

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

**Thursday 11 August 2022, 5.30 - At the school**

*Present –Cassino Doyle , Kussi Hurtado, Edwina Hill. Julie MacLeod, Pene Johnstone, Clare Ridout.*

*Apologies :, Lenka Blass*

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.

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| **1. Minutes** | **Who** |
| Noted that Birgitte will come to visit a meeting to see if she will offer to be a Trustee. Apologies noted from Lenka.  Edwina chaired the meeting.  Minutes approved as true and accurate of 12 May.  Minutes of Props meeting 9th June approved as accurate.  Minutes of in committee meeting on 9th June with Sandra as accurate. |  |

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| 2. Matters arising | Who |
| * Is the Governance training on for 8th September? CR to follow with Janet * Can Lenka follow up the kindy hours survey. (Ie the survey that was done about the demand for extra hours before or after kindergarten). * Letting Props know – eg anything involving mandatory reporting to an outside agency or advice from outside agency. Media sensitive matters. Potential legal cases, suspicions of fraud or theft – reputational damage – draft a policy. To be drafted EH and CR * Funding for items from Port Otago, funding for kindergarten toilet work * Enrolment form has been updated so that parents are asked to disclose anything that may have relevance to the care or supervision of their child. * Jess declined rejoining the Props at this stage * Policy review schedule has been circulated * Edwina needs to complete a summary of Head Teacher appraisal * Mikiah has done some grants work, is away at the moment. She can be asked on her return again about joining Trust. | CR  LB  CR/EH  CR/PJ  EH |

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| **3. General** | Who |
| Kussi will join the Principal Recruitment group. He will check through the draft advert and confirm with CR so that it can be placed. | KH |

| **4. Marketing** | **Who** |
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| How do we market?  Can we increase capacity of playgroup? Low level advertising Rothesay News, Taste Nature.  Need to start larger (eg 14 students) at lower classes as children drop away.  We do have spaces for 12 to 14 in each year level? Yes we do. We are trying to even out cohort groups in kindergarten. If we wmove to single stream we would probably need 5 kindergarten rooms  We should create a poster for parents to take around. Advertise in newsletter for parents to circulate. | Mgt |

| **5. Annual Plan** | **Who** |
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| As circulated. This was agreed upon with some suggested changes as below.  Discussion about contact with Kāi Tahu, and the last email from the MoE SENCO to say that we had very little time left in their budget to get support from them. It was agreed that Julie will try to initiate a meeting with Flayme. Cassino offered to join them.  Goal 1 – excellence in special character  Professional Growth cycle and Essentials document – to hold onto this as a governing body. Should use the SEANZ special character review tool. This needs to be looked at more fully. Cassino also referred to APIS/ AIS advice on special character review.  Suggestion for annual training in special character for trustees. And other governance members  Explore other options for safeguarding special character.  Goal 2 – Mana of te tiriti  Bicultural review should maintain this.  What are our indicators that we are following tikanga practices?  Values are what we should build on and understand and build on these.  Could look at a visit to Sinclair wetlands for school as a visit to Otakou or Puketeraki marae seems slow to materialize.  Goal 3  Move to fully revolving fund if possible  Goal 4  Possibility of working bee – a talk, then kai then work on the grounds! – add in annual plan | JM  Props |

| **6. Forum planning** | **Who** |
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| The joint meeting was followed by work that aligned values expressed in that meeting from the special character perspective to the values of Te Ao Māori. Now the plan is to move forward to see how we place these on our land. All Trustees have had Cassino’s email with his thoughts on the matter.  Cassino has emailed Aukaha about the possibilities. He has informed them of our plans on a design process for the land, that may include a waha roa. He has yet to hear back.  What is our next step if Mana whenua do not engage? It was agreed that the school can wait for engagement, continue with planting in the meantime.  If Aukaha do not engage we could go to a couple of people for advice, who have cultural sensitivity in this work. See where we are at the next meeting. Put forum on hold. Plan for planting in autumn. Aim for that time frame.  Aim for forum in term 4. When we would have a map on which we can place things. Plan for early November. | All |

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| **7 Kindergarten** | **Who** |
| Julie reported that all was well in kindergarten with a very harmonious teaching team. |  |

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| **8 Finance report** | **Who** |
| The budget variance report to 31 July Has been circulated to all Trust members to 31 July 2022. There were no questions. Report therefore accepted.  Audit has been completed for Trust and Kindergarten and the Management Letters have also been circulated. The new audit engagement letter will need to be signed by a Trustee.  The Trust agreed that the letter of support would be signed confirming that the Trust will provide financial support to the school for at least the next 12 months. |  |

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| **9. Maintenance** | **Who** |
| It was agreed this is a priority to look at in the next meeting. CR is gathering an estimate from Connor Jones for dropped ceilings and window work for the extra Policy 1. |  |

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| **10. Policies** | **Who** |
| These have been circulated. A Trustee will sign next week.  Fundraising and Health and Safety. | Prop |

Nextr meeting Thursday 8th September 5.30pm

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