

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 10 February 2022 at 6:00 pm**

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

1. Welcome

Stephen opened the meeting at 6.10pm and welcomed everyone to the first board meeting for 2022. Stephen gave a special welcome to Caroline.

2. Administration

2.1 Declarations of Interest

See Appendix two – note updates.

2.2 Presiding Member Election

Gary nominated Stephen as presiding member for 2022. Stephen accepted this nomination. There were no other nominations made.
The parent representatives voted.

Motion: *That Stephen Conway is elected the Presiding Member for 2022.*

Vote passed by unanimous decision.

2.3 Review of Action Points

See Appendix one.

2.4 Previous Minutes

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

Moved: Stephen Conway

Carried

2.5 Matter arising

MoU and Code of Conduct

Martin explained the changes made to the MoU in regards to tagged positions for Special Character. The board discussed the implications around these changes. The board have concerns around the contribution to the appointment of tagged positions included in the MoU. Martin will resend the MoU to the board for review.

Mark Larson has a copy of the MoU and he will give his feedback to the board.

Once the review has been completed by the board a joint meeting will be held. A signed Code of Conduct has still not been received from the proprietors. Martin confirmed that they are working on this. The board are very keen to see this in place for accountability.

Action: Martin to confirm when the Code of Conduct will be signed by the proprietors.

3. Monitoring

3.1 Principal Appraisal

Caroline has requested a vigorous appraisal and has requested that someone external is appointed for this task. Caroline has recommended Maureen Kerr as she is familiar with the school.

Action: Stephen to contact Maureen Kerr to set up the principal appraisal.

4. Discussions

4.1 Policies – SchoolDocs

Caroline informed the board that a lot of policies need to be updated. She gave the board an option of looking at SchoolDocs to manage this process and how that could work for the school. SchoolDocs is a subscription based service.

Caroline recommended that a position of 0.1FTE is created to work through the policies to ready them for SchoolDocs. Ideally this person would be an existing employee. Caroline estimates this work could take six months.

Motion: *That the board approve Caroline to appoint a part time position for the purpose of tidying up the policies.*

Moved James Harris

Second: Stephen Conway

Carried

Action: Caroline to research SchoolDocs and report to the board.

4.2 Delegation Policy

The board discussed some points of the Delegation Policy. The board requested Caroline review the Appointments Policy and give her feedback.

Action: Caroline to review the Appointments Policy and give feedback to the board.

An interim Delegations Policy will need to be signed until the move to SchoolDocs is complete.

Motion: *That the board and Caroline Gray accept the Delegations Authority Policy.*

Moved Stephen Conway

Carried

Caroline and the board discussed the line of command if Caroline is off site and how this is communicated. It is important that the board and all staff are informed of this.

4.3 Upper School and Lower School Behavioral Management Flow Charts

Caroline has requested permission to take the Upper School and Lower School Behavioral Management Flow Charts off the school website. These are not policy, just flow charts and do not support a restorative and cultural attitude.

Motion: *That the board approves the Upper School and Lower School Behavioral Management Flow Charts are removed from the school website.*

Moved Stephen Conway

Carried

5. Public Excluded

Moved from the Presiding Member that the public be excluded from the following parts of the proceedings of this meeting. Stephanie Wood remains present in the public excluded session for the purpose of taking minutes.

The board moved into Public Excluded at 7.02pm and returned to the open meeting at 8.21pm.

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.

6. Administration

6.1 Board meetings

The board discussed general board meeting administration, including meeting times, advertising of meetings, minute distribution and reporting required. Caroline will assist the board in determining the best reporting formats to use. Caroline can run a training session on report material for the board.

6.2 Covid-19

Clarification was sought on communications released from the school regarding board members vaccination requirements.

Caroline confirmed that this is an operational document to be used for the school and therefore any board member attending the school site needs to be vaccinated. It is not a requirement to be a board member if that board member is not around students.

The board discussed this issue.

7. Student Representative Report

Ethan gave a brief outline on somethings that he would like to work on this year.

- The student council is going to change to gender neutral instead of male and female elections. This will be trialed for one year.
- There are a low number of awards offered in the school so Ethan is looking at introducing the Duke of Edinburgh Award.
- Class representatives are going to gather reflections on the teachers at the end of the year to give to the teachers.

8. Proprietor's Report

- The proprietor's would like the introduction of CSE to be discussed later this year.
- The proprietor's would like the teachers to making as much effort as possible to get their students required to wear masks outside and to be opening windows and doors for airflow. Caroline confirmed that a CO2 monitor will be set up in each class room for a day to take readings.

9. Other Business

9.1 Correspondence

We have received a lot of good feedback in praising Caroline's communications so far this year.

9.2 Appreciation

The board would like to thank Katrina for stepping up as acting principal over the summer.

Action: Stephen to write to Katrina in thanks.

9.3 Sports

Concerns were raised bout students missing out on sports due to their vaccination status. Caroline confirmed that this is out of the school hands as the requirements are set by the external sports providers. We are currently running sports at school only to meet all of our requirements.

9.4 Mobile Vaccine Clinic

The board were informed that there has been some talk amongst parents around the mobile vaccine clinics that have been attending some schools. Parents are worried about this. Caroline confirmed that the board would have to request the mobile vaccine bus to attend the school so the parents have nothing to worry about. The board are not interested in making this request for the school.

9.5 Support

Martin expressed support on behalf of the board for Caroline in her new position.

10. Meeting Evaluation

What difference did this meeting make to student achievement? Understanding and implementing accountability so we know what we are providing to our students. Returning the focus to the students.

11. 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	Regular health nurse visits to the school.	Caroline Gray	On-going.
24/06/21	Contact Mark Larson to book an evening session.	Stephen Conway	Ongoing.
18 24/06/21	Complete health and safety audit if practical, otherwise engage a professional to complete the audit.	Caroline Gray	On-going.
5. 19/08/21	Martin to send and the board to read MoU for the next meeting.	All board	Ongoing.
1. 16/12/21	Food Policy to be put on the school website.	Gary Miller	Completed.
2. 16/12/21	Inform Paul of the budget update.	Stephen Conway	Completed.
3. 16/12/21	Send Ethan Spirit of Adventure information.	Courtenay Washington	Completed.
1. 10/02/22	Confirm when the Code of Conduct will be signed by the proprietors.	Martin Gasting	Next meeting.
1. 10/02/22	Contact Maureen Kerr to set up the principal appraisal.	Stephen Conway	Next meeting.
1. 10/02/22	Research SchoolDocs and report to the board.	Caroline Gray	Next meeting.
1. 10/02/22	Review the Appointments Policy and give feedback to the board.	Caroline Gray	Next meeting.
1. 10/02/22	Write to Katrina in thanks.	Stephen Conway	As soon as possible.

There being no further business, the meeting closed at 9.26pm.

Next Board Meeting: 10 March 2022 – 6pm at the schools Art Room.

APPROVED:
Stephen Conway -Presiding Member

DATE.....

Appendix Two – Conflicts of Interest Register

Board Member	Association
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 and spouse is an employee of the Kindergarten