**Thursday 18 Aug 2022 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 : Pene Johnstone, Danny Fridberg (Chair), Clare Ridout (Board Secretary), Helen Thomlinson, Emily Czibere, Chris Bay , Stefan Roesch, Zahra Muhammed-Shah.

Apologies : none

| 1. **Minutes and matters arising, reminder re conflict of interest** | **Who** |
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| Welcome to all for the last Board meeting of this group.  No conflicts of interest declared.  Minutes approved of June approved as accurate. EC moved, CB seconded.  **Matters arising**   * Principal Performance Agreement – needs to be circulated. HT will do so. Then will need an E vote by the existing Board. * Lead testing – CR is undertaking this as she has a kit * CR to check with Nikki about cyclical maintenance underfunding * School docs – further discussion that this may be useful way of maintaining up to date policies and procedures CR plans to review * DF to still meet with Board members to assess how board is going. DF has invited members to reply * PJ had approached prospective members and have had good feedback even from those who were not interested * Enrolment scheme – community has been informed * Audit – still not complete but the auditors have had everything they need * PJ to contact Polytechnic re prospective teachers   One child about to turn 6 : authorisation given by Board this month – unanimous approval | HT  CR  CR  CR  All  PJ |

| 1. **Principal resignation** | **Who** |
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| PJ has resigned from end of year but is happy to continue if the post is not filled.  Should celebrate together at the end of the year. Would be good to have a social event for new and old Board – perhaps at College of Teachers meeting time – or in the evening. To be proposed to new Board.  Some discussion about what the new Board will be doing at the new Board, and then portfolios can be decided so that people can get handover from existing portfolio holders.  On Tuesday the social event could be arranged, and then former board members can be invited.  CR will set up a teams link. So that it is fully remote.  Agenda – chaired by former Board chair, decision re new chair, timings of meetings, joining the Principal recruitment group, social occasion for Board to get to know each other. Joint meeting suggestion date to be taken | CR |

| 1. **Staff wellbeing survey** | **Who** |
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| Last did a survey in 2020 which included kindy staff as well as Board staff. This time it was only to Board staff in May 2022.  Not everyone responded who was eligible.  Helen has summarised the results.  Previously we had more staff who were not clear about their main tasks are or who did not know how to approach the Board.  Will be important to ensure we have a social event for Board and staff soon.  In general there are many more agreements with the positive statements about positive staff wellbeing.  The MoE run an online wellbeing and resilience course for staff that they can join. HT will send to Pene so she can circulate to staff.  Question about who the report should be released to. Is it too small a group to maintain people’s confidentiality. Should show that there is an action plan to address areas that are seen as needing improvement.  Noted and happy to see that the Principal is seen as having good relationships with people.  Helen may change report slightly to make it less specific before circulation to staff.  Cassino felt there was value in Kindy staff doing this survey too. He will check with Props. DF could share the form/ questionnaire.  Should rerun it once a year : it is on the Board timetable. | HT  HT  CD |

| 1. **Principal’s report** | **Who** |
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| The report has been read by members. The teachers’ section should be presented once a term. Report accepted. Teachers’ section was much appreciated.  **Literacy and Numeracy**  Children are all very positive about reading. This happens daily across the school. 87% of children are reading at or above their expected level. There are 5 students below who are the focus students.  Looking at analysis by gender or ethnicity  Reading mix of male and female below  Maths – all are females who are below  Writing – slightly more boys than girls in the below group  The work with focus students seems to be very beneficial – good work by teacher aide,  There may be budgetary concerns if we want more teacher aide time for students with particular learning needs.  Noted that the numbers of students may be incorrect – the graphs need to be rechecked.  It was suggested that the Polytechnic is offering courses that may be relevant to the Teacher Aide. DF will send details to PJ. | PJ |

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| 1. **Special Character Attestation** | **Who** |
| Nothing to report on here. The form was completed a year ago. This should be an early agenda item for the new Board.  Janet Molloy likely to be coming to a Props meeting in early September. Board members also to be invited – CR will invite.  The copy from last year will be circulated to Props and Board. | CR |

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| 1. **Provisional Registration** | **Who** |
| This is on course. PJ has met with the Provisionally registered teacher and agreed it is going well. |  |

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| 1. **Midway report on annual plan** | **Who** |
| PJ spoke to this a little but it was agreed that the written report on this should be circulated to the new Board | PJ |

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| 1. **Proprietors report** | **Who** |
| Staffing issues resolved in kindergarten and the team is working well.  New key focus points – 10 year programme  Mention of EPMP and that this will need to be completed and signed off by the Board and Props  Landscaping process - document generated from the joint meeting – the links between Special character and Te Ao Maori. CD has yet to hear back from Mana Whenua on their involvement. Looking to have a collaborative meeting in term 4.  Have been queries about resource consent for kindergarten. This is being acted on. |  |

| 1. **Communication of Board issues to the community** | **Who** |
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| No matters |  |

| 1. **Next meetings** | **Who** |
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| New Board will decide the new Board times! Joint meeting – eg 24th September. A question for the new Board as to whether this works. |  |

Meeting closed 7.20 pm

Key to Initials : Pene Johnstone (PJ), Clare Ridout (CR), Cassino Doyle (CD), Management Team (MT), Proprietors Trust (Props), Board (BoT), Emily Czibere (EC), Danny Fridberg DF), Helen Thomlinson (HT), Stefan Roesch (SR), Zahra Muhammed (ZM).