

# Dunedin Rudolf Steiner School Board of Trustees Meeting

Wednesday 16 September 2020 6pm

*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.*

*“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*

Present : Pene Johnstone, Helen Thomlinson, Stefan Roesch, Steve Broni, Danny Fridberg (Chair), Zahra Muhammed Shah, Gabriela Stuedemann, Trisha Geraets.

Apologies : Clare Ridout (Board Secretary)

1. Minutes and matters arising, reminder re conflict of interest	Who
<p>Suggestion to do the karakia “Kia tau rā ngā manaakitanga” at start of meeting and the “Social ethic” verse at the end. All agreed.</p> <p>No conflicts of interest declared.</p> <p><b>Minutes of previous meeting of 19 August were approved as accurate</b>, both in committee and public. Proposed by SB, seconded by ZM.</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• Halo Project – Trisha and Julie decided to take this up for early T4</li> <li>• Strategic Goals: summary from management was slightly different, namely that things feed in from all groups and management team collates this altogether. The reviewed Strategic Plan replaces the old one and has hierarchy of reviews within e.g. vision every 5 years, objectives annually etc. BOT can comment on groups input of objectives (which become goals) and support them. BOT is a governance body to support policies and procedures but not to carry out the operation of these. DF will create a google doc for people to put forward ideas for objectives of Strategic goals.</li> <li>• Trisha is including Props photos in the sheet that shows who the Board members and staff are. This will be put up on the web and on wall in office.</li> </ul>	<p>DF</p> <p>TG</p>

2. Principals report	Who
<p>Has been circulated.</p> <p><b>Class Teachers’ Report</b> Decided to do termly reports from the teachers. PJ will feed back to teachers on this and change the template.</p>	<p>PJ</p>

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2. Principals report	Who
<p><b>Annual Report 2020</b> PJ expressed that it feels like special character has taken a back seat this year in spite of intentions to put it to the fore. Staff are committed and have a consensus that special character is important. Claire’s influence was noted also.</p>	
<p><b>Wellbeing of Staff survey</b> HT asked this to be discussed in the College meeting. PJ and HT will look at the survey together and PJ will bring this to College on Thursday. An in depth discussion was had about how fit for purposes the survey is. Further work will continue to refine/adapt the survey. BOT can’t guarantee confidentiality in a small school. DF suggested including the option of discussing any sensitive questions with a person of their choice on the BOT rather than filling it out on the survey. The BOT are bound to share the collective results with the staff. This survey is to gain an overall picture of the staff wellbeing and put in structures to support wellbeing. SR suggested the sensitivity could be addressed by having a wider scale (at least a 5 point scale), and secondly if people don’t feel safe then the survey isn’t worth doing. SB suggested always having room for follow up reasons/comments to have the opportunity to say why for extreme points. SR will look at last years’ survey questions and tweak slightly. PJ will bring the survey questions to the staff to discuss. Reviewed survey to be completed and sent out to staff for filling in, by <b>1<sup>st</sup> November 2020</b></p>	<p>PJ HT</p> <p>SR</p> <p>PJ</p>
<p><b>Internal Evaluation</b> DF will be sending links to each BOT member to fill in a self-review. PJ suggested writing a reminder in the newsletter that the BOT minutes are for public viewing. If any BOT member wants to do 1 on 1 conversation with DF or HT, that is also available.</p>	<p>DF</p>
<p><b>Principal Appraisal</b> DF, HT and PJ met to discuss performance goals and results (late because of COVID). Copies were circulated at the meeting. A 360 will be done on Principal Appraisal next term. This is done every 3 years and includes community, staff and BOT. It focuses on the generic parts of the agreement in the Principals Appraisal. PJ has asked that Alex McNeill be the Special Character Adviser. HT to ask her. SR will cast his eye over the 360 survey to give his expertise input.</p>	<p>PJ HT SR</p>
<p><b>Policies</b> The Curriculum Policy, Internal Evaluation Policy and Policy on the teaching of Te Reo Maori and tikanga Maori (with only one small change to ‘Treaty of Waitangi’ to be written in Te Reo) were all passed and signed by DF.</p>	
<p>PJ had samples of each classes work on display in the room for BOT to view to celebrate the children’s and teachers’ efforts. BOT have been invited to tour the school and visit the classrooms.</p>	<p>Staff and BOT</p>

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3. Finance report	Who
Slightly more money remaining on staff development this year as expected. GS explained that the Fair monies only shows up on Props accounts. ZMS went through the report for CR. Clare is happy to address any further questions. The draft Budget 2021 was noted, but has yet to be finalised.	

4. Proprietors	Who
Agreed on new classrooms below the lower classroom. Architectural drawings next. Advertising for selling land is in place. Prop AGM is next Wednesday 23 September. Joint meeting was held. Suggestion to have 'Pou' at entrance to the school as a celebration of the mana. This would need to be done in consultation with Mana whenua. Kaikorai Valley College have donated 50 chairs which are being stored under the office. Community meeting will be held next week to give general news of the school and talk about ideas and suggestions.	

5. Communication to the community	Who
DF will write a blurb about BOT for the next newsletter by next Tuesday.	DF

6. Any other business	Who
CR and PJ have been in communication with a parent who is concerned about unprotected PDF (eg school newsletters) being available to the public online. Agreement by BOT that school newsletter being open to public domain is of value. HT suggested meeting face to face with the concerned parent to address the issue in person. PJ will discuss this option with CR.	PJ

7. Other matters, communication to the community etc	Who
Next meeting 6pm 18 <sup>th</sup> November. Following meeting 6pm 16 <sup>th</sup> December.	

Meeting closed 8.05pm

Key to Initials : Pene Johnstone (PJ), Clare Ridout (CR), Gabriela Stuedemann (GS),  
Management Team (MT), Proprietors Trust (Props), Board of Trustees (BoT), Danny Fridberg  
DF), Steve Broni (SB), Helen Thomlinson (HT), Stefan Roesch (SR), Zahra Muhammed (ZM),  
Trisha Geraets (TG).