

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 June 2022 at 8.00 pm**

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

IN ATTENDANCE: Katie Ward (Board Secretary)

APOLOGIES: Gary Miller, Ethan Greene

Maria McAllum left the meeting at 8.33 pm
James Harris left the meeting at 9.20 pm

Motion: *That the Minutes of the meeting held on 19 May 2022 be approved and adopted as a true and correct record of that meeting.*

Moved: Stephen Conway

Carried

1. Financial Report

Caroline advised the Board that there is only \$6,000.00 in the cash account, between the staffing payments and the next bulk Ministry payment, which is 3-4 days.

Discussion about whether the Financial Report was clear and easy to understand. Alex from the MoE will review the Financial Report and report back. The board need to know from the report whether the school is sustainable.

Proprietors have a general fund available for building repairs and maintenance, and in the past have loaned money to the Board and would be happy to loan money to the Board again.

Suggest that Paul Melton come to the occasional Board meeting to answer questions.

The report has not been accepted because the Board members cannot understand how to read it.

2. Principals Report

Enrolments – Caroline discussed the class numbers, starters and leavers. Signalling that although there have been some losses, we are back up to where we were last year.

Upper School Open Day/Evening – 5 July

Three different types of academic reports: collection of student voice, what's going on with how we using our student counsellor, what's changing in term so of NCEA tracking and commentary. Now giving specific questions exactly about quantifying of teaching and learning. This is also feeding into annual plan.

Engagement with Public Health Nurse – Report in July, how we proceed with our health curriculum and developing our relationship with Public Health Nurse.

Possible risk to consider - classes of 30 students do not fit into all classrooms, laboratory and social studies rooms only have seating for 28 students.

2.1 Beehives

James spoke about the decision to have Beehives – that were gifted to school. They come with maintenance costs and .1 teacher cost. It is also a Health and Safety Management decision. Stephen explained that the arrangement was they will do maintenance and repair in exchange for the honey, and that the company does the same in other schools.

Action: Full report on beehives, detailed proposal required, including costs.
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2.2 Strategic Plan Update

Really productive whole college meeting. Caroline will be starting to work with manu whenua so that we get the endorsement around that. Thinking about values becoming concepts. Talking to others and getting more insight. Thinking about them as Kau papa (they way we do things around here) – ki kau papa – to lock something in. Going deeply in concepts. Board to attend the Mihi whakatau - beginning of next year for new staff on 30 January and this is the date Caroline anticipates we will launch the new strategic plan, with our way forward.

Decision requested for Proprietor to support Lower School Costumes Coordinator.

School Docs has not been initiated. Ruby Ward is considering volunteering some time to support this.

2.3 Health and Safety Audit

Planning Health and Safety Hazards registrar, need to move the Health and Safety Audit into the registrar. And also it needs to be fed into Property plan. Ruby may also volunteer some admin support with this also.

Motion: *The Board accept the Principals Report*

Moved: *Stephen Conway*

Carried

3. Property Committee

Rohan Bekker reported that the Property Committee met for the first time last Tuesday. Very brief meeting, to discuss the role of the committee, and understanding of need for clear communication between (Board, Proprietors and Management).

Board / Proprietors Meeting - Memorandum of Understanding – Properties and Finances

4. Student Report

Dress Code – now on website, nice and clear and easy to follow.

Pride Week – 13-17 June.

Talent Show – 23 June 2022 - next week.

5. Fees and Donations

One email from a family with a few questions re querying why there was a deficit, and querying the decisions made by the Board.

6. Upcoming Elections

Will use CES to run the Triennial Elections.

7. Proprietors Report

Martin invited Rohan to become a member on the Proprietors.

Martin advised that Board that Alan asked Paul to look at how expensive it is to borrow money. Would currently be 8.8% fixed interest rate. Would mean the school fees would have to increase a lot next year to finance the about performing arts centre, looking into the situation.

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.

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
24/06/21	Contact Mark Larson to book an evening session.	Stephen Conway	Ongoing
24/06/21	Complete health and safety audit if practical, otherwise engage a professional to complete the audit.	Caroline Gray	Completed

10/02/22	Research SchoolDocs and report to the board.	Caroline Gray	In Progress
10/02/22	Review the Appointments Policy and give feedback to the board.	Stephen Conway	Next meeting
10/02/22	Write to Katrina in thanks.	Stephen Conway	Completed
19/05/22	Write to Community Assn in thanks	Stephen Conway	In Progress
19/5/222	Write to Carlene in thanks	Stephen Conway	In Progress
16/06/22	Email Kristian re Teams training	Katie Ward	

There being no further business, the meeting closed at 9.30 pm.

Next Board Meeting: 28 July 2022 – 6pm at the schools Art Room.

APPROVED:
Stephen Conway -Presiding Member

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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