



## Proprietors meeting minutes - Rudolf Steiner School Trust Otago

**Thursday 8 June 6pm - At the school**

*Present –Cassino Doyle, Clare Ridout, Anna Noble, Kussi Hurtado, Lenka Blass, Julie MacLeod.*

*Apologies : none*

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, haumie, hui ē, tāiki ē.

<b>1. Reading,</b>	<b>Who</b>
Pages 11 to 15 of Essentials had been read and was discussed. Possibility of linking teacher contracts/ professional growth cycle to the document as Special Character resource.	JM
<b>2. Minutes and matters arising</b>	<b>Who</b>
JW moves the minutes of 11 May and 4 April are accurate, seconded KH.	
<b>Matters arising</b> - Maintenance meeting yet to happen. How we prioritise matters this year. Clare will have discussion with Kussi, Cassino.	CR
<b>3. New member</b>	<b>Who</b>
Pene Johnstone has expressed an interest in joining the Trust. There was some discussion among Trustees around this and the move from Principal to Trustee. Kussi will invite her to discuss this with him. All trustees in favour of Kussi taking this on.	KH
<b>4. Out of School care programme</b>	<b>Who</b>
As per report. It has been clarified that OSCAR accreditation can only be achieved if the programme is for school enrolled children. There was therefore discussion on whether the programme should be non OSCAR accredited, and therefore open to 4 year olds up, or OSCAR accredited and therefore more limited. It was agreed that it would start as not OSCAR accredited. Advertise for two people. Keep the OSCAR application in process. Have a Trustee on board for the interviews.	MT
If the ECE license was extended to 5pm then there could be a possibility of an ECE excursion to the programme.	
<b>5. Kindergarten</b>	<b>Who</b>
Reporting on and looking into the number of current funded hours was useful for staff discussion. The kindergarten is still operating at less than makes it financially healthy. Marketing is an ongoing conversation.	

Noted Bex has completed her training and she was commended for this	JM
Question about staff development in Te Ao Maori. Could this be documented?	JM
Can the Kindergarten report on the annual plan progress? Would be useful to see this in the report format. Could be better visibility on development in work re Te Ao Māori.	JM
Playground needing attention eg play frame and swings. Curriculum policies and procedures are soon to be reviewed.	

*Lenka left the meeting. Further decisions should be approved by her by email.*

<b>6. Staff well-being</b>	<b>Who</b>
The survey results - generally very positive. Provide summary, and reference to previous survey to staff. Hope that future Trustee profiles in newsletter will help to keep the Trust visible to them.	CR

<b>7. Finance</b>	<b>Who</b>
The report on pledges and the % of parents paying was received and noted. No agreed actions from this information. The report is not to be shared publicly.	
Term loan – the proposal to pay this off was reviewed and the Trust agreed that the Term Loan should be paid off. CD proposed be paid off. KH seconds. CR will arrange.	CR
Finance policies and procedures – it was noted that there were new versions of these with no changes to last time, but which need to be signed off. They will be circulated by email.	CR

<b>4. Land and buildings</b>	<b>Who</b>
Landscaping plan with Te Ao Māori and special character lens : AN has contacted enviro schools as another possible option. JW will talk to Titirangi still. Q town gardens project will come to next meeting as an example of the proposal from WSP.	
Resource consent for the ECE being 45 children + - Draft reviewed by CD. The plan has a mobility park at the top of Manapouri Street.	CR
Code of Compliance for new lower classrooms. We have still not had full sign off – CR is writing to Simon Parker. Will copy in CD.	CR

Next meeting : Thursday 10 August 6pm Meeting closed at 8.15pm

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