

**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 December 2021 at 6:00 pm**

- PRESENT:** Stephen Conway (Presiding Member), Steven Mustor (Principal), Courtenay Washington (Staff Representative) (arrived at 6.30pm), Gary Miller, Rohan Bekker, Ruby Ward, Ethan Green (Student Representative), James Harris, Mike Brown, and Martin Gastinger.
- IN ATTENDANCE:** Stephanie Wood (Board Secretary) Alan Cumming and Maria McAllum.
- APOLOGIES:** John Suggate, Carlene O'Brien and Istvan Martinka.

**1. Welcome**

Stephen opened the meeting at 6.10pm and welcomed everyone to the last board meeting for 2021.

**Motion:** *That Maria McAllum has speaking rights in the meeting on 16 December 2021*

**Moved** Stephen Conway **Carried**

**Motion:** *That Maria McAllum is co-opted on to the board for Christchurch Rudolf Steiner School until September 2022 to assist with Covid-19 communications.*

**Moved** Stephen Conway **Carried**

**2. Administration**

**2.1 Declarations of Interest**

See Appendix two.

**2.2 Review of Action Points**

See Appendix one.

**2.3 Previous Minutes**

**Motion:** *That the Minutes of the meeting held on 18 November 2021 be approved and adopted as a true and correct record of that meeting.*

**Moved:** Stephen Conway **Carried**

**2.4 Matter arising**

**2.4.1 Class Secretaries**

The board discussed the class secretaries role and recent events organised by a class secretary. The board felt very disappointed that parents organised a school trip which was then approved by Steven Mustor after the board had made the decision to cease all school trips for the remainder of 2021.

This discussion highlighted the importance of the need for a communication guideline for class secretaries.

#### 2.4.2 Cafeteria Contract

Gary expressed his frustration to the board at being asked to leave the room for what was considered a conflict of interest in the last board meeting around the food policy and cafeteria contract. The board apologised to Gary for this misunderstanding.

Gary requested to be present for any food policy discussion moving forward.

Gary explained the CRSS Food Policy to the board. The board discussed if this policy was required, given the information regarding the health and safety policy covering this area. It was decided that the Food Policy should go on the school website.

**Action:** Gary to get the Food Policy put on the school website.

Gary also confirmed that there is a written contract of four years with the right to renewal of another four years. The contract is currently in its second year of the renewal period.

Courtenay arrived 6.30pm.

### 3. Monitoring

#### 3.1 Finance Report

The finance report has been distributed and taken as read.

- The finance sub-committee met with Steven and Rachel and went over the 2022 draft budget. We are currently looking at a small deficit, but looking to trade better in 2023. The board discussed ways to help secure funding to support the budget and items that have had to be cut.
- Steven informed the board that the schools aim is to retain students throughout 2022 and re-engage with the community. By retaining year seven and upwards, this will help the school financials. In 2023 the focus will need to shift to growing the school role.
- A query was raised around the increase in the relief budget. The board discussed what reporting it would like to see on a regular basis in 2022 to understand these costs.

**Motion:** *That management provide a regular report on the relief budget.*

**Moved** Stephen Conway

**Carried**

- A query was raised around the budget for the school production. There is currently no budget for this. The board discussed the need for this expense and the potential to generate income from ticket sales.

**Motion:** *That the board add a budget of \$5,000 to the 2022 draft budget for the production as it is a curriculum requirement.*

**Moved** Courtenay Washington

**Second:** James Harris

**Carried**

**Action:** Stephen to inform Paul of the budget update.

- A query was raised on the lack of marketing included in the budget. The board discussed the importance for marketing to be included to help grow the role and re-engage with the community. Some feedback was given on the recent communications sent out from the proprietors regarding the donations was given. This communication did not hit the mark and left families feeling alienated.
- Steven informed the board that they could help support the budget by looking at an administration restructure. He recommended that this is left for the new principal to drive if she saw fit.

- The board discussed the payment of the board expenses. Paul provided tax information for individual members to make a decision on and inform him for payment.

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

**Moved** Stephen Conway

**Carried**

**Motion:** *That the 2022 draft budget be adopted pending the changes minuted in this meeting.*

**Moved:** Stephen Conway

**Carried**

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

There is no written Principal's Report this month, a verbal report was given. Steven praised the board efforts throughout 2021. He thanked the board for their support through the tough times the community has been facing. Steven is looking forward to starting his new position as principal at Fiordland College in Te Anau in 2022.

Stephen thanked Steven for all of his work over the seven months he was with the school as acting principal and wished him all the best for his new role. The board echoed this sentiment.

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

**Moved** Stephen Conway

**Carried**

### **3.3 Student Report**

- Graduation was a fantastic event.
- Ethan has completed the NZSTA workshop for student representatives. He highly recommends it for future student representatives.
- The board inquired about student mandate anxiety, and Ethan confirmed that this seems to have settled down.
- The board discussed the opportunity for the student representative to experience the Spirit of Adventure. They recommended that Ethan plan for this early so he doesn't miss out.

<b>Action:</b> Courtenay to send Ethan Spirit of Adventure information.
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## **4. Discussions**

### **4.1 Covid Committee**

The board has received correspondence from the M.O.E explaining that they are expecting outbreaks of Covid-19 in schools in 2022. They have recommended that schools are very clear with their communication to their communities. The board agree, that should there be an outbreak in the school, that M.O.E guidelines should be followed.

Stephen informed the board that he is struggling with the amount of emails that he is currently receiving as presiding member so he would like to create a Covid-19 sub-committee to deal with these communications.

The board discussed the use of the website instead of emailing information out. That way our community can be sure they are reading the most current information.

A Covid-19 Policy also needs to be drafted and this task will sit with this committee.

The board discussed principal delegations, and how this committee should operate once the new principal is on board.

The board agree that a sub-committee should be set up with four members, being Gary, Maria, Alan and Caroline.

Gary, Maria and Alan will start work on this policy and communications until Caroline starts.

**Motion:** *That a Covid-19 sub-committee is created including Gary Miller, Maria McAllum, Alan Cumming and the principal.*

**Moved** Stephen Conway

**Carried**

#### **4.2 Leadership Update**

Steven provided an update – we have advertised the systems leadership position externally and conducted interviews. We have offered this position to Christian Giles who has accepted.

We are currently working through filling the curriculum leadership with the other unsuccessful candidate as they were impressive.

Steven let the board know that there is a lot of potential for leadership and a great culture with the new leadership team, but they will need support as they grow into these roles. He recommends professional leadership coaching for this group.

#### **4.3 2022 Board Meetings and Reports**

The board discussed meeting dates for 2022. Steven recommended that the board move to having two board meetings per term instead of monthly. This would give more detailed and accurate reporting from the principal.

The board have set the first three meeting dates as:

10 February 2022

10 March 2022

7 April 2022

**Motion:** *That all board reports are received seven days before meetings.*

**Moved** James Harris

**Second** : Gary Miller

**Carried**

### **5. Correspondence**

**5.1 Correspondence Out** – Nil

**5.2 Correspondence In** – Nil

### **6. Proprietor's Report**

- The proprietors have ratified the MoU. They have requested that this is put on the board agenda to be ratified by the board at the next meeting. This is a living document so changes can be addressed at any time.
- A letter has been sent to the school community regarding donations. This was discussed earlier in the meeting.
- The tenants at Helios have now moved out. From next year on the school can use the building and car parks. The buildings has been given the new name Te Ara Sophia. The board discussed the requirements to have future tenants police vetted and vaccinated. There is a sub-committee dealing with all building arrangements which is being coordinated by Rachel.
- There is a market running at Helios and the proprietors are going to get a steering group to drive this market forward.
- The Kindo software has been rejected.

- Alan has meet with Caroline to discuss the kindergarten and the implementation of the Steiner Certificate.
- The proprietor’s would like a joint meeting with the board early in the school year to discuss Special Character
- The proprietors have reviewed the Code of Conduct. They will be making some small alterations and will look to adopt this.
- The proprietors are currently dealing with insurance. They are looking for some additional quotes to see if they can get a better price. Insurance costs are shared between the proprietors and the board.
- The proprietors would like to extend a huge thank you to Steven Mustor for all of his hard work over the past seven months.

Break taken 8.20pm. Allan left 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 8.37pm and returned to the open meeting at 10.28pm.

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. 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.

Date	Action	Responsibility	Update
5. 24/06/21	<b>Regular health nurse visits to the school.</b>	<b>Steven Mustor</b>	<b>On-going.</b>
24/06/21	<b>Contact Mark Larson to book an evening session.</b>	<b>Stephen Conway</b>	<b>Ongoing.</b>
18 24/06/21	<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>
5. 19/08/21	<b>Martin to send and the board to read MoU for the next meeting.</b>	<b>All board</b>	<b>Ongoing.</b>
2. 21/10/21	Read the policies for ratification at the November meeting.	All board members.	Completed – These policies are going in the newsletter tomorrow for consultation with a deadline by February board meeting.
3. 21/10/21	Inform any camps planned for 2021 need to provide risk assessment to the board ASAP.	Steven Mustor	Completed – There is a new EOTC co-ordinator. This is to be addressed in the new year.
1. 18/11/21	Research the school credit card usage.	Steven Mustor	Completed – staff have been told that the card needs to be used instead of reimbursements. This will take some time to change old practise.
2. 18/11/21	Arrange relief budget and usage information with Paul.	Steven Mustor	Completed – Discussed in the finance report.
3. 18/11/21	Read the Code of Conduct and give feedback if necessary.	All board members	Completed – Stephen has received some feedback to consider adding.
4. 18/11/21	Discuss Code of Conduct with proprietors.	Martin Gastinger	Completed – See proprietor’s report.
5. 18/11/21	Arrange a meeting with the class secretaries to discuss their role.	Steven Mustor	Completed – see section 2.4.1.
6. 18/11/21	Make requested changes as discussed to the draft policies.	Steven Mustor	Completed.
7. 18/11/21	Talk to other schools to find out what they do in this area.	James Harris	Completed – James confirmed that the policy comes from the Health and Safety Policy so a separate one is not needed.
8. 18/11/21	Read other Healthy Food Policies to create one that Suits CRSS.	All board members	Completed.
9. 18/11/21	Confirm the cafeteria contract status with Gary.	Steven Mustor	Completed – See sections 2.4.2.

<b>New Actions</b>			
<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Update</b>
1. 16/12/21	Food Policy to be put on the school website.	Gary Miller	Next meeting.
2. 16/12/21	Inform Paul of the budget update.	Stephen Conway	Next meeting.
3. 16/12/21	Send Ethan Spirit of Adventure information.	Courtenay Washington	Next meeting.

There being no further business, the meeting closed at 10.30pm

**Next Board Meeting: 10 February 2022 – 6pm at the schools Music Room.**

**APPROVED:** .....  
**Stephen Conway -Presiding Member**

**DATE**.....

**Appendix Two – Conflicts of Interest Register**

<b>Board Member</b>	<b>Association</b>
Stephen Conway	Spouse is an employee of CRSS
James Harris	Spouse is an employee of CRSS
Ethan Greene	Mother is an employee if CRSS
Gary Miller	Cafeteria Contract at CRSS