##

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Wednesday 11th September 2019, 5.30pm, at School

*Present – Gabriela Stuedemann, Clare Ridout, Pene Johnstone, Julie MacLeod, Cassino Doyle, Matt Thomson, Alex MacNeille (arrived 6.30pm)*

*Apologies: Edwina Hill*

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| 1. **Matters arising and minutes**
 | **Who** |
| 1. Property plan has gone to Matt – he will work on it with Cassino and Clare. Clare mentioned the school templates etc that exist for this.
2. Edwina and Matt Have done health and safety tour of the kindergarten. Will provide written report to the next meeting.
3. Transport – -in process with the DCC – should approach West Harbour to see if it can go on their strategic plan, and also get it on the DCC to plan
4. Pine Hill – No news from Edwina from Edwina on drafting an agreement for Aurora
5. Ravensdown –still to be approached for fundraising by Matt and Pene
6. Mention of need for raw milled timber and that school has timber that needs milling – Matt will find what it may be needed for achool and ask Andrew

Minutes of the meeting on 14 August agreed as accurate. | *MT/CR/CD**MT/EH**MT**EH**MT/PJ**MT* |

| 1. **Buildings**
 | **Who** |
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| **Staffroom and playgroup** progressing as planned and within cost.**Sale of Land**2 options have come back from Paterson Pitts – selling 3 or 4 lots. It was noted that development costs have doubled since we last looked at the work. A valuation of the whole block of land below the school, undeveloped, was xxxx a few months back.Discussion on next steps, forecasts for housing needs etc…The Trust then agreed to:-1. Get Terramark to provide a quote for doing the subdivision consent and compare this to the Paterson Pitts quote
2. Initiate process of subdivision consent to subdivide off the residential portion. So three lots in the consent – with a split of the residential into 3.
3. Need a financial forecast on which is the best option. Do we get bridging finance and hold out for longer. This analysis will be done while the consent process is underway. Cassino and Matt will start the financial analysis and forecasting.

It was asked if we can keep the track as walking access and it seemed that this would not be feasible.***By next meeting we will have instructed Paterson Pitts or Terramark to start the consent process.*** **Upper classroom – needed for 2021 (Alex arrived)**It was agreed that the Trust will get structural engineer’s report $1,700 – Alex MacNeille has offered to pay for this. Need the QV for phase 1 – ask Simon Parker to arrange.for a QV of a phased build.CR to share cashflow with Jess and other Trustees so that everyone is assured that the Trust does not expose itself to risk. Look at different timelines for land sale & financial impact. CR and Jess will further develop the cashflow. | MT/CDCR/JP |

| 1. **Fair Committee matter**
 | **Who** |
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| Fair committee may want a gazebo. Holy Cow can lend one.(Can still ask Whare Flat. Anna is asking Jon McGlashan. Ask Hirepool to give us one for free – JM to ask. GS to let Leah know. CR to ask Steve if the Port has anything).  | GSCR |

| 1. **Finance report and fundraising**
 | **Who** |
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| **Fundraising campaign**At $357k. The campaign is still progressing in its phase 2.**Finance**The reports were presented. Trust accounts are tracking along with the budget, bt the kindergartyen has a significant deficit that is $48k – twice that budgeted. However it should be managed within the accumulation of surplus in prior years. CR welcomes any questions and queries at any time of day. Reports accepted.It was asked when we get to a full Steiner curriculum. This would come when we are able to have single stream classes.(Note – since the last minutes a document was circulated to all Trustees that reconciles the management accounts to the audited accounts. |  |

| 1. **Kindergarten matters**
 | **Who** |
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| Pay structure stays as it is. Trust will acknowledge Alida’s qualification.ERO may visit the kindergarten next week.Centre assurance review is being completed by Julie and Gabriela prior to the ERO visit. | GS |

| 1. **Board report**
 | **Who**  |
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| ERO progress report was good. Hope that it is all cleared by December. |   |

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| 1. **Other matters – next meetings**
 | **Who** |
| * Joint meeting on 14th September 10 am to 1pm.
* Native plants – donated by Matt, for office plantings. Either these could be planted after the meeting or Class 7 will plant.
* Transport – planted seed of having a shuttle bus from Maia up to the school to reduce pressure up the top.
* Sentence re special character was agreed for the Principal Job description
* Board request for Special Character policy – this is already embedded in the parental pledge
* Timeline management – Jess’s offer to take this up was accepted.
* Jess is invited to join the Props. Next step would be for her to write to the Trust to express this wish and her suitability. She was welcomed as a potential sixth Trustee.
 | JP |

PJ left meeting at 7.15pm

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| 1. **Principal selection**
 | **Who** |
| A special character statement was agreed. “The successful applicant will have a deep understanding of Rudolf Steiner’s insights into human development and how these inform the teaching practice in our special character school”.The draft job description was circulated to the Trust just prior to the meeting so feedback was limited. It was confirmed that there was a refelecton of the School’s commitment to the Treaty. |  |

Meeting closed 7.30pm Next meeting 9th October 5.30pm

Alex MacNeille AM, Gabriela Stuedemann GS, Clare Ridout CR, Julie MacLeod JM, Edwina Hill EH, Cassino Doyle CD, Matt Thomson MT, Jess Penwarden JP.