers.
- We found another major leak, which has now been rectified. We should now see our water usage drop to more acceptable levels.

Motion: *That the Finance Report be accepted.*

Moved Stephen Conway

Carried

Motion: *That the board adopts the budget policy outlined by Paul Melton.*

Moved: Gary Miller

Second: Stephen Conway

Carried

Motion: *That the board approves the 2021 budget adjustments.*

Moved: Gary Miller

Second: Stephen Conway

Carried

3.2 Principal's Report

Principal's Report taken as read.

3.2.1 Lower School Recommendations

A report has been submitted from the Lower School and includes some recommendations. The report shows that there has been inroads made, but the board needs to look at how they can further support this in 2022.

3.2.2 Fees

Steven recommends that the board give the administration team the directive to get this area sorted. Currently the fees process and communications are unclear and are causing many families stress.

A discussion around flat line donations was raised. This is a big discussion point that was parked for another meeting when looking at the 2022 budget.

3.2.3 Lockdown Test

The alarms are extremely loud in the kindergarten and therefore Steven decided not to hold a lockdown drill. These alarms are being fixed.

3.2.4 Vaccinations

Vaccinations to be addressed in the public excluded session, but all correspondence and communication around this matter is available for board members to review.

3.2.5 Covid Lockdown Plans

Steven is making lockdown plans in case there is another lock down before the end of 2022.

A reminder to all staff that any communication or information requests needs to be forwarded to principal or the presiding member for response.

3.2.6 Policy Updates

Steven has completed the consultation and drafting of the Complaints and Concerns Policy, Staff Device Policy, Intellectual Property Policy, Timetabling Policy, Health Policy and Bullying Policy. He would love to get these ratified and released to the community after the next meeting.

Action: All board members to read the policies for ratification at the November meeting.

The Dress Code policy is a management policy, but Steven recommends that the new leadership positions run this consultation and drafting process.

3.2.7 EOTC

Peter is happy to have responsibility for the oversight of EOTC in 2022. Peter will report to the principal then the board.

Peter has a very robust procedure for organising camps, however, this process is not being followed. Steven warned the board that this places the board in a position of great risk.

M.O.E guidance is currently no camps should be happening in level two.

There are rumors that there are many trips and camps planned for the remainder of 2021 that the board have yet to sign off on.

The board need to see the planning for these trips immediately including Covid risk assessments.

Action: Steven to inform any camps planned for 2021 need to provide risk assessment to the board ASAP.

Action: Steven to notify teachers that deadlines for Term 1 & 2 2022 camps is November 2021.

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

Moved Stephen Conway

Carried

3.3 Student Report

This is Hebe's last meeting with the board as student representative. Stephen thanked Hebe for being a fantastic student rep.

Hebe is currently working on encouraging students to vote in the new student rep election. The school is expecting a good turn out with three candidates running. Hebe will do a full handover with elected person.

4. Discussions

4.1 Leadership Structure

These positions are currently being advertised internally. We have received some applicants, but one position has no applications.

Action: Steven and Stephen will meet to discuss the next steps around the leadership positions.
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4.2 Board Size

Discussed in Matters Arising.

4.3 Leave of Absence

Courtenay has requested a leave of absence for the November meeting for her maternity leave. The board discussed this and feel that granting a two month leave of absence is more realistic.

Motion: *That Courtenay Washington be granted a leave of absence from the board for November and December 2021.*

Moved Stephen Conway

Carried

5. Policy

Discussed in Principal's Report

6. Correspondence

6.1 Correspondence Out – Nil

6.2 Correspondence In – Nil

7. Proprietor’s Report

- The proprietors would like to propose new enrolment officer position for the school. They feel that this is vital for the future of the school.
This role is currently split between three people. The board discussed in depth the concept and scope of this proposal.
The board need to determine what the school can afford before progressing this idea any further.
- The proprietors have drawn the board’s attention to the vision statement. They feel that there are important elements of this that the students are missing out on such as erythmy and second languages. The Proprietors have requested that this be included in the strategic plan.
- The proprietors have made a statement of intention and informed the board that they have decided to commit to NZCSE level one and two starting 2023 instead of NCEA.
The board held a robust discussion around this matter and raised various concerns, including the short time frame for implementation.
A joint meeting to discuss this matter would be beneficial. Until then, John will discuss this with the board at the next meeting.
- The proprietors have invited Caroline to their next meeting.

Break taken 8.03pm. Public in attendance asked to leave for the public excluded session.

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 8.30pm and returned to the open meeting at 11.08pm. 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. 21/10/21	Investigate if any professional development can be held before the year end.	Steven Mustor	As soon as possible.
2. 21/10/21	Read the policies for ratification at the November meeting.	All board members.	Next meeting.
3. 21/10/21	Inform any camps planned for 2021 need to provide risk assessment to the board ASAP.	Steven Mustor	As soon as possible.
4. 21/10/21	Notify teachers that deadlines for Term 1 & 2 2022 camps is November 2021.	Steven Mustor	As soon as possible.
5. 21/10/21	Meet to discuss the next steps around the leadership positions.	Stephen Conway and Steven Mustor	As soon as possible.

There being no further business, the meeting closed at 11.08pm

Next Board Meeting: 18 November 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.

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 – park for Caroline in 2022.
6. 20/05/21	Research Spirit of Adventure trip for Hebe.	Hebe Harmer	Completed – Hebe was unable to attend this trip.
8. 20/05/21	Complete skill audit.	All board members	Ongoing – Ruby to resend to the board and all members to complete by the next meeting.
5. 24/06/21	Enquire to regular health nurse visits to the school.	Steven Mustor	On-going – Covid is holding these visits up.
7. 24/06/21	Conduct consultation for the strategic plan.	Steven Mustor	Remove – Park until Caroline arrives.

24/06/21	Contact Mark Larson to book an evening session.	Stephen Conway	Ongoing - Funding has been approved through to July 2022. Stephen to book this in with Mark for 2022.
Date	Action	Responsibility	Update
18 24/06/21	Complete health and safety audit if practical, otherwise engage a professional to complete the audit.	Steven Mustor	On-going – underway.
4. 28/07/21	Evaluate fundraising options in the near future.	All board members	Mike and Rachel met and had a good discussion on where the fundraising currently sits. Plenty of great ideas for the start of 2022. This also needs to be added to the budget.
1. 19/08/21	Create a new digital process for camp requests and approvals.	Steven Mustor	Ongoing – this with Peter to instigate in 2022.
3. 19/08/21	Sort a microwave for seniors through the Community Association.	Gary Miller	Completed.
4. 19/08/21	Set up a meeting with Gary and Courtenay regarding policy and conduct the review.	Steven Mustor	Completed.
5. 19/08/21	Read draft MoU.	All board	Ongoing – CPG has been removed. Any feedback can be sent to John.
1. 16/09/21	Write to Maria to thank her for her contribution to the board.	Stephen Conway	Completed.
2. 16/06/21	Send Class One Special Character application forms to the Proprietor's.	Steven Mustor	Ongoing.
3. 16/09/21	Present all RAMS for 2021 camps/trips to the board.	Steven Mustor	Completed.
4. 19/09/21	Thank the staff from the board for lock down efforts.	Stephen Conway	Completed.
5. 19/09/21	Organise a morning tea for the staff to thank the staff for the reporting.	Gary Miller and Stephen Conway	Completed.

Appendix Two

Attendees:

Stephen Roigard, Karen Silvers, Anne Daly, Nadine Adair, Chieko Yee, Sarah Wheeler, Shay Karaka, Alan Cummins, Kim Anderson, Brenda Warrander, Lesley Murray, Lucrece Kenny, Aaron McLoughlin, Wendy Sargent, Camille Sargent, Mike Sargent, Isabel Challies, Isabel Mertel, S Hardy, Chris Thomson, Paddy Gilgenberg, Sonia Frost, Istvan Martinka, D Macdonald, Franziska Friese, Justin Barton, Heidi Gilgenberg, Joanna Mackenzie, Haley Forsthofer, Gary Forsthofer, David Pomeroy, Marjan Glamuzina, Jenny Cameron, Benjamin Wolpert, Rachel Conway and Anna Heyes.