

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 19 May 2022**

PRESENT: Stephen Conway (Presiding Member), Caroline Gray (Principal), Courtenay Washington (Staff Representative), Gary Miller, Rohan Bekker, Ruby Ward, Mike Brown, James Harris, Ethan Greene and Martin Gastinger.

IN ATTENDANCE: Katie Ward (Board Secretary), Jenny Bennett

APOLOGIES: Maria McAllum

Courtenay Washington left the meeting at 7.00 pm
James Harris left the meeting at 9.00 pm

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.

3. Jenny Bennett (Kind Mind Kia)

Jenny Bennett spoke about the PLD she would be doing with our school. Jenny met with the staff and worked with Caroline revisiting some of the work that was done in 2020, bringing in essential Te Reo Maori concepts. Jenny will be back at our school for workshops in June and July, and working with Rūnanga Tuahiwi, staff and board. Caroline informed the board that as part of building that relationship with Tuahiwi, Jenny, herself, and Rachel representing the Proprietors, will be meeting with Rūnanga Tuahiwi initially.

3.1 Previous Minutes

Two corrections for the minutes. Farewell to Gary, not welfare.

Motion: *That the Minutes of the meeting held on 14 April 2022 be approved and adopted as a true and correct record of that meeting.*

Moved: Stephen Conway

Carried

4. Financial Report

Paul has made changes to the Financial Report, and will provide a projection for this year to date and to end of the year, so we can see how we are tracking. Some discussion on how to read the financial

report, and matching up points with graphs. Discussion about the cyclical maintenance budget. Discussion about supporting the Operations Manager. Several resources on Ministry website to assist with cyclical maintenance.

Suggestion that Paul Melton occasionally attend meetings to advise regarding the Finance Report, and Rachel Conway also attend to reply on property issues. Reminder that the date for the annual Board/Proprietors meeting still needs to be decided on. Ruby asked whether the solar panel update could be reduced to a quarterly or six-monthly update.

Action: Caroline to discuss with Property Manager and return within 7 days to Presiding Member

Motion: *The Financial Report be accepted*

Move: Stephen Conway

Carried

Motion: *Adjustments to the budget – 2022 adjustments to the budget as scheduled in this report be adopted*

Move: Stephen Conway

Carried

Action: Stephen to talk to Paul about the solar panels reporting

5. Principals Report

5.1 Annual Report

Caroline discussed the streamlined Annual Plan. Main Goals are:

Kindergarten – Festival

Lower School and Upper School – Quality Teaching (emphasis on writing)

Whole School – Inclusive Practice

For each one of those built in a termly evaluation aspect, and by end of Term 4 should know the gaps. Building in evaluative practice will increase staff understanding what will make the biggest difference.

Rohan asked if PLD is part what is needed to achieve the goals, and Caroline explained the PLD budget has been hugely cut this year, however having been successful with the 100 hours free hours to employ Jenny Bennett should encompass some PLD needs ie restorative practice, culturally competent practice.

Motion: *That the Board adopts the Annual Plan 2022 and support the school to action the planned work ahead.*

Seconded: Stephen

Carried

5.2 Covid Response Plan

Received some feedback around ventilation and masks, consultation done and Covid committee replied.

Consultation is now closed, after considering the feedback the Board are formally adopting the Orange Plan. The Board are maintaining our response and will continue to review and report back.

Action: Stephen will advise the community

5.3 No Dogs on School Grounds

The board heard Caroline's recommendation for no dogs on school grounds. Discussion amongst board members.

Motion: *Mike Brown moved to accept recommendation* *James seconded* **Carried**

Action: Stephen to thank Community Assn for their donation to purchase cafe equipment (next CA meeting is 8 June)

5.4 Requiring Further Action

Board minutes need to be on the website. Currently only up to April 2021. Board made aware that it is part of their responsibility to ensure information on website is up to date. Mike offer to assist by putting minutes on website.

Digital Devices – one class set is required. Board needs to prepare for this for next year.

Action: Diarise One Class Set of Digital Device required (October)

Board succession planning. Critical community outreach is essential. Caroline asked the Board to ensure each person on board hold a portfolio. Suggested a BoT Calendar in Teams. Re Board elections – advertise and encourage people to stand.

Motion: *To consider a committee structure to ensure members hold portfolios of responsibility to support whole school improvement.*

Action: Board set time aside to consider critical community outreach

Action: Mike to investigate best way to diarise upcoming matters for Board to discuss

Moved: *That the Principal's Report be accepted*

Carried

6. Student Representatives Report

Student council has had two meetings since the last Board meeting. All the issues where management level and Ethan has met with Caroline about them. Class 12 are loving the new common room and it has united the class. The Upper School play is underway, with 5 weeks preparation and it will be performed one night only.

7. School Fees and Donations

Mike reported on his research on the School Fees and Donations. Mike is seeking approval from the Board to update the website. He will work on a draft letter to be sent to parent by the Board within 2 weeks. Board approved. Gary requested only the Board donation of \$250.00, no mention of the Proprietors. Caroline thanked Mike for his hours of work.

8. Election

Triennial elections this year – Ruby requested approval to set the date as 7 September 2022 (date approved). Discussed possibility of running an introduction to the Board session. Sending a letter to parents, listing skills (portfolios) required. Four seats available at next election. Ruby suggested further discussion be on the Agenda for June Board meeting.

Action: Diarise – Decision regarding Board numbers next year – lose 2 members or not?

9. Proprietors Report

Martin thanked Caroline for attending the last Proprietors meeting.

Finances - are currently in surplus, building revaluation was done in holidays.

Kindergarten Business Review underway, and Appraisal of Kindergarten Manager

Property – Ground remediation taking place. Te Sophia occupancy increasing.

Special Character – Advertising for Eurythmy Teacher. Steiner Certificate still being explored. Mark Larson has offered to give a talk about the integration of a Special Character School.

Two Resignations on the Proprietors, Carlene O’Brien and Frances Ritchie, so looking for new members for the Proprietors Group.

Date for Board/Proprietors meeting confirmed 26th July 2022 - Time: 6-8 pm

Action: Board to acknowledge Carlene’s resignation as Prop Rep on the Board

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.

10. 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. 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 9.45 pm.

Next Board Meeting: 16 June 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