

Dunedin Rudolf Steiner School Board Meeting

Monday 27 March 2023 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 :

Jerry Hsu (JH), Clare Ridout (Board Secretary), Cassino Doyle (CD), Michelle McGrath (MM) via Zoom, Natalie Bartonova (NB), Anna Noble (AN), Esther Gilbert (EG).

Apologies : Emily Czibere Visitor : Kesh Sampath

1. Karakia, apologies, reminder re conflict of interest	Action by Who
Karakia No conflicts of interest declared. Welcome to Esther. Kesh joined as a visitor Plan to meet 30 minutes prior to the next Board meeting for an induction for all new Board members – to confirm.	All
2. Board self review	Who
Plan for Board self review. Jerry will look this over and bring to other board members once he has established what is required.	JH
3. 6 Year olds	Who
None to approve. However it was asked as to why we do this each time rather than as a whole. Helps to keep the Board aware of their responsibility for those children. May leave as it is but CR will also check in with SEANZ as to why it needs to come to the Board individually.	CR
4. Are you the weakest link?	Who
Quiz run by Anna from a NZSTA review One question arising from this was should we consult with Māori families on what they would like from the school. Can the impulse group consider this. MT to pass on to Kaupapa Māori Impulse Group	MT
5. Principals Report	Who
Next time the Board will read some of the Special Character Curriculum Guidelines. Anna will let the Board which pages to read before next time. Fair invite – CR will send to Alayna Ra – the landscaper who may work with the school on the site. Health education – consultation will happen at class level in the parent meetings. Roll not growing, have had some enquiries, but we need to ensure the right fit. Changes in reporting againsts NELPs will mean the joint meeting can continue to look broadly but report narrowly against the NELPs.	AN CR

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5. Principals Report	Who
<p>Matters arising from last Board meeting – covered by Principal :-</p> <ul style="list-style-type: none"> • Will report against Lit Numeracy in newsletter • Polytech no longer running their costs • Otago happy to make connections in teacher education <p>JH said Medical students may be interested in visiting kindergartens as part of learning about child development. He should speak to the Kindergarten Head Teacher.</p> <p>Strategic Direction</p> <p>Grow the school</p> <p>Will use one format for posters etc (marketing etc)</p> <p>Discussion of growth document. Clarity being sought on whether we can link with other kindergartens as a pathway to our school. Props is exploring this option.</p> <p>Before and after school care – Edwina and Kussi are working on this.</p> <p>Should do a survey among school parents. What hours are you interested in, what fees would you pay.</p>	<p>AN</p> <p>MT?</p>

Kesh left meeting, expressed interest in joining the Board

6. Finance	Who
<p>Reviewed accounts to February 2023 and then looked at draft end of year accounts that are being submitted to the auditor.</p> <p>There were no unusual items reported in the 2023 accounts. The planned surplus is now a planned loss of about \$10k as we have unspent funds from 2022 that will be spent in 2023.</p> <p>There was also a brief clarification on the Board honoraria that are available for Board members to request. Traditionally these have been claimed when Board members need help for travel/ childcare. However they can also make the meetings more accessible to all. Board members should claim if they prefer. The school budgets that around \$500 is claimed a year and paid, the full amount that is not paid in this way can be claimed and donated back to the school as a donation.</p> <p>In the year end accounts there is more of a surplus than usual, partly because of the retrospective payment of the property maintenance grant backpay. It was asked whether the Proprietors should reduce their planned contribution for 2022 and leave the surplus more with the Trust. It was agreed that the Board would keep the accounts as they are – there could well be audit adjustments and it would make no difference to the actual cash held by the school or Trust.</p> <p>Esther moves to keep the surplus as is in the accounts that have been circulated, Jerry seconds.</p>	

7. Staff survey and Principals Performance Agreement	Who
<p>Keep with the same questions as prior years so can judge trends. It is about well-being, what can be done better.</p> <p>MM moved we keep the same questions as last time's survey so that changes over time can be monitored. It will be sent out start of Term 2. The Props Trust may also do a survey for the Kindergarten and other Props staff.</p> <p>MM will arrange a date for the first Principals Performance Agreement meeting with AN and JH.</p>	MT

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Michelle left the meeting

7. Health and Safety report	Who
NB, AN and CR did a walk. Yurt pad noted as slippery when wet. Some rubbish around the forest classroom that needs to be removed, the wedge has some items that should also be removed, harakeke hanging over paths is a trip hazard. Asbestos was mentioned: in years She will provide bullet points – CR will provide the template Hazard register. Do we have resources. Could ask caretaker to waterblast. Traffic management. Could Camden Grove be taken over by DCC – something top consider. Would help traffic flow.	CR AN MT

7. Proprietors report	Who
Welcomed Jenny Wigley as a new trustee, Edwina retired. Last meeting included discussion on traffic, the growth of the school, Perhaps in future this report to the Board will be a written report. Both the Board and the Props could share minutes (these are normally also available on website).	
7. Plan for filling Board vacancy	Who
Will ask community to fill the post by selection. Cassino moves, JH could second that we fill by selection. CR will send notice out to voters.	CR

8. Past minutes – accuracy and matters arising	Who
Accuracy. JH moves that they are accurate. Matters arising Janet Molloy is the special character advisor on the PPA group. The PPA will be drafted, brought to the Board by email and then they will meet with AN. Agreed can be approved by email. Teacher aide is looking at improving her training. Facebook – new approach has been adopted. Parents have been notified Pene Johnstone has signed her 2022 PPA New policy and template for PPA still to be drafted. Props have appointed Janet Molloy as special character advisor on PPA FB policy on using children’s photos to be drafted. CR not written to MoE re relieving costs – can explain at next meeting.	MM/JH MM MT CR

9. Any Other Business	Who
Purple questions from the Principals report next time	

Next meeting 15 May 2023 next Board 5.30pm

Meeting closed 7.30 pm

Key to Initials : Clare Ridout (CR), Cassino Doyle (CD), Management Team (MT), Proprietors Trust (Props), Emily Czibere (EC), Michelle McGrath (MM), Natalie Bartonova (NB), Jerry Hsu (JH), Anna Noble (AN), Esther Gilbert (EG).