

# Dunedin Rudolf Steiner School Board Meeting

Tuesday 11 June 2024 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 : Clare Ridout (Board Secretary), Natalie Bartonova (NB), Anna Noble (AN), Esther Gilbert (EG), Angela Clark (AC), Jerry Hsu (JH), James Guthrie (JG), Natalie Bartonova, Kesava Sampath (KS).

Apologies : Kussi Hurtado

Meeting opened with a karakia.

1. Conflicts of interest, minutes, matters arising	Who
<p><b>Reading</b> Start of the Education of the Child. Will carry on with the book in future meetings.  <b>Approval of prior minutes of 25 May</b> EG moved, JH seconded  <b>Apologies</b> from Kussi.  <b>Conflict of Interest</b> – register had been circulated to the Board. None.</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• The dog in question has not yet revisited. Owners will be addressed if it revisits. Will come back to this if it arises as a problem.</li> <li>• PGC procedure has been signed.</li> <li>• Other matters will be addressed in hui.</li> </ul> <p>Parking – wooden block has been partially effective.</p> <p><b>Approval of 6 year olds in kindergarten</b> who are enrolled at school : none turning 6 in this period</p>	
2. Principals report	Who
<p>The Report had been circulated to all.</p> <p><b>International Students.</b> Can the Board assist with policies on International Students? AN said if a Board member wanted to proof read that would be helpful. EG offered to assist. AN hopes to submit the application next term. AN could bring some comparatives of fees to next Board. AC also offered to assist.</p> <p>Update given on status of <b>Lockdown procedure</b> – the section on practice drills has been extended a little and the updated version has been sent to the parent who enquired about it.</p> <p><b>Behaviour Management Procedure</b> has been reviewed by teachers. Will go out to the community for consultation after the teachers have re- reviewed it. Then to the Board.</p> <p><b>Delegation to Acting Principal</b> AN moved that the Board delegates the Acting Principal role to TG and JG in her absence. Approved by AC, seconded by EG. All were in favour.</p> <p><b>Joint hui</b> – plan for what is needed on the site – this is coming to the College hui in Term 3. AN moves that her report is accepted. Approved NB, seconded JH.</p>	
3. Delegation schedule	Who
<p>TG and JG will be Acting Principals in AN’s absence. JG will step in on Thursdays and when TG is on PD. This schedule should be signed off each year. CR will add to the Board timetable. Apart from the daily running, AN will be present remotely to deal with other matters.</p>	CR



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<b>3. Delegation schedule</b>	<b>Who</b>
<p>Discussion on media releases and how the Board retains responsibility for these apart from general media processes. It was also noted that SEANZ has provided all Steiner schools on steps to follow in the event of a media enquiry.</p> <p>Some font size changes etc to be addressed in the schedule.</p> <p>Approved EG, seconded NB. All in favour.</p>	

<b>4. Personnel Policies</b>	<b>Who</b>
<p>Approved – proposed AN, seconded JH. All in favour.</p>	

<b>5. Staff well- being survey</b>	<b>Who</b>
<p>Would like the colour coding to be changed.</p> <p>Some questions did not get responses – should all be compulsory.</p> <p>Class building projects, whole school projects, should teachers be involved in budget setting exercise in September? Also useful to inform staff as to how things are funded – eg from repairs and maintenance.</p> <p>What are some of the ways that people would like their achievements to be acknowledged?</p> <p>How does the Board address a case if someone anonymously thinks that safety concerns are not addressed?</p> <p>Could the Board go back to staff and ask for more information on particular areas of concern – ie with free style answer options?</p> <p>Or could staff be invited to come and speak to the Board about any concerns. This could conflict with concerns and complaints?</p> <p>One suggestion was that JH comes up with a mini survey coming out of the survey with some open text fields. (Around two way communication and about acknowledging achievements).</p> <p>Thank you for completing the survey and there were areas of concern that will be followed up by the Board, to explore these responses and understand them further so the Board has more information and can actually make some changes. Then send a request with open ended questions.</p> <p>And note to respondents how the Board responded to the last survey eg took up the suggestion to offer termly morning teas/ lunch to staff.</p> <p>Problems acknowledged in question 10- what are the achievements, who are staff to be acknowledged by - parents, Principal, colleagues – perhaps request some examples.</p> <p>Could we plot trends over years? CR will have a look to see how this may work.</p>	

<b>6. Board self review</b>	<b>Who</b>
<p>NB, KS, AN, JG and EG need to provide AC with their responses to survey in 2 weeks' time so AC can circulate a summary prior to the next hui.</p> <p>Data so far indicates there are areas to work on. Put it on agenda for next meeting.</p>	<p>NB, KS, AN, JG and EG</p>

AC

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<b>6. Board self review</b>	<b>Who</b>
Board members also to review the Board self review process prior to the next hui.  Succession planning should also be underway – otherwise could end up with a wholly new Board in the next round of elections.	

<b>7. Cyclical maintenance</b>	<b>Who</b>
The report on this was circulated and reviewed. The school will get new quotes for January 2026 painting as part of our normal process. Need to be aware of kindly operating in the school holidays, as the area to be painted would be on licensed space.  The Cyclical maintenance report has been reviewed and accepted. NB proposed the report is accepted. AN seconded.	

<b>8. Proprietors Trust report</b>	<b>Who</b>
As circulated. Report accepted.	

<b>9. Other matters</b>	<b>Who</b>
Maximum Roll application from LCS. The Board considered the MRI application and have no objections to the application. CR put on letterhead. Moved AC seconded JG all agreed.	

Closing verse. Meeting ended 7.35 pm **Next meeting date – 5.30pm Tuesday 13 August.**  
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), Kesava Sampath (KS).

### Minutes of the School Board Meeting

**Date: 13 June 2024**

**Conducted via Email**

#### **Agenda Item: Reimbursement for Anna's Overseas Trip**

##### **Motion Proposed by AC:**

To approve the reimbursement of \$5336.45 for flights, accommodation in Bremen, and insurance costs associated with Anna's overseas trip, which will enhance her leadership capabilities and support her professional learning and development.

**Approved by: ES**

**Seconded by: KS**

##### **Resolution:**

The board approves the reimbursement of \$5336.45 for flights, accommodation in Bremen, and insurance costs associated with Anna's overseas trip, which will enhance her leadership capabilities and support her professional learning and development.

**Result: Motion passed**

AC