

Dunedin Rudolf Steiner School Board Meeting

Tuesday 10 December 2024 from 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 Natalie Bartonova (NB), Anna Noble (AN), Esther Gilbert (EG), James Guthrie (JG), Kussi Hurtado (KH), Jerry Hsu(JH) Angela Clark (AC), Kesava Sampath (KS)..

Apologies : : Clare Ridout (Board Secretary), *Meeting opened with a karakia and waiata .*

1. Conflicts of interest, minutes, matters arising	Who
<p>Reading: Tasks of a Waldorf teacher (Avison and Rawson)– chapter on leadership and management</p>	
<p>No register of conflicts of interests at the meeting – can this please be available for the first meeting of 2025</p>	CR
<p>Approval of accuracy of prior minutes of 11 November 2024 moved by Kussi, seconded James.</p> <ul style="list-style-type: none"> - Note previous minutes have discussion of Clare and Esther’s work together under the heading “Teacher aides”. It should be moved to another heading. 	Carried
<p>Matters arising:</p> <ul style="list-style-type: none"> • All staff were invited to whakawhanuanga • Requests for discretionary unpaid leave have been managed No formal expectation of “relief work set” but teachers have communicated with James that they do expect they will set the relief and manage other commitments (reports and parent/teacher meetings). <i>NOTE:</i> A supportive outline of expectations/understanding should be sent out with confirmation of leave in future. • Property management report added to Board timetable • Tagged funding – process still to be described in Finance procedure • Xero accounting – school is subscribing to this at \$38 per month 	CR
<p>Authorisation of 6 year olds in kindergarten who are enrolled at school: these children will turn 6 prior to the next Board : Eugene Stacey, Madison Garner, Elwyn Dodds.</p>	
<p>Resignations from the Board- Kesava resigned last week from the board. His resignation was accepted. Are there parents in our community that we can shoulder tap/encourage to apply.</p> <p>James has tendered his resignation as he has finished one year in this position as agreed with his teaching colleagues. A staff representative will need to be elected for 2025. 2 by-elections are required.</p>	

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2. Strategic Planning	Who
<p>Joint hui outcomes were summarised by AC.</p> <p>No strategic goals “complete” but progress on large goals will continue.</p> <p>Do we need a long term/succession plan for the board for members to develop themselves in their roles and have a succession plan. This would not be part of the Strategic planning to MoE but an in-house plan for our Governance development.</p> <p>Examples</p> <ul style="list-style-type: none"> - Board to communicate more regularly to the community - Board could write an article in newsletter each term reflecting on the strategic goals. - Board timetable (eg work around our responsibilities being “a good employer”). - Angela to send out a skills matrix from a workshop she attended. - The board should be able to confidently speak to the strategic plan, including progress - A portfolio for “parent engagement”, subcommittee formed from parent reps. Board to help give them an objective (eg: one social event per term) organised outside of school hours. <p>Anna needs board feedback on the strategic plan, it will be done digitally as a google doc that AC will set up. To be completed by the 20th of December. Eg: Clarify how we will accomplish/progress goal 4.</p>	All

3. Principal’s Report	Who
<p>Anna spoke of the detailed plans for 28th of January day at Puketeraki marae. Notice to the community will go out before the end of term.</p> <p>There is some work to be done to finalise the protocol for the day. Morning tea will be provided but BYO lunch.</p> <p>This gathering is not intended for the children in our community, this may be a hurdle for some families but families can be encouraged to support each other.</p> <p>Could we set this task for our parent reps to communicate with their classes?</p> <p>School Fair – Individual classes to look after individual areas. There should be a committee running it rather than an individual.</p> <p>Communication to be managed by the parent reps.</p> <p>Spending of Principal wellbeing grant was approved as specified in the attached principal’s report.</p>	

4. Proprietors Report	Who
<p>1. In committee <i>At 7.15 pm - under Section 48 of the Local Government Official Information and Meetings Act 1987, AC moved that the Board should exclude the public and move into committee to discuss this agenda item which relates to individuals</i></p>	

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4. Proprietors Report	Who
<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p><i>MOVE OUT OF COMMITTEE –AC moves that the Board moves out of Committee at 7.30pm and asked that recommendations of Board be approved by Open Board.</i></p> <p>4. MoU Between principal and Kindergarten to give principal permission to include the kindergarten in the school marketing was signaled at last meeting.</p> <p>5. Geotech walkthrough showed no concerns</p> <p>Can we use the Fair as a marketing tool to show the whole school including the kindergarten? Leave a kindergarten room set up to better highlight the space?</p>	

Moved from the Chair that all reports are accepted, Anna seconded. Passed Unanimously.

5. Board Correspondence	Who
No Correspondence	

6. Any other business	Who
Thanks to James and Kes, for their service on the board and to the board for their work this year.	

Closing verse. Meeting ended 7.57 pm **Next meeting date – 5.30pm Tuesday 11 February.**

Key to Initials : Clare Ridout (CR), Management Team (MT), Proprietors Trust (Props), James Guthrie (JG), Natalie Bartonova (NB), Jerry Hsu (JH), Anna Noble (AN), Esther Gilbert (EG), Angela Clark (AC), Kesava Sampath (KS).