

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Thursday 7 December 5.30pm - At the school

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

Apologies : Jenny Wigley

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.

This was a special meeting with 3 agenda items

Kindergarten Leadership, MoU re Principal and Kindergarten, Kindergarten Budget

1. Kindergarten management	Who
Resignation of head teacher as head teacher has been received and was read out. Julie would like to stay on as teacher part time.	
Proposal was made to Props that the position of kindergarten manager is offered internally. There is only one member of staff who would be eligible as someone who works 5 days and is ECE qualified (and not provisionally registered). This member of staff – Hannah – has indicated that she would be prepared to take on the responsibility.	
Proposal was also made to Props that there is a memo of understanding about role of Principal and how the position connects to kindergarten. This was agreed on principle. Management can get examples of MoU from other Steiner schools. And provide a proposal to Props.	MGT
Once policies and procedures have been reviewed to see where Manager or Principal will step in, and the MoU is agreed then the final job desc of Manager can be approved.	
Can we map out the responsibilities and amend this in the Structure document.	Mgt
Policies and procedures need to be amended from Head Teacher to Kindergarten Manager, or to Principal. The Props Trust needs to see how the changes are made, what goes to Principal. This needs to be mapped out.	Mgt
<ul style="list-style-type: none"> • Need to see the MoU • Agree Hannah stepping up • Need to see the policy stuff mapped out. 	
Kussi and Hannah and Anna can meet to go through policies affected by this. AN and HK to suggest a time to Kussi.	AN/HK and KH
Thanks was expressed to Julie for her work as Head teacher over the last 7 years or so.	

5. Kindergarten financials	Who
<p>It was noted that there were very low numbers forecast for kindergarten next year. Need to market more. There was an anecdote of other services having significant waiting lists.</p> <p>Budget and pay scale approved by all Trustees present with a \$13,771 surplus. Refer to the attached paperwork and information about staying on the extended pay parity rates for staff, which generates additional funding per child.</p> <p>It was noted that there may be some discrepancy in the Executive Offer now being on a lower pay rate than the teacher on the top of the pay scale. This will be looked at in the next meeting with budget proposal linked.</p>	Next mtg
6. Other matters	Who
<p>Considerations for flowform – KH will get information to Pene about what other factors need to be considered in getting it in place and working. Ie do we need resource consent, we need drainage, electricity, a trench digger etc – what are the steps.</p> <p>The suggestion that Playgroup may start operating under the ECE license will come for consideration at a future Props meeting . A summary for next meeting</p> <p>Communication – how. First tell all teachers and staff with an email on Monday. Then email the whole parent community put in the final newsletter</p> <p>Minutes of prior meeting and matters arising were not reviewed in this meeting so need to be carried forward to the next.</p>	<p>KH</p> <p>Mgt</p> <p>Next meeting</p>

Next meeting : Tuesday 20 February. Meeting closed at 7.01pm

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