

**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 28 July 2022 at 8.00 pm**

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

**IN ATTENDANCE:** Katie Ward (Board Secretary)

**Motion:** *That the Minutes of the meeting held on 16 June 2022 be approved and adopted as a true and correct record of that meeting.*

**Moved:** Stephen Conway  
JH against

**Carried**

## 1. Finance Report

JH stated that the Board passed a motion that all reports would be given to the Board 7 days prior to the meeting, and he refuses to discuss any report that he has not received 7 days prior to the meeting. CG pointed out that these were exceptional circumstances because 7 days prior to this meeting, staff were on school holidays, and some had been unwell. JH requested that if it is not possible to provide the report please advise that the deadline cannot be kept. SC advised that the Finance Committee met with Alex from MoE and he was happy with the Finance Report, he thought it was 80% there. The presentation was good but needed to break it down to monthly, rather than reporting on the bulk grant quarterly, break it down to monthly. Alex also suggest that the Finance Committee receive the full report and the Board receive a simpler version. CG suggested that the Board and the Trust need to be clearer about expectations, and give plenty of notice of what is expected and when from Paul.

**Action:** Chairperson to communicate with Paul that the report was not accepted and we need it in a timely manner. Give Paul dates of all meetings and ask him to advise if he envisages any holdups.

**Action:** That the Finance Committee meet, a week before the next BoT meeting, and approve the three (June, July and August) Finance Reports, and that the Board grant them with the capacity to approve the reports.

## 2. Principals Report

### 2.1 Public Health Nurse

Motion to the Board that they approve the engagement of the Public Health Nurse to provide services to Upper School from Class 8 upwards. The service is about sexual health, contraception, and support to get external help. It provides good health services for secondary students. GM asked if we could provide a place for this to happen and how is it

funded. Our Counselling Room is a good possibility, and the service is funded by the DHB. There is no requirement to consult with the community. Weekly clinic is not a guarantee, and it is not yet confirmed how regularly the service will be available. If it is allowed to go ahead the Public Health Nurse will come and check the room is suitable. Counsellor and Wellbeing Coordinator are the point of contact for students; however, this can vary and could be a trusted teacher or even a reliever.

Action: Board would like assurance that the Public Health Nurse approves the venue.

**Motion:** *The Board accept the Principals Report*

**Moved:** *Stephen Conway*

**Carried**

Discussion regarding Principal Appreciation Week, this was recent and overlooked. MG thanked CG for the Matariki Festival.

GM requested that CG pass on his thanks to Kristian for the recent reports sent home to parents, and he requested more use of communication through KAMAR with parents regarding student progress. EB requested that it would be better to be optional for parents to receive regular KAMAR student reporting. CW signalled that teacher/student relationships can be jeopardised by weekly reporting.

### 3. **Student Report**

Students have hopefully returned more energised after the holiday. In response to some questions Ethan advised that the students are feeling confident and have awareness of the next steps beyond school. Rebecca Henderson has discussed bringing in representatives from Otago, Canterbury and Victoria Universities. JH asked if the school would be interested in attending an evening at Cashmere High School. CG will talk with Rebecca about the invitation.

Due to illness and absence, keeping up with exams is difficult, at least 3 weeks, not just at our school but NZ wide. Difficult for teachers with students being away, do you repeat or move forward with your teaching, and practice exams have a timeframe.

EH asked that the Board to send him any details of what they would like to see in the report from the student representative. He will pass on the information to the new student representation, and also attend a handover meeting when the new student rep has been elected.

### 4. **Upcoming Elections**

Carey has always run the student election, SC and KW to discuss with Carey and advise. Staff and Parent Election underway. Four seats available for the Parent Election. General discussion about promoting/encouraging people to apply. Suggestion to shoulder tap people and encourage them to nominate. CG asked the Board to seriously consider their responsibility is as tangata te Tiriti, and consider what they are doing to actively ensure mana whenua are being represented on the Board.

Action: Courtenay to write an email to send to the parent community to encourage interest.

### 5. **Proprietors Report**

Proprietor Health fund will be transferred to the Proprietor budget and not go through the Board anymore, under School Therapies, not School Doctor.

Proprietors discussed the letter that was sent out about the Proprietor Donation, there was some wording used that is different than what is usual. Suggestion Mike, Sarah and Katie review the letters going forward.

A report has been written on the Kindergarten review, and the Proprietors has discussed it but no decision made yet.

Eurythmy teacher has been employed in the Kindergarten.

Proprietor wants to offer Special Character Education at Te Ra Sophia. This has been advertised in the newsletter. John Suggate will run the talks. CG asked that there was some consideration to given to whether he was the right person. MG happy to bring that up with Proprietors.

JH raised a concern about increased rain events and leaking roofs, and asked how the Proprietor is going to deal with fixing these, sooner rather than later. Feels 2025/26 10YPP too late, and should urgently address the problem. SC advised that a grant - Emergency Property Maintenance Package (EPMP) is available to the school trust. MG will bring up the topic at the next Proprietors meeting.

MG advised that he investigated solar panel use and from July 2021-June 2022 - 29.8 megawatt hours of energy and that equals \$7081.00. Currently no batteries, therefore having to sell it back to power company cheaply. This equates to a 6.8% return and in the bank it would have been 0.8.

## **6. Matter Arising**

### **6.1 June Minutes**

JH felt that he could not approve because he disputed what had been reported. Discussion regarding the recording of the minutes and the availability to Board members. SC checked with NZSTA, and the meeting was recorded for the minute taker not the Board members. JH did not agree that what it was recorded in the minutes was what the Board members had agreed to.

JH said that he did not believe that the Board agreed that only one person needs to see the property plan, being Rohan Bekker, he believes Rohan was representing the Board and would come back to the Board to discuss. MMc stated that she did not remember that being agreed on either.

CG apologies to the Board, didn't realise there was an issue. Any person representing a portfolio of work is the person that deals with the item, then they report to the Board. This is the process that the Board should use, and CG thought this what was shared by the Board as a way to proceed. Basing it on what good governance should be.

JH stated that as the H&S representative, and he has no communication form the H&S committee about the audit. No assurance with the Board about H&S. Chairing it at governance level and have not heard anything, despite requesting feedback.

Further discussion about the H&S audit and the update in the Principals Report. Further discussion about the purpose of Board members holding portfolios.

CG signaled that she doesn't feel very safe, and she believed that the Board were receiving information about H&S and also receiving information about issues coming up about Property. Apologies if she mislead in any way. Suggested if the Board would like to rethink committees.

SC advised that the report/audit is for the Management to identify the issues. H&S audit was completed and it is given to management to action. It makes more sense for management to work on their H&S plan, then report on progress or issues to the board.

MB suggested that we may have discovered that BoT H&S Chair not needed on H&S. JH expressed concern that a letter was sent to the Board that has not been answered. JH stated that in no way does he intend to make CG feel unsafe. CG advised that we have an audit and work is underway. There is a H&S Committee and they are prioritising the work that is needed. Chair to write a letter to the teacher who wrote to us regarding H&S. CG advised that the audit was positive about the room of concern, the state of the machinery, impressed at the level of signage and the condition of the machines. JH no longer holds the H&S position.

### 6.2 Creative in School Project

CW requested permission to seek funding \$17,000 worth of funding from the Creative in Schools Project, so we can engage with creative professional in the community to come in and run some programmes next year.

**Motion:** *The Board approves Courtenay to seek the funding.*

Moved: Stephen Conway

Carried

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.

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Update</b>
<b>24/06/21</b>	<b>Contact Mark Larson re support</b>	<b>Stephen Conway</b>	<b>Ongoing</b>
<b>24/06/21</b>	<b>Complete health and safety audit if practical, otherwise engage a professional to complete the audit.</b>	<b>Caroline Gray</b>	<b>Completed</b>

There being no further business, the meeting closed at 9.20 pm

**Next Board Meeting: 18 August 2022 – 6pm at the schools Art 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 of CRSS
Gary Miller	Spouse is an employee of CRSS Kindergarten