



**Proprietors meeting minutes - Rudolf Steiner School Trust Otago**

**Thursday 12 May 2022, 5.30 - At the school**

*Present –Cassino Doyle , Julie MacLeod, Pene Johnstone, Kussi Hurtado, Lenka Blass, Clare Ridout*

*Apologies : Edwina Hill, Laeticia Nkole.*

Opening karakia : Kia tau rā ngā manaakitanga a te runga rawa, Ki tēna. ki tēnā o mātou e tau nei,

Kia tūturu ōwhiti whakamaua, kia tīna, tīna, hui ē, tāiki ē.

<b>1. Minutes and matters arising,</b>	<b>Who</b>
<i>Cassino chaired the meeting</i>	
Minutes of 7 April 2022 approved for accuracy– Pene proposed, Cassino seconded	
<b>Matters arising :-</b>	
<ul style="list-style-type: none"> <li>• Pene has yet to follow up Port Otago for funding local projects. She has developed a list of items / projects for their support, or support from other funders. Sport Otago has now been contacted.</li> <li>• Lottery funding for kindergarten toilets - CR will need to arrange new quotes first.</li> <li>• CR check re wood for splitting from the Macrocarpa to be felled</li> <li>• Mikiah - CR to speak to her about joining the Trust joining and grants work</li> <li>• Maintenance and capital programme to be drafted/refreshed</li> <li>• Need a final head teacher summary from Edwina to be signed off by props</li> <li>• Need to look at kindy hours from survey – survey yet to be actioned</li> <li>• CR to ask Janet re Governance training</li> <li>• Aleisha did not take medical retirement despite our offers</li> <li>• Policies will be sent out to the Community for consultation. CR will send timetable for review around</li> <li>• Could document when Trust should be communicated with on the Kindergarten template. Does SEANZ have an example – CR will ask</li> <li>• Enrolment procedure to be updated to offer parents the chance to disclose matters that may be relevant to their child.</li> <li>• CR will invite Jess to Trust especially with an eye to her looking to Finance</li> </ul>	<p><i>PJ</i></p> <p><i>CR</i></p> <p><i>CR</i></p> <p><i>CR</i></p> <p><i>EH</i></p> <p><i>LB</i></p> <p><i>CR</i></p> <p><i>CR</i></p> <p><i>CR</i></p> <p><i>CR</i></p>
Other matter – could look at a childcare for the children of Props during Trust meetings	

<b>2. Annual plan</b>	<b>Who</b>
Marketing work needed to promote the school	
Develop a capital maintenance plan to include yurt, playgroup accommodation including door space, - a healthy environment	
Training plan for kindergarten should be on the list for the year, this would help to budget.	
Potentially carry over unspent PD budgets.	

<b>2. Annual plan</b>	<b>Who</b>
<p>Professional growth cycle could be customized to reflect the special character – PJ is not sure of this. Perhaps look at one teaching standard at the next meeting.</p> <p>Special character items could be split between children, teachers and community</p> <p>How do we approach Kai Tahu. Through the Ministry partly. The meeting next week with the new SELO should move us forward.</p> <p>CR will produce a consolidated plan.</p> <p>The point was raised that the Trust has nothing to hold onto to show what the Trust expects of teachers in terms of special character provision.</p>	CR

<b>3. Kindergarten report</b>	<b>Who</b>
<p>Julie proposes to take back 4 days a week. Recommended that we take a permanent person to replace Alida rather than hold her position open. Providing the resourcing is ok, the Props are happy with that.</p> <p>Health and safety audit by the Ministry went well.</p> <p>The child at the centre of the issue discussed last week, had a plan for return, but parents have understood it as a refusal to have the child back. So there is some tension with them.</p>	

<b>4. BUILDING AND PROPERTY</b>	<b>Who</b>
Clare and Kussi to meet to look at maintenance priorities	<b>KH/CR</b>
Noted that we have a query from DCC on resource consent for the ECE. CR will follow up. Cassino offered to help if needed.	<b>CR</b>

<b>5. Finance</b>	<b>Who</b>
CR will check with Cassino on the final Connor Jones bill.	CR/CD
Otherwise finance report accepted as noted. It would be good if a trustee would take on the treasurer role. Possibly a new Trustee.	

<b>6. Board of Trustees Report</b>	
Nothing specific to report	

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 7.30pm

Next meeting : 5.30pm Thursday 9 June 2022