

Dunedin Rudolf Steiner School Board Meeting

Tuesday 11 March 2025 from 5.30pm

The Board is legally responsible for the school. Our role is to watch the far horizon, to support its direction as a Steiner school, and to ensure it arrives safely within the law. The Board provides guidelines within which the staff manage the school.

Present: Natalie Bartonova (NB), Anna Noble (AN), Esther Gilbert (EG), Jerry Hsu(JH), Clare Ridout (Board Secretary), Trisha Geraets, Kussi Hurtado (KH).

Visitors – Zoe Cummings

Apologies : Angela Clark (AC).

1. Conflicts of interest, minutes, matters arising	Who
<p>The hui started with a karakia and a waiata.</p> <p>Reading: Balance in Teaching – some reflections shared on the reading</p> <p>Register of conflicts of interests was circulated in an updated form.</p> <p>Board members – new member If no more than 10% of voters object to the Board selecting Zoe as a new member then the Board agreed to appoint her. Proposed EG and seconded TG. Conflict of Interest register will be updated to show Zoe has a child in Class Kea.</p> <p>Approval of accuracy of prior minutes of 11 February 2025 moved by EG, seconded TG.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Succession planning – Board members provided their feedback on plans from September 2025 elections. EG and ZC would stand, JH and NB will not stand. Unsure of AC. There is a former Board member who would also stand. • EC and KH will meet about fundraising and report back in May <p>Draft new portfolio – “Nurturing Community Connections” accepted by the Board. JH moved the motion to accept, NB seconded.</p> <p>Authorisation of 6 year olds in kindergarten Four 6 year olds approved. (Maliko, Nina, Jamie, Piper). All accepted JH moved NB seconded.</p>	<p>EC/KH</p>

2. Tumuaki/ Principals Report	Who
<p>Attendance at class parent evenings – how do we engage with the parent community? Teachers are going to work on this a bit on the teacher only day.</p> <p>Noted that class sizes are growing in the younger classes, but we are also aware of a small number of 5 year olds in the kindergarten so need to be ready for a potential drop at that point. Extra marketing is being done for them. Had 5 families on the last school tour – very interested.</p> <p>Fair preparation is progressing, delegated out to class reps. Probably all good, with a strong craft group, class Kea reps have met etc. The Board asked if class reps are ok with the workload – AN confirmed they seem ok so far.</p>	

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2. Tumuaki/ Principals Report	Who
<p>Staff well-being survey – TG reported that she had spoken to most staff. More concise survey was one request Teaching staff would like to do it together and make suggestions. Most people thought it was good to have some method of feedback, but not necessarily a survey. Not so keen on responding by talking to someone. Having results back sooner would be appreciated. The two questions would be: What is going well? What could be improved and how?</p> <p>Recipients would be asked for the top 3 things in each category and there would be a section to note whether the response is part of the teachers collective response.</p> <p>JH will send out survey in the last week before the holidays, and then teachers can meet and discuss on 30 April. Deadlines for survey would be the end of that first week. Board could meet on 6 May.</p> <p>The Ōtepoti ki te raki Community of Learning Agreement was approved for 2024-2025. Approved EG seconded by JH.</p>	JH

3. Finance report	Who
<p>Clare spoke to her report. The deficit outlined includes a Teacher Aide hours budgeted for the year though this is being revised termly. The surplus from last year and the projected deficit for this year are similar in size and therefore acceptable. Because of the increased number of children enrolled we are looking at a healthy financial year looking forward.</p> <p>The school also has 3 international students for 6 months but this won't be accounted for until they have concluded their time here.</p> <p>Clare provided a refresher on how the finances work and will circulate an information sheet on this to Board members.</p> <p>Sources of funding Operations Grant from ministry – Bulk amount for running of the school – admin, overheads etc Teaching Staff grant – Based on roll and calculated for FTTEs Kindergarten money comes in – Shared overheads (eg: power used), Funding that the kindergarten 6 year olds is received by school but transferred to the kindergarten. Money coming in from the Proprietors – They receive the parental donations and transfer money to the board as needed for costs. A budgeted amount for this is agreed each year.</p> <p>The Props owe \$166,764 to the school based on money they have pledged to the school. The school operated within its own budget and did not need to call on the funding pledged by the</p>	CR

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3. Finance report	Who
<p>props. The money is held by them and transfered to the Board as needed.</p> <p>Report Approved. Moved By JH and TG</p> <p>Finance policies approved- moved JH, seconded EG</p>	

4. Health and Safety report	Who
<p>NB reported on her recent Health and Safety tour. Visitor sign seems to be working well in letting visitors know where to go on arrival. There are some ongoing issues that will always be addressed – eg glass, harakeke,</p> <p>Need cover on the wall of the woodwork room for lockdown. Need to address this now. Need a better drain cover in that area.</p> <p>Probably need to dig out the area that produces glass or wait for the woodwork area repairs. Eg next working bee. Not sharp glass. Agreed that this can be addressed by management.</p>	

5. Board self review	Who
To be carried forward to a meeting with Angela present.	Next hui

6. Principal Professional Growth cycle	Who
To carry forward until AC is present to report on it	Next hui

7. Special Character Review	Who
<p>The Board reviewed aspects of the SEANZ special character review document under the areas below and rated where they considered the school sat. The staff are reviewing this tomorrow at their College meeting. It will also go to Props and then be sent back to SEANZ.</p> <p>Stewardship Governance – at the Embedding stage.</p> <p>Property and Resource Management At empowering stage.</p> <p>Te Tiriti Embedding for honouring te Tiriti</p> <p>Cultural Competence Developing</p>	

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<p>8. Proprietors Report</p> <p>KH reported on recent hui. Hannah on parental leave soon. Teaching hours have been reduced while enrolments have been low. Discussion around 2 year olds in kindergarten is ongoing, reporting from kindergarten is evolving. Finance report showed that so far this year the kindergarten is breaking even. One staff member granted discretionary leave later in year.</p> <p>Woodwork room plans approved so are now going to be developed in detail by the architect and submitted for building consent prior to quotes being sought.</p> <p>A strategic plan is going to be developed by the Props.</p> <p>Funding model may be discussed with the community this year – eg whether to remain as donations based, or move to Attendance dues (fees) and other fees.</p>	<p style="text-align: center;">Who</p>
<p>9. Any other business</p> <p>Special character. The matter from the last hui was raised and agreed this can be discussed in May. ie whether the school also sends out some guidance about watching videos, TV, video games etc ?</p>	<p style="text-align: center;">Who</p> <p style="text-align: center;">Next hui</p>

Closing verse. Meeting ended 7.30 pm **Next meeting date – 5.30pm Tuesday 6 May**

Key to Initials : Clare Ridout (CR), Management Team (MT), Proprietors Trust (Props), James Guthrie (JG), Natalie Bartonova (NB), Jerry Hsu (JH), Anna Noble (AN), Esther Gilbert (EG), Angela Clark (AC), Zoe Cummings (ZC).