

4. Policy review	Who
Health and Safety Policies	
Annual task to review – need to review – need to be divided into groups of policy docs.	All
Look at Clare’s timetable of policy that needs to be reviewed – we need to Re-visit in Term 2 – need to divide this task amongst ourselves.	All

5. Joint meeting	Who
<p>Proposal that it will be May 15 weekend – the proposal is that we will have two facilitators – 4 hour workshop with lunch in the middle. Two main objectives - (1) explore our identity as Steiner in Otepoti – facilitated by Herbert – will extend the invite to the community (but with RSVP to accept the invitation) (2) after lunch facilitated by Designer to establish our design brief</p> <p>Pene contacted Herbert but has not heard back</p> <p>Would be great to have our artists and our visionaries to contribute to the day.</p> <p>Kane and Huata as mana whenua would be good to invite.</p> <p>Design Process</p> <p>This is a 4 step process – the joint meeting/workshop is step 1 in the process – good to have some ideas ahead of time.</p> <p>Invite expressions of interest ahead of time. Props to come up with an agenda ahead of the workshop. We need to prepare some preliminary materials – define some key questions to focus the meeting –</p> <p>A steering group will prepare for the workshop ahead of time.</p> <p>Comment that we need a full lunch hour on either side of the workshop, so lunch does not take away from this process.</p>	CD/PJ/DF

6. Kindergarten report	Who
<p>Discussed departure of two members of staff and nature of head teacher role</p> <p>Health and Safety breach - discussion of what is the role of the Props when something like this happens? Kussi suggested it is the role of the Props to review the policies and procedures to ensure that something like this does not happen again.</p> <p>Review of Policies: Re Communication to Props – all to review</p> <p>Cassino noted that we need better communication with Props about incidents. In order to understand – the Props need to be informed when there is any crisis in Kindergarten. So for example, the recent sexual misconduct needed to be communicated.</p> <p>Policies need to be amended to ensure that Props are informed. This is part of our governance responsibility. The role of Props is to provide support.</p> <p>Sexual behaviours in young children</p> <p>Parents involved were given the Ministry’s “traffic light document’ to explain the incident.</p> <p>We need to review our enrolment procedure. In our enrolment process - can we tighten up our process to screen for any history of sexual behaviours? We need to give</p>	<p>EH</p> <p>All</p>

6. Kindergarten report	Who
<p>the option to invite disclosure in order to ensure that we have discharged our duty of care.</p> <p>The school invited parents to feed back any observations – but the letter asked not to ask direct questions – this caused a feeling that the school was trying to cover up.</p> <p>Oranga Tamariki said it was well handled.</p> <p>Community nurse was involved. Julie has worked very hard on communication. Child is not currently at school.</p> <p>Julie and Pene are answering individual emails – and also talking about it very openly.</p> <p>It was decided that no further action is required from Props. Kussi notes that the private emails can be subject to a freedom of information act request. Oranga Tamariki is not carrying on further with any of the children involved.</p> <p>Aurora Tamariki Julie contacted AT to discuss matter. Julie and Pene will respond to Alison.</p> <p>Processes and Policies Julie followed a ministry template to respond to the incident Our child protection policies – refer to behaviour management policies – this gave the Kindergarten the right to exclude the child</p> <p>Cassino urges that we review our child protection policies.</p>	<p></p> <p>All</p> <p>PJ/JM</p> <p>all</p>

7. Finance	Who
<p>Generally agreed that finances look OK Review of new classroom build - \$41,000 deficit on the budget – note that this was anticipated – there is still more to come – we are not quite at final costs.</p> <p>Request for a treasurer to assist Clare once a month with the parent contribution. Cassino has offered to help in the interim – as someone may like to take on this role more formally.</p>	<p>All</p>

8. Health and Safety Review	Who
<p>We will consider at a future date. Kussi is responsible for this portfolio and for maintenance – has walked around the kindergarten with Julie and has prepared a report.</p>	<p>KH</p>

9. Board of Trustees Report	
<p>To be discussed later.</p>	

The healthy social life is found when in the mirror of each human soul the whole community finds its reflection, and when in the community the virtue of each one is living". Rudolf Steiner

Meeting closed 8.30 pm

