**Monday 26 September 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 :

Jerry Hsu (JH), Clare Ridout (Board Secretary), Helen Thomlinson, Cassino Doyle (CD), Michelle McGrath (MM), Natalie Bartonova (NB), Anna Noble (AN), Pene Johnstone.

Apologies : Danny Fridberg, Emily Czibere, Chris Bay.

| 1. **Minutes and matters arising** | **Action by Who** |
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| If Board members cannot attend a meeting they should submit apologies to Jerry via text or email. It was noted that apologies are only official if they are noted in the previous minutes – ie someone is aware that they will not be able to attend the next allotted meeting time. (Note : Elected, co-opted or appointees who are absent from 3 consecutive meetings without prior approval by a board resolution automatically lose their position on the Board)  **Approval of prior minutes**  Minutes of 18th and 23rd August approved as accurate with the exception that Pene will be in touch with the Teachers College rather than the Polytech.  Minutes approved of the 18th August as accurate. PJ proposed, CD seconded.  HT approved meeting of 23rd Aug, AN seconded  JH to sign the minutes as approved  Matters arising   * Perf agreement done – will be discussed at this meeting * Staff Wellbeing coming to this meeting * CR still to work on Lead testing completion. There was concern that there could be lead paint on site and the area where an old boat was kept was going to be checked (by sandpit by Class Tui). Some lead paint was found in the old flagpole and this has been taken down and remediated * CR has not heard back from MoE about the fact that our cyclical maintenance funding is not sufficient * PJ can circulate midway report on Annual Plan to new Board * Kindergarten has done the survey and should have results for the Props meeting this Thursday * Social event for Board meeting/ and meeting staff – still to be arranged * Board members have had Special character induction from PJ * The issue with the SMS producing strange numbers for Literacy and numeracy report has not been resolved yet by PJ with the SMS provider, but the results in her report were essentially correct. | JH  CR  CR  PJ  All |

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| 1. **Principals Report** | Who |
| Report has been circulated  It was clarified that the lockdown procedure referred to is a security lockdown, and that the practice would use the example of a wild dog on the site, to avoid too much anxiety in the children. CR will send the lockdown procedure to the Board.  Discussion re the use of School docs. AN said in her experience this system tends to make most things policy rather than procedure. Janet Molloy also did not favour the system and CR found that generally it has been High Schools that have taken this up.  Curriculum policies have yet to be confirmed by the teachers. They will be circulated for consultation with the Community after that. Will ensure the new requirements re Aotearoa New Zealand’s histories in The New Zealand Curriculum will be reflected. Can we show how our curriculum reflects this.  Curriculum policies will come to the next meeting  PR opportunity of the woodwork classes starting - should approach the newspaper. Should get more free publicity!  Principals report approved - AN, seconded by MM. | CR  PJ  PJ  MT |

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| 1. Special Character Attestation | Who |
| This Steiner Special Character Attestation tool has been in existence for a while, but has not become embedded into the school’s Internal Evaluation Procedure.  There is a need to map how special character is addressed throughout the school.  Our “Structure Booklet” that is on our website shows structures and roles and responsibilities. This could be up for review at joint meeting?  In the Questionnaire as currently completed by MT, could the Board be given indicators that support the yes/ no answers . This may exist in the teacher review tool that is part of the attestation process? CR to check and send a copy of the whole process around. It was noted that MT had recently agreed that the Special Character review should be part of the teacher only days at the start of the year with a couple of the dimensions being reviewed each year.  Action - explore this further through Props/ Board / Teachers  How will the Board work with this special character self review in the future. For example the Teachers review particular dimensions, then the MT completes it for the Board to approve and then it goes to the Props.  The questionnaire will be approved by email before the props meeting on Thursday. CD, MM and AN already give their approval. Also need feedback from CB, EC, NB.  How will we use it in the future? This is a project to establish this. | All  CR  All  All |

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| 1. **Strategic Plan** | **Who** |
| This will be looked at in the joint meeting 29 October |  |

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| 1. **Finance report** | **Who** |
| **Audited accounts and Management letter**  Mgt noted the recommendation about signing off Principal expenditure. Normally this is signed by the Treasurer, but there was an oversight on one account in 2021.  CR to send the Principals’ wellbeing criteria from MoE to the Board.  Audit report accepted.  **Income and expenditure**  As noted. Nothing particular of concern apart from the high level of relievers and the exceeding of that budget.  **Budget 2023**  AN declared a potential conflict of interest re the expectation on how many hours the new Principal would teach.  How many FTEs would 96 students generate? CR to review and inform Board.  The relievers budget may be small for 2023. It was recommended that this should be increased, but currently there is no resource from which to move funding from.  How much does the principal relieve? CR and PJ to provide info to the Board.  CR clarified that Props does not cover all repairs. Minor repairs are covered by Board.  Board to write to Nikki Hoskins at MoE to express concern about how the school will manage its relief teacher costs next year. MT to draft and JH to sign it off.  Finance Report accepted  Board has had the info on how the finances fit together. MM said it was useful.  The Board approved Jerry Hsu as a new bank signatory on the School’s Westpac account.  The Board will approve the budget once funding from Props is confirmed. | CR  CR  CR/PJ  MT/JH  Board |

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| 1. **Staff well being** | **Who** |
| Staff well-being put to next to meeting |  |

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| 1. **SEANZ strategic plan** | **Who** |
| CR to draft a reply to SEANZ Strat plan and get email ok |  |

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| 1. **Principal Performance agreement** | **Who** |
| Work is delegated from the Board (last time to HT, DF). It has been approved by old Board, now it has come to the new one  HT explained the process somewhat.  CD asked if his suggestions were carried forward. They have not been included in this final version.  He suggested that in the section where “The Board delegates to ..... “ this should include someone from Props. The relevant policy should be reviewed therefore at the next meeting. Do we need a structural policy change. (A member of Props will be invited to the final meeting).  Also questions about prof dev cycle and some other matters - CD will forward again the  proposed changes - send them on to JH, PJ. | All  CD/JH/PJ |

The Board agreed to an additional 15 minutes.

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| 1. **Portfolios** | **Who** |
| Some members expressed interest in some of the following portfolios. In conclusion it was agreed that Board members will email CR with two preferred portfolios out of:  Personnel  Finance  Policy  Health and Safety  Curriculum (probably taken by staff rep)  The Board manual includes descriptions of the portfolios  CR asked if perhaps the Board might consider alternative portfolios – eg Te Tiriti. Could be a subject for future discussion. | All |

Anna left the meeting

**Next meeting**

Friday 30 September 3.30pm to receive recommendation from selection panel Principal recruitment

29th October – Saturday 10am to 1pm Joint Meeting

Monday 21st November 5.30pm Board meeting

**Meeting closed 7.45 pm**

Key to Initials : Pene Johnstone (PJ), Clare Ridout (CR), Cassino Doyle (CD), Management Team (MT), Proprietors Trust (Props), Emily Czibere (EC), Danny Fridberg DF), Helen Thomlinson (HT), Michelle McGrath (MM), Natalie Bartonova (NB), Chris Bay (CB), Jerry Hsu (JH), Anna Noble (AN)