

**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 18 November 2021 at 6:00 pm**

- PRESENT:** Stephen Conway (Presiding Member), Steven Mustor (Principal), Courtenay Washington (Staff Representative), Gary Miller, Rohan Bekker, Ruby Ward, Ethan Green (Student Representative), James Harris, Mike Brown, Martin Gastinger, Estevan Martinka and Carlene O'Brien.
- IN ATTENDANCE:** Stephanie Wood (Board Secretary), Caroline Gray and Rosalyn Herber-Green.
- APOLOGIES:** John Suggate.

**1. Welcome**

Stephen welcomed the board and members of public attending to the meeting. Stephen welcome to Ethan for his first proper board meeting. Stephen also offered a warm welcome to Caroline Grey. Caroline gave her mihi and thanked the board for their invitation to attend. The board gave a brief introduction of themselves.

**Motion:** *That Caroline Gray has speaking rights in the meeting on 18 November 2021.*

**Moved** Stephen Conway

**Carried**

**2. Administration**

**2.1 Declarations of Interest**

Caroline declared a conflict of interest with ERO.

Gary has a conflict of interest around the healthy food policy and cafeteria contract.

**2.2 Review of Action Points**

See Appendix one.

Courtenay arrived 6.09pm

**2.3 Previous Minutes**

**Motion:** *That the Minutes of the meeting held on 21 October 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.

- There were no queries raised from the finance sub-committee.
- We have received feedback from parents appreciating the new communications around the donations. We are seeing an increase in donation payment from this.

- Paul has looked at the Kindo program, but has decided that this is not the best program for us to implement. We are still needing a new system so there is still work to be done in this area.
- The board queried if the previous student rep will get paid her board fees. It was confirmed that she will get paid board fees for all the meetings she attended.
- The board briefly discussed teacher's budgets and the billing recoverable's process.
- The board discussed the large amount of staff still getting reimbursed instead of using the school credit card. Steven confirmed that they are working on getting this changed over but it may take some time for this change to be embraced. The board requested some information on the credit card usage.

**Action:** Steven to research the school credit card usage.

- An outline of the relief budget and relief use as been requested by the board.

**Action:** Steven to arrange relief budget and usage information with Paul.

- Stephen met with the auditors and they are hoping to have our accounts completed before Christmas ready for the first 2022 meeting.

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

**Moved** Stephen Conway

**Carried**

**Motion:** *That the board approves the change to straight-line depreciation as recommended by Paul Melton.*

**Moved:** Stephen Conway

**Carried**

### **3.2 Principal's Report**

There is no written Principal's Report this month, a verbal report was given.

#### **3.2.1 Covid-19 Vaccination Mandate**

Steven updated the board on the very busy month that he has had dealing with the vaccination mandate. It has been a very hard term for so far.

Steven had received numerous phone calls from the media assuming that the school was anti-vax. Steven responded with no comment to all media requests.

The students seem to be happy and carrying on with schooling well. There has been some concern raised around gaps in teaching for specialist subjects for external assessments. Steven will keep up with the positive messaging through this time to hopefully elevate any vaccination and study anxiety.

#### **3.2.2 Graduation**

The graduation is still currently going ahead while we are in level two. If the Covid Protection Framework is instigated before this event, some families will not be allowed to attend due to vaccination requirements.

#### **3.2.3 Lockdown**

The school had a lockdown Thursday 11<sup>th</sup> November. There was no risk to students or staff but the school was in lockdown for 15 minutes. The lockdown was caused by an incident on Ormsby Terrace that involved the police.

The alarms still have not been adjusted to reduce the loudness of the alarms.

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

**Moved** Stephen Conway

**Carried**

### 3.3 Student Report

Ethan had nothing to raise with the board in his first meeting. Ethan will email the board with his ideas on changes that he would like to see around the school for addressing in 2022.

## 4. Discussions

### 4.1 Code of Conduct

Stephen has spoken to Mark Larson around adopting a Code of Conduct for the board. There is a standard document provided by NZSTA that would cover the school needs. The proprietor's don't have a Code of Conduct, but they do sign a confidentiality agreement. Martin will raise this at the proprietor's next meeting as the board would like to see both entities operating under a Code of Conduct. The Codes may differ for each entity.

**Motion:** *That the board adopts the NZSTA Board Code of Conduct effective immediately, with the possibility to amend if needed.*

**Moved** Stephen Conway

**Carried**

<b>Action:</b> Board members to read the Code of Conduct and give feedback if necessary.
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<b>Action:</b> Martin to discuss Code of Conduct with proprietors.
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Estevan left 6.51pm

### 4.2 Leadership Update

Steven has run the appointment process and has appointed Paris to the wellbeing leadership role. An offer was made for the system leadership role but was declined. The next steps in this process have been put on hold due to the covid-19 vaccination mandate workload.

Steven will look to advertise the systems leadership role externally, with the aim of recruiting specialist teachers at the same time. Steven is not concerned about getting appropriate applicants.

Maternity leave cover positions have interview underway this week with 35 applications received.

Caroline will take on the curriculum leadership role, which is different than first planned but should work very well.

### 4.3 Class Secretary Email

The board had a discussion around the role of a class secretary, focusing on the issues created around the use of the email.

The board explored options around managing the communications sent from the class secretaries. Steven strongly recommends that any communication sent to parents is sent via the office staff of the school and not class secretaries.

It was discussed that the class secretary role is different for each teacher, depending on their work style and therefore the school would like to keep this role in support of the teacher. Defining the class secretary role would be beneficial. This will be left to management to work through.

<b>Action:</b> Steven to arrange a meeting with the class secretaries to discuss their role.
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**5. Policy**

**5.1 Policies for Adoption**

The board discussed some queries around the draft policies and requested some changes be made before finalisation.

<b>Action:</b> Steven to make requested changes as discussed to the draft policies.
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**Motion:** *That the board adopt the below policies pending requested changes:*

- Complaints and Concerns Policy
- Staff Device Policy
- Intellectual Property Policy
- Timetabling Policy
- Health Policy
- Bullying Policy.

**Moved:** James Harris

**Second:** Martin Gastinger

**Carried**

**5.2 Food Policy**

Gary left the meeting for this discussion due to a conflict of interest.

The board had a discussion on healthy food guidelines from the M.O.E and creating a Healthy Food Policy for the school as there is currently no policy covering this. Some research into what other schools do in this area will be of benefit.

The board will also review some templates and other schools Food Policies to see if they suit our school. This is to be ready for adoption in the December meeting.

<b>Action:</b> James to talk to other schools to find out what they do in this area.
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<b>Action:</b> Board members to read other Healthy Food Policies to create one that Suits CRSS.
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**5.3 Food Contract**

The board discussed the current contract for the cafeteria. It is believed that the current contract is a verbal contract between Gary Miller and Thomas.

<b>Action:</b> Steven to confirm the cafeteria contract status with Gary.
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The board feel that this contract should be renewed and a tender process should be undertaken. Steven recommends that this goes to tender once a Healthy Food Policy has been adopted.

Concerns around the nutrition were raised from earlier community surveys. This information can be shared with the board.

Options around bringing the cafeteria operation back into the school were explored. The board are mindful that there is a balance to get right when asking a commercial contractor to meet our food requirements and also running a profitable business.

**6. Correspondence**

**6.1 Correspondence Out – Nil**

**6.2 Correspondence In – Nil**

Break taken 7.55pm. Public in attendance asked to leave for the public excluded session.

**7. 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 8.18pm and returned to the open meeting at 10.08pm.

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.

**8. Other Business**

**8.1 Community Association**

Gary informed the board that the Community Association will be making a \$10,000 donation to the school in 2022 to contribute to teacher aide costs.

Gary is stepping down from the Community Association after 15 years' service. As a thank you gift the association are providing Gary \$2,000 to spend on kitchen equipment for the students.

**8.2 Class Streaming**

A query around the use of class streaming was raised. Courtenay confirmed that this does not happen in the English department.

Caroline confirmed that she will be working hard to ensure this practice is eradicated if there is any situations where it occurs.

**9. Rolling Actions Points Table**

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>
<b>8. 20/05/21</b>	<b>Complete skill audit.</b>	<b>All board members</b>	<b>Ongoing – Ruby to resend to the board and all members to complete by the next meeting.</b>
<b>5. 24/06/21</b>	<b>Enquire to regular health nurse visits to the school.</b>	<b>Steven Mustor</b>	<b>On-going – Covid is holding these visits up.</b>
<b>24/06/21</b>	<b>Contact Mark Larson to book an evening session.</b>	<b>Stephen Conway</b>	<b>Ongoing - Funding has been approved through to July 2022. Stephen to book this in with Mark for 2022.</b>
<b>18 24/06/21</b>	<b>Complete health and safety audit if practical, otherwise engage a professional to complete the audit.</b>	<b>Steven Mustor</b>	<b>On-going.</b>
<b>5. 19/08/21</b>	<b>Read draft MoU.</b>	<b>All board</b>	<b>Ongoing –Any feedback can be sent to Stephen.</b>
<b>2. 16/06/21</b>	<b>Send Class One Special Character application forms to the Proprietor’s.</b>	<b>Steven Mustor</b>	<b>Ongoing.</b>
<b>1. 21/10/21</b>	<b>Investigate if any professional development can be held before the year end.</b>	<b>Steven Mustor</b>	<b>Ongoing.</b>
2. 21/10/21	Read the policies for ratification at the November meeting.	All board members.	Completed – Discussed in Section 5.1.
3. 21/10/21	Inform any camps planned for 2021 need to provide risk assessment to the board ASAP.	Steven Mustor	Completed – all camps have been called off due to Covid-19. To date only day trips planned for 2022 have been received.
4. 21/10/21	Notify teachers that deadlines for Term 1 & 2 2022 camps is November 2021.	Steven Mustor	Completed.
5. 21/10/21	Meet to discuss the next steps around the leadership positions.	Stephen Conway and Steven Mustor	Completed – The appointment process was run for these positions. One appointment was made so a plan is needed for the next appointment process to file the remaining position.
<b>New Actions</b>			
1. 18/11/21	Research the school credit card usage.	Steven Mustor	Next meeting.
2. 18/11/21	Arrange relief budget and usage information with Paul.	Steven Mustor	Next meeting.
3. 18/11/21	Read the Code of Conduct and give feedback if necessary.	All board members	Next meeting.
4. 18/11/21	Discuss Code of Conduct with proprietors.	Martin Gasteringer	Next meeting.

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Update</b>
5. 18/11/21	Arrange a meeting with the class secretaries to discuss their role.	Steven Mustor	Next meeting.
6. 18/11/21	Make requested changes as discussed to the draft policies.	Steven Mustor	As soon as possible
7. 18/11/21	Talk to other schools to find out what they do in this area.	James Harris	Next meeting.
8. 18/11/21	Read other Healthy Food Policies to create one that Suits CRSS.	All board members	Next meeting.
9. 18/11/21	Confirm the cafeteria contract status with Gary.	Steven Mustor	Next meeting.

There being no further business, the meeting closed at 10.10pm

**Next Board Meeting: 16 December 2021 – 6pm at the schools Art Room.**

**APPROVED:** .....

**Stephen Conway -Presiding Member**

**DATE**.....