

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Tuesday 9 April 5.30pm - At the school

Present – (trustees) Kussi Hurtado, Daniel Roberts, Joao Machado

Visitors –Alex MacNeille, Alida Harris

In attendance: Anna Noble, Hannah Reiher, Clare Ridout.

Apologies : Pene Johnstone

Opening karakia : Kia tau rā ngā manaakitanga a te runga rawa, Ki tēna. ki tēnā o mātou e tau nei, Kia tūuru ōwhiti whakamaua, kia tīna, tīna, haumie, hui ē, tāiki ē.

1. Reading	Who
Demystifying Steiner Education.	
2. Membership	Who
Cassino has resigned as has Lenka Blass. We should arrange a card. Alex will bring one in and Kussi will arrange one from Lenka for people to sign. The Trust acknowledged their work.	AM/KH
Alex is attending as a visitor but will apply to join.	AM

2. Growth	Who
<p>See paper on possible growth stages as the school moves towards single stream – possibly starting in 2028. Noted that a class 1 can start with 16 but it is easy for numbers to fall away. The results of the survey on Barriers to Enrolment were also shared.</p> <p>Some “Problem definition” was requested.</p> <ul style="list-style-type: none"> • Kindergarten not at capacity • Kindergarten not big enough to house enough children to feed a single stream school • Not delivering a true Steiner curriculum with split years. • Roll cap is at 96 so will not allow for single streams <p>24 is seen as the ideal number for a class.</p> <p>Is this the right site? Noted the great energy of the space but there are transport and accessibility issues.</p> <p>Some of these discussions will help the joint meeting.</p> <p>Anna tabled a letter from Aurora Tamariki which would like to explore the possibility of coming under the governance of the Proprietor’s Trust. This would not feed the school and kindergarten adequately but would help. We would need a lot more information to make a decision, but does the Props Trust have an interest? Would have an impact on management. Action is for</p>	

2. Growth	Who
<p>Management to continue the conversation – and will hear back at the next meeting. It was noted that in the past the Proprietors had a kindergarten on the Aurora Tamariki site and enrolments could not be sustained – perhaps the current venture and its future would be more for the younger children.</p>	
<p>We need marketing to let people know we are here. We need to get out into the community too (past performances out at Ross Home, the library etc were referred to). Google reviews of the school to be done. Get into the papers. And feed onto FB or similar. Establish a toy corner in Taste Nature. (Approved Alida to follow this up)</p>	AH
<p>It was agreed that Props would have a termly review of what we have done in marketing to keep our eye on it.</p>	All
<p>Are the kindy hours a barrier to enrolment? Teacher meeting showed an openness to considering this. Need to be careful about how long we lengthen hours.</p>	
<ol style="list-style-type: none"> 1. Possibility of the school to do Bus stop painting at Maia. Joao will follow up. 2. Google ads – Hannah could do this but could get help from Megan Machado. We should encourage parents to write google reviews. 3. Alida will get playgroup located on google and find the Waikato Waldorf marketing advice. 4. Website review and improvement – goal for Management Term 2. 5. Millie will be asked to bring camera to Harvest festivals 6. Termly open days for school and kindergarten. 7. Could advertise our open days in other Steiner school newsletters if those schools are full? 8. Otago Access Radio idea – could Dunedin Steiner get a spot?. 9. Alumni booklet. 10. Using school space by other groups. Needs to be well managed but is a way of getting us more well known. 	<p>JM HR AH MT MT MT MT MT</p>
<p>Drone photography for the website. Could look at giving koha to OGs to get a video arranged.</p>	

3. Capital maintenance	Who
<p>The Trust reviewed the paper presented: Priorities agreed on:</p> <ol style="list-style-type: none"> 1. Get drawings for the woodwork area and then get quotes - 2. Lino in new classrooms 3. Water for Octagon and fountain. 4. Heatpump – for kindy toilets – get quotes – and a heat pump in woodwork space. 	
<p>Clare will follow these 4 up.</p>	CR
<p>Verandah – perhaps wait to know where kindy will be – hang fire until after the Joint Hui.</p>	
<p>Fence around court –would Port fund? AN may enquire.</p>	AN
<p>Kindy roof – is this a priority? Anna will ask Simon Easton to look.</p>	AN
<p>Tarmac – the whole area is a project to be set up</p>	

3. Capital maintenance	Who
<p>Window safety – could be easily fixed</p> <p>Oven in Octagon - not a priority as there are other ovens in school.</p> <p>Macrocarpa – get a quote from Tui trees? Could we get cladding out of it.</p> <p>Possibly get a door from playgroup to change. Agreed that it is OK for Alida to get quotes.</p> <p>It was agreed that the top 4 items would be followed up. The rest would be reviewed at the next hui.</p>	

4. Kindergarten	Who
<p>Alex and Alida left the meeting for a confidential discussion. Kussi read the letter from Julie about reducing her hours. Her work was acknowledged and appreciated and the Trust approved the contract variation.</p> <p>Kussi will write back to Julie.</p> <p>Then management will look at the detail of how the hours are filled later and use the proposed staff as a fixed term solution.</p> <p>Daniel and Hannah had done a health and safety tour. Some repair work needed on playframe and wood above slide. HR/ DR to follow up</p>	<p>KH</p> <p>MT</p> <p>HR/DR</p>

5. Joint hui	Who
<p>Planning required – and to decide who will run it!</p> <p>Looking at all previous site plans and agreeing on where we go forward with them.</p> <p>3.30 Tuesday 23 April Joint Hui planning meeting. Kussi, Anna, Joao, Alida and Clare – and any others? AN will invite Board to plan.</p>	<p>AN</p>

9. Policies	Who
<p>HR presented some policies that have been out for review and ready for signing off. Trust authorized Kussi to sign.</p>	<p>KH</p>

10. Other matters	Who
<p>Various other matters were left to the following meeting:-</p> <p>Approve minutes of 20 February and matters arising</p> <p>Waekura report</p> <p>Financial report including after school care</p> <p>Flowform</p> <p>Executive Officer</p>	

Next meeting Tuesday 30 April. Meeting closed at 7.40pm

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