

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Thursday 12 October 6pm - At the school

Present – Pene Johnstone, Anna Noble, Kussi Hurtado, Julie McLeod

Apologies : Cassino Doyle, Jenny Wigley, Clare Ridout, 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, haumie, hui ē, tāiki ē.

1. Reading,	Who
2. Minutes and matters arising	Who
KH moves the minutes of 9 th September (no second here to second)	
Matters arising <ul style="list-style-type: none"> • Te Ao Maori landscaping plan – come back on 9th Nov to determine where we would go with this. • Cassino – he has been invited to the meeting – will continue to invite. • CR to review the training for ECE Steiner, and how this cost is spread. • KH and CR met about maintenance. Noted that we should clear gutters. Prioritised plan should be circulated.- still to be done • OOSC is open to St Leonards and Ravensbourne Schools – they will arrange their own transport. • Playground renovation plans still to come from Kindy • Reviewing past unfinished business eg consensus design, upper classroom build etc to go on agenda for next term • How to engage parents more in community – including financial contributions – a matter for ongoing discussion • Can Julie check with Te Rito Maioha or similar if it is OK to use the Professional Growth Cycle as her Head Teacher appraisal – still to be done 	CR Next mtg CR Next mtg JM
3. General	Who
<ul style="list-style-type: none"> • Pene to take the kindergarten personnel portfolio • Could share each portfolio between 2 people • Come back to this next meeting 	Next mtg
4. Annual Plans – and Strategic planning	Who

Refer to the next meeting – reviewing a strategic goal	Next meeting
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4. Kindergarten report	Who
<ul style="list-style-type: none"> No written kindy report. Joella’s mother has passed away but she will be here Friday. Alida’s grandmother passed away so Alida on leave. Pamala and Bex have started their training course and have come back inspired. Numbers could still be better. 	

5. Buildings and Property	Who
<p>We have three quotes for the veranda and Clare has provided the grant making Trust with these and an updated application.</p> <p>Maintenance priorities - gutters have been cleared – unfixed guttering outside the classroom.</p>	

6. Out of School care	Who
<p>OOSC – St Leonards and Ravensbourne have offered to cover 20% of the costs each per week and organise their own transport</p> <p>Also looking at not running the morning sessions but extending to after school 5:30pm . KH moved and PJ seconded.</p>	

7. Board	Who
<p>Brief summary of Board meeting matters– Literacy and Numeracy, staff survey.</p> <p>Staff well- being – discussion on the many different ways to let staff know they are appreciated.</p>	

8. Finance	Who
<ul style="list-style-type: none"> Trust had previously approved the Kindergarten Manager being a signatory to the Westpac accounts for the Trust. Has this happened? Finance papers were provided to the meeting – as attached. Big thank you to Clare. Grant leave with pay to Clare – moved KH, seconded by PJ. Clare is also working while away and had done extra hours in Roberta’s absence. 	

9. Other matters	Who
<p>Flowform – break it down into steps – dedicated action group – check if we need DCC approval – insurance. Move the forms? Get the drain done</p> <p>Maybe moving Props meeting?</p> <p>Policies about drop off to be signed off .</p>	<p>PJ</p> <p>KH</p>

Next meeting : Thursday 9 November 6pm Meeting closed at 7.50pm

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