



**Proprietors meeting minutes - Rudolf Steiner School Trust Otago**

Wednesday 9 September 2020, 5.30pm - staff room

Present – Gabriela Stuedemann, Clare Ridout, Julie MacLeod, Pene Johnstone, Cassino Doyle , Jess Penwarden, Edwina Hill.

Apologies: none

1. Minutes and matters arising	Who
<p>Minutes were approved from the 12 August.</p> <p>Matters arising :-</p> <ul style="list-style-type: none"> <li>• Aurora pledge still to come</li> <li>• Submission to DCC - too late this year. May follow with West Harbour. Bring traffic plan to next meeting.</li> <li>• Fundraising group – no moves</li> <li>• New Trustees – none enlisted yet.</li> <li>• Concepts of gifting – Edwina will write a little piece on gifting for the newsletter.</li> <li>• Visible marks in our buildings and land of recognition of our place in Aotearoa and recognition of tangata whenua – this objective may be addressed at the joint meeting EH suggested pou and and entrance way</li> </ul>	<p><i>ED</i></p> <p><i>CR/CD</i></p> <p><i>CR/PJ</i> <i>EH</i></p>
2. Finance	Who
<p>Papers were presented showing core budget for 2021 for Props, Kindergarten budgets, 5 year plans with capital works and cashflow plan for the sale of land and building of the lower classroom.</p> <p>There was discussion about whether we should budget for depreciation? There was an argument that we should as this would then mean we were building up a pot of money to rebuild buildings in 33 years, but how would this be funded? On the other side we receive capital maintenance funding which should allow us to keep our primary school buildings up to standard. There are no tax implications as we are a not for profit. Agreed to leave as it is for now.</p> <p>It was proposed that the top classrooms cost should be removed from the budgets. (funded by mortgage)</p> <p>We are planning for a fair. Need to add valuation costs</p> <p>Seek alternative valuation quote – CR to be in touch with Cassino to give him the terms of reference.</p> <p>Question about whether we can retain the top section. Can we afford this in terms of servicing the interest required. CR was asked to provide an alternative with an adjustment with only two sections sold and with the shortfall supported by additional lending.</p> <p><b>Kindergarten budget</b>            Suggestion that we increase the requested pledge for 3 and 4 year olds – will come back to this.</p> <p>CR invite Jess to look at accounts/ budgets</p>	<p><b>CR</b></p> <p><b>CR</b></p> <p><b>CR/CD</b></p> <p><b>CR</b></p> <p><b>all</b></p>

<b>3. Buildings</b>	<b>Who</b>
All in favour of keeping ground floor open to the possibility of future building works. Otherwise the space underneath is lost.	
Check if the design amount includes project management fees. Confirm that we now move to design stage – CR to contact Simon.	<b>CR</b>
Waiting to have another quote for kindergarten toilet renovation. Ned to check ourselves that we meet the kindergarten regulations for visibility – Julie check license criteria.	<b>JM</b>

<b>4. Covenant on land</b>	<b>Who</b>
Cassino will review the Camden Grove example and bring it back to the group by email within 2 weeks.	<b>CD</b>

<b>5. Board</b>	<b>Who</b>
Trisha is new staff rep, Helen is personnel portfolio person, and Danny is chair.	

<b>6. Strategic planning</b>	<b>Who</b>
Props to focus on growth.	
There needs to be community consultation. All to bring 3 or 4 items to the next meeting on growth.	<b>all</b>

<b>7. Other business</b>	<b>Who</b>
Community meeting and AGM – Pene to send invitation out.	<b>PJ</b>
Next lot of policies to go around – check timetable 23 <sup>rd</sup> September Wednesday Community meeting 7pm and Props AGM at 6.15pm	

Meeting closed 7.32 pm

Gabriela Stuedemann GS, Clare Ridout CR, Julie MacLeod JM, Edwina Hill EH, Cassino Doyle CD, Jess Penwarden JP.