

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Thursday 9 February, 5.30 - At the school

Present –Cassino Doyle , Edwina Hill. Julie MacLeod, Clare Ridout, Anna Noble, Kussi Hurtado, Lenka Blass.

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, hui ē, tāiki ē.

1. Minutes, matters arising and general	Who
<p>Welcomed Jenny Wigley as a visitor, and Anna Noble as new Principal.</p> <p>Next time we will have reread the first 5 pages of Essentials and discuss. CR will recirculate.</p> <p>Birgitte has resigned from the Trust.</p> <p>Jenny introduced herself, and others introduced themselves.</p> <p>Minutes of meeting of 24 November approved for accuracy – Edwina, seconded Cassino.</p> <p>Matters arising</p> <ul style="list-style-type: none"> Birgitte had started survey on after school care for ECE. Kussi is happy to follow this on. No funding sought from Port or other funders yet for kindy veranda or toilets yet. Sheltered outside space for kindergarten would be very welcome. CR has not had time for it. Summary of Head Teacher appraisal is still outstanding – EH to get onto it. Policy on mgt consulting with Props to be approved by email. CR will email round again CR and CD and PJ met with WSP / Alana about grounds development - will get their proposal Poster – Silke is to develop website and has produced some posters – MT will meet with her to talk about next steps MT advised the Trust that faces will not be blurred out on facebook. We need to show better photos of happy children for promotional purposes. Names would not be on facebook. Enrolment form already asks parents for this permission, but as it is a changed approach, the school will notify parents of this change. Kindergarten manager has been appointed – Hannah has taken this role on alongside her teaching role 	<p>CR</p> <p>KH</p> <p>CR</p> <p>EH CR</p> <p>CD/C R</p> <p>MT</p> <p>MT</p>

1. Minutes, matters arising and general	Who
<ul style="list-style-type: none"> Flowform is underway – a call out has been made to interested parents to help in design of area around it Add professional development for Trustees to annual plan Blackboard work to be followed up with Connor Jones – the surface is not satisfactory Naming classrooms will be in design process Put photo of moving classroom and thanks to craft group in newsletter 	CR
Drinking Fountain – will look for one on the wall of the octagonal classroom as the concrete base plan is problematic under a valued totara tree.	CR
Mobility parking This would be a requirement of the new resource consent for the ECE. Could also ask for a variation to the rules – invite them out as context does not make it safe for the children. CD will look up what the design requirements are first before CR goes to council	CD/C R
Principal Performance Agreement – policy to change to allow that a special character person can be delegated to this work.	
New Trustees – process explained to Jenny, Trust handbook provided. It was noted that Pene may be interested in the future.	

2. Strategic plan	Who
The meeting reviewed Annual plan goal one– as per plan attached.	

3. Kindergarten	Who
<p>Pay scale approved for 2023 – as circulated by email.</p> <p>Kindergarten Teaching team working well together. JM has reduced her hours a bit. Hannah is taking on much of the management work, but this will be a gradual handover.</p> <p>Concern expressed for a member of staff who may need time off for family reasons.</p> <p>Have some of the longer term unqualified staff been encouraged to do further training – a barrier has been a language exam. How can the Trust support her? Nothing specified.</p> <p>Professional development budget will be used in Steiner training for Bex and Pamala, and teacher registration costs.</p> <p>Could we have a prof dev budget that is divided equitably say \$500 per year that accrues over time. Or split the budget so half is discretionary. Unresolved</p> <p>KH will do the after school kindy survey and discuss how such a scheme may work.</p>	Next mtg KH

4. Building and Property	Who
<p>Building specification – Cassino will look re RCDs on the plan</p> <p>Blinds for lockdown – craft group help look to drop cloths – could someone be paid to create? Eg drop cloths – management team to follow up and work alongside craft group.</p>	CD MT

6 Finance	Who
Draft 2022 accounts provided to the meeting and reviewed. No unexpected items. Finance training on agenda for next time – 20 minutes for the start of the meeting The Trustees agreed that the rate of depreciation should change to 50 years as this reflects anticipated lives of buildings. The buildings have been depreciated over 33 years to date.	Next meeting

7. Policies	Who
None for review – except the one on management communication to governance which has been circulated by email for all Trustees’ approval.	all

8. Board	Who
Nothing raised – reference to Principal’s Performance Agreement and centrality of Tiriti to all our work.	

9. Miscellaneous	Who
Timetable for agenda items at Props meetings – a draft was provided to the meeting. This will be confirmed next time.	Next mtg

Next meeting : Thursday 6pm 9th March

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

Meeting closed at 7.45pm