

Dunedin Rudolf Steiner School Board of Trustees Meeting

Wednesday 18 November 2020 6pm

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.

“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

Present : Pene Johnstone, Helen Thomlinson, Stefan Roesch, Steve Broni, Danny Fridberg (Chair), Trisha Geraets. Clare Ridout (Board Secretary)

Apologies : Zahra Muhammed Shah, Gabriela Stuedemann.

1. Minutes and matters arising, reminder re conflict of interest	Who
Shared the karakia “Kia tau rā ngā manaakitanga” – add translation to agenda	CR
The Board members expressed their concern for Gabriela who is unwell.	
No conflicts of interest declared. Register reminder.	
DF and HT have been to workshop on responding to unreasonable complaints. Have sent round information. Some changes in terminology to the Board. Return to this in the future	BoT
Minutes of previous meeting of 16 September were approved as accurate. Proposed by SB, seconded by HT. GS has provided notice that she will not attend the next meeting.	
Matters arising	
<ul style="list-style-type: none"> • Photos of the Board are in the office. Photos of the Props, Board and staff are on website • Halo Project work going well with class Kererū. Tracking work. A track has been cut below the school in the bush which the children will go down to in class. • What had happened to to concern raised by a parent re information available to the public? The parent decided to leave the matter as it stands (ie the public is able to skim off photos from the website) • Will discuss changes to Privacy Act next time – and perhaps the need for a Privacy Officer at a new meeting • New 6 year olds in kindergarten were approved – DF to sign 	BoT DF

2. Strategic objectives	Who
Management has collated the objectives so far – as per Board papers. Members of the Props would like to workshop the ideas further – on 9 th December. DF will meet with PJ to look at some of the wording of the goals, and with anyone else who is interested in joining. Question about how to measure the relationship with local iwi. The NELPs have been published and these should help to inform the Charter too.	

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3. Principals report	Who
<p>Has been circulated. Questions were invited</p> <ul style="list-style-type: none"> • Not ready yet to provide analysis to the Board as to how the students are tracking against Learning Steps – this will be provided in December as per BoT timetable. PJ hopes for a healthy improvement. • It was noted that lower literacy ability in Class 4 has also had an impact on some of the numeracy testing. • Management Units – proposal that Literacy unit is permanent. Environment will be fixed term as there is an awareness that it would be good to have someone to take on numeracy in the future. The number of Management Units would increase with an increased roll. • Attendance – a few concerns. Parents have been made aware where there are issues. Some respond well, some not. • Maximum roll increase request. Further correspondence with Ministry. Still waiting for an outcome. • School terms for 2021 reviewed and the Board approved the dates. 	

4. Staffing	Who
<p>The background information was provided to ta decision on whether to offer fixed term or permanent contracts to the staff who are surplus to the teachers' salary grant. The risk is that the Board could incur substantial liability for redundancy payments payable from the bulk grant/ Ops grant. The other risk is that we lose valuable staff due to the impermanence of their contracts. Board approved that they should be permanent and that we work towards financial sustainability where the Board or Trust holds a reserve in case of such unforeseen events/ losses.</p>	
<p>Breakfast on 17th December will be an opportunity to say farewell to Leonie. Come at 8.15 to set up. Present and card to be arranged. And invite Kate and the Props.</p>	HT/ PJ

5. Principals Appraisal Agreement	Who
<ul style="list-style-type: none"> • HT has been trying to get hold of Alex to ask her to be an advisor (special character). Will continue to try to reach her. 	HT
<ul style="list-style-type: none"> • Board wants to do a staff well being survey and a Principals 360 degree survey but do not want to do both at once and so will do the 360 survey in term 1 2021. 	BoT
<ul style="list-style-type: none"> • Interim meeting to take place with DF, PJ and HT. PJ and HT may meet in December with Alex – perhaps going to her place. HT will take minutes. Final meeting to be at end of Feb. Bring results to the March 2021 meeting. 	HT
<ul style="list-style-type: none"> • Stefan will look to see if there is a standard 360 survey, and HT will ask NZSTA. 	SR/HT

6. Staff wellbeing survey, Board Internal evaluation	Who
<p>Staff well- being survey Feedback received from CR for admin staff, and from Primary teachers. HT has collated, had advice from SR.</p>	

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6. Staff wellbeing survey, Board Internal evaluation	Who
DF will put on google forms and provide introductory paragraphs to explain that this is not a vehicle for concerns.	DF
Board internal evaluation – has been circulated. Due back by 7 th December. DF will share the results with the Board after that date.	DF

7. Finance report	Who
<ul style="list-style-type: none"> • Operations grant increase due to Covid – perhaps use some of this to provide a cushion for unforeseen events, redundancy. Could look at say putting 1 twelfth away per teaching staff. Can put all the extra grant aside. Agreed. • Question re pizza oven roof and where would this be funded from. Class budgets were explained – how they were allocated on a pro rata basis according to class sizes. Additional projects would have to be funded from external funding eg Mitre 10, other funders. • Few question on formulas on variances in the income and expenditure report to 31 October – there may be some formatting errors. CR will check and recirculate. • Budget 2021 was not approved at the last meeting and is approved now, although the Board will endeavour to reduce the deficit. • Noted nice cake stall, shoe sale – run by mainly kindergarten families – making up for a hole left by there not having been a fair. 	CR

8. Policy on management units	Who
This was approved. DF t sign.	DF

9. Proprietors	Who
Still progressing to sell land to fund classrooms. Laeticia Nkole has joined the Trust.	

10. Communication to the community	Who
Suggested that in the newsletter we have a regular banner to advise people that if they have a concern they should follow the concerns process. Welcome people to have a look at the photos on the website to see who the Board members are. Board email to be set up by DF. Look at a future community meeting re the name, playground – perhaps officially open the yurt as a parent space.	CR DF

11. Other matters, communication to the community etc	Who
Next meeting Wednesday 5pm 9th December to finish t 6.30pm. Joint meeting will go from 7 to 9pm to workshop the strategic objectives.	
End of term Board social on 3 rd December Thursday 5.30. DF check with Zahra. Then if OK go the Portsider. PJ will ask if Portsider can accommodate Props as well. (Since established that Portsider cannot be booked)	DF

Meeting closed 8.00pm

Key to Initials : Pene Johnstone (PJ), Clare Ridout (CR), Gabriela Stuedemann (GS), Management Team (MT), Proprietors Trust (Props), Board of Trustees (BoT), Danny Fridberg (DF), Steve Broni (SB), Helen Thomlinson (HT), Stefan Roesch (SR), Zahra Muhammed (ZM), Trisha Geraets (TG).