

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 14 April 2022 at 6:00 pm**

PRESENT: Stephen Conway (Presiding Member), Caroline Gray (Principal), Courtenay Washington (Staff Representative), Gary Miller, Rohan Bekker, Ruby Ward, Mike Brown, Carlene O'Brien, Maria McAllum and Martin Gastinger.

IN ATTENDANCE: Katie Ward (Board Secretary), Hugo Zanker, Dani Molloy

APOLOGIES: Ethan Greene

ABSENT: James Harris

1. Welcome

Stephen opened the meeting at 6.05 pm.

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 10 February 2022 be approved and adopted as a true and correct record of that meeting.*

Moved: Stephen Conway

Carried

3. Matters Arising

Finance Report

Meeting with the MoE, 2 to 3 hours long and a very good meeting. They advised us how we should receive the financial reports, which will make it a lot clearer for us to understand. Paul Melton is very open to a new way of reporting.

We at least now know where we are at financially. It is not a good financial position, as a portion is ring fenced for cyclical maintenance, 80% equipment in the school is facing replacement short term. Difficult times but better to go forward with this awareness.

2021 Finance Statement

Feedback from Gary and Ruby that the dates for their term are incorrect.

Action: Stephen will have the incorrect dates corrected.

Ruby raised the question about the unanticipated Term 4 relief costs not being mentioned in the 2021 Finance Report, and she thought they should be. She also questioned why the FTTE earning over \$100,000 had gone from two to six staff members? Caroline advised that it can be correlated with the management units schedule and will discuss this more when she presents her report.

That the board received the Financial Report for March 2022, and that the 2021 Annual Financial Statement, be adopted for the audit.

4. Principals Report

Stephen thanked Caroline for her fantastic report, much appreciated by the Board. Caroline explained Management schedule and FTTE report is shared with the Board and the staff to help everyone understand what is going on with staffing and give them trust in decision making. Caroline advised the number of new enrolments for Term 2. Briefly discussed COVID reporting.

4.1 Student Progress and Achievement

Maxine is working on a report to provide NCEA information, still in early stages (see Appendix 2). Stephen asked if punctuality had improved due to the new start time, and was advised that it had but only a little.

4.2 Health and Safety

In terms of COVID response, risk assessment and moving on next Term 2. Massive load of work and will be worked on over the break. Staff carpark lighting still needs to be addressed. Lighting into classrooms, and lack of windows into classrooms are being looked at. Some happening this term, some next term. Properties updates to come in the next report.

4.3 Additional Items

Waiting to hear from the Proprietor and the Board regarding the intention of the Special Character Audit. Mark Larson and/or Rosie Simpson coming would be very useful.

Stephen confirmed that he has received a budget of \$5000 to spend and will engage with Mark and make it happen as soon as possible.

Action: Stephen to contact Mark Larson.

4.4 Donation Request

Lack of clarity around what the donation request is for. Board decision regarding \$250.00 donation across all classes. Paul has budgeted for 75% uptake. Caroline suggested a decile review, can receive \$150.00 per student if we do not ask for a donation. Need to think about the donation. Rethink the letter and comms. Rachel Conway is currently updating the comms on the website. Caroline asked if anyone on the Board would consider looking at the donation page on the website and giving feedback, Mike volunteered. Further discussion about decile review, and possible advantages.

Action: Mike Brown to look at website donation page and give feedback.

Caroline would like the Board to think about how we are going to commit to Māori whanau partnerships in terms of our strategic direction and how we uphold and keeping that a Te Tiriti o Waitangi to the forefront of our student achievement. Suggested Hoi?? would be very useful tool for Boards to use to determine where to go and how to improve.

Today the school said welfare Gary and Amy-Beth and thanked them for their work and many years of commitment. Gary has been instrumental in guaranteeing the life of the café continues by selling the school all the café equipment. A good way to spend community funds as the café will be used as a fundraising opportunity.

If there are other things the Board needs reporting on please let Caroline know in plenty of time so she has time to prepare and do due diligence. Stephen suggested the Board could provide a schedule of reporting at the start of the year of what is required and Caroline agreed that would be very helpful.

Motion: That Board accepted Principal's report

Move: Stephen Conway

Carried

5. Student Representatives Report

No student report.

Stephen asked for a written report from the Student and Proprietor before each Board meeting. Caroline happy to support student member to prepare a simple report. Martin happy to provide a written report.

6. Discussion

6.1 Principals Appraisal

A zoom call 2 weeks ago with Maureen and scheduling another meeting in Term 2. Over the holidays Caroline will look through what Maureen has offered and make points for Stephen to consider. There are four objectives to consider which are Strategic direction of the school; Support and foster the Special Character in terms of responsive education; ensure that the school are developing a Cultural responsiveness education, localized and to attend to her own professional learning and development.

6.2 Planned Meeting Dates

Had anticipated trying to do less meetings, with so much happening stick to monthly meeting for now, when things have settled down perhaps look to 6 weekly.

6.3 Building Maintenance

Gary commented that the intersection of the two Boards is the buildings. Property Committee be set up, who advise and feed back to their Board, who then make their prioritised decisions. Martin suggested a walk about through the school with representatives from the BoT and the Proprietors. Caroline advised that the Property Coordinator is currently working on two separate plans, a 10-year plan for the Board a plan for policy 1 funding. Martin will take that to the Proprietor and let us know who the representative will be. Rohan Bekker will be BoT representative.

Motion: That a Property Committee, made up of the Principal, Property Manager, Board Member (Rohan Bekker), Proprietor.

Moved: Stephen Conway

Carried

6.4 Appointments Policy

The Appointments Policy has been amended and Stephen will circulate it.

7. Administration

Stephen thanked Katie for taking on the Board Secretary position. Advised that BoT that we will still use the CES services for managing elections. Elections are in July, August, September. Stephen asked for a volunteer to help with running the upcoming elections. Caroline asked for an understanding of the configuration of what the Board will look like and to set some time aside in the next meeting what the Board will be, and to consider our representation of mana whenua and whanau Māori if we're not able to attract whanau Māori onto the board there are other avenues we can pursue to hold up our obligations.

Action: Ruby Ward volunteered to help with the upcoming elections

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	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	Caroline Gray	On-going.

	professional to complete the audit.		
5. 19/08/21	Martin to send and the board to read MoU for the next meeting.	All board	Ongoing.
1. 10/02/22	Confirm when the Code of Conduct will be signed by the proprietors.	Martin Gastinger	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 9.10 pm.

Next Board Meeting: 19 May 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 of CRSS
Gary Miller	Spouse is an employee of CRSS Kindergarten