

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Tuesday 21 November 5.30pm - At the school

Present – Pene Johnstone, Anna Noble, Kussi Hurtado, Julie McLeod, Cassino Doyle, Jenny Wigley, Clare Ridout, Lenka Blass.

Visitor – Daniel Roberts

Apologies : none

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. Welcome to new members	Who
Welcome to Daniel. He will attend this hui and then perhaps send an email expressing an interest in joining. At that point the Trust will determine whether he is a new member.	
2. Reading,	Who
Pages 26 – 27 of Essentials were read.	
Can we link the Essentials on the website? Check with Waekura.	CR
Tuakana teina relationships can play out throughout the kindergarten and school in both children and adults. Noted the recommendation for mixed age kindergartens 4,5 6 year olds.	

2. Minutes and matters arising	Who
Minutes of 12 October were approved as correct. Moved JW, seconded PJ.	
Matters arising	
<ul style="list-style-type: none"> • CR has reviewed the training for ECE Steiner, and how this cost is spread. No solution to this as any options for loans would not spread beyond the length of the course. The issue of the course cost has been raised with the people who run the Early Childhood Diploma course. • Playground renovation plans to come from Kindy – this may come to the Trust in 2024 • It was noted that we had a great parent evening with colour experience for class 1 and 2 and form drawing – should have a couple more next year – in term 1 and in term 3 • JM has yet to check with Te Rito Maioha about whether the PGC can be used as part of her Head Teacher appraisal. • PJ and JM to meet and talk about kindergarten in PJ’s role holding the Kindergarten portfolio. • Portfolios yet to be assigned – for discussion in this meeting • Kindy manager yet to be signatory on Westpac • Policy on drop off to be signed by KH 	<p>JM</p> <p>PJ/JM</p> <p>CR</p> <p>KH</p>

3. Finance	Who
<p>Finance report had been circulated with the 2024 budget and the actuals to end of Sept 2023. This had been presented to the Trust at their 12 October meeting.</p> <p>Comments on Trust budget</p> <p>Rates – on lot 5 this could be higher in 2024 . Could we use that land – eg for bees etc to generate some income. There was then a discussion about whether the walking track is still available (it is) and whether the track crosses our land (ie lot 5 – it starts on the shared driveway and is on Lot 5 briefly before going down to the West of it).</p> <p>Parental contribution requested will be raised by 3.5% - approved unanimously. This would change the weekly amount from \$67 to \$69.</p> <p>There were no other comments on the budget for the Trust. Trust budget 2024 approved unanimously.</p> <p>Lenka asked about the Thieves Alley market – it was confirmed that we have applied to have a stall there.</p> <p>Kindergarten budget</p> <p>Discussion about professional development for kindergarten staff. This Steiner qualification is paid for by the kindergarten and accommodation and travel is also paid but teachers attend in their own time.</p> <p>The kindergarten has signed up to pay parity, which means that our funding rate per child hour is better and means that there are minimum standards of pay for each staff member depending on their step. The system required that staff move up a step after working 2080 hours (the equivalent of working a full time 40 hour week for 48 weeks + paid holidays. Most teachers here only work term time and most are also part time, so they would take more than a year to accumulate the hours to move up a step). Some members of the Trust expressed concern about this, and its impact on staff. Should we instead set a rule that kindergarten would meet the hour allocation by working the equivalent of our full time ie 35.5 hours per week for 41 paid weeks and 4 or 5 weeks paid holiday?</p> <p>The kindergarten budget will be sent to Trustees for approval by email, or a further meeting in the year if needed.</p> <p>Noted that the simplest way to fund teaching staff is to increase the attendance of children in the kindergarten. Anna reported that apparently Aurora Tamariki is swamped with babies – it is hoped that some may come our way as they grow older.</p> <p>ECE audit - On 9 November the kindergarten had an ECE funding audit. The paperwork related to staffing was all properly in place but we were missing some signed attestations from parents, and will lose funding for these – ie instead of having the better 20 hours funding we will be given the over 2s funding. There are also strict absence rules which initiate extra paperwork. It was suggested that we advise kindergarten parents of the financial implications of continued absences on our funding. CR will put something in the newsletter</p>	<p>CR</p>

3. Finance	Who
<p>After school care – budget presented. Does the Trust want to support the afterschool going forward ie at a potential \$1500 cost? There was unanimous approval for this as it is considered that the service makes the school and kindergarten more accessible. It was noted that it may become restricted to 5 years +.</p>	

4. Members portfolios	Who
<p>Kindergarten – Pene Buildings and maintenance property – Daniel, Cassino (Lenka interested in buildings) Finance – Kussi Chair - Kussi Rep on the Board – Kussi Growth / marketing and fundraising– Jenny and Lenka – what this portfolio covers will be determined.</p> <p>Kussi moved that these portfolios be assigned. All approved.</p>	

5. Ongoing plans etc	Who
<p>A list was presented of unfinished initiatives including the planning work suggested with Alana of WSP. It was asked whether we need long term overarching planning. The Trust should be clear on what we want out of the process. Noted that we now have a Memorandum of Partnership with Puketeraki and so we should also consult with them. It was suggested that Anna could speak to Puketeraki about seeing a design process like George Street and showing us how this works. To be discussed further.</p>	

6. Flowform	Who
<p>Pene suggested that Ian Trousdell, who created the flowforms, could come down for 2 – 3 days. He would work with say 4 people/ volunteers to set up the flowform. We would need a digger (and driver) to dig trenches required for water and for electricity. Can we afford to fly him down?</p> <p>Who can drive the digger? What electrician plumber would be involved, and how would that work time wise. Is a consent needed for the electrical side? More questions required for Ian before a decision can be made. Kussi suggested he would send some through to Pene. Noted that we have this valuable asset – we should install it.</p>	KH

7. Kindergarten report	Who
<p>Julie looking to reduce hours for health reasons, possibly stepping down as head. A work in process – to be discussed further.</p>	

8. Any other business	Who
Friday 15 th Dec end of year item planned for that afternoon – after school hours. No children to attend. Venue and details to be confirmed and Trust will be informed by AN.	AN

Next meeting : to be determined if another meeting is required in December. Meeting closed at 8.07pm

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