



**School  
Dunedin Rudolf Steiner**  
Learning with head, heart and hands

## Board - Induction Procedure

This outlines the process for the formal induction of new members of the Primary School Board. The objective of the formal induction programme is to provide an introduction to the school and kindergarten, outline the roles of the Primary School Board and provide relevant information to enable new members to fulfil their responsibilities and make strategic decisions as an effective board.

The induction will cover the following:-

1. A background on the special character of the school based on the principles of Steiner education
2. Governance and Management structure: Proprietors Trust, School Board, Management Team, College of Teachers.
3. Roles of the board: Representation, Leadership and Accountability
4. Overview of board member portfolios and associated responsibilities
5. Overview of policies, procedures, and meeting agenda

It is the responsibility of the Presiding Member to ensure that such a formal induction takes place for each new member of the board. Following the regular election of the school board and the new members' vote of the Presiding Member, it is the responsibility of the Presiding Member to ensure that the procedures described in this document are adhered to. During the first or second board meeting following an election, the Principal will provide a brief overview on Steiner education and the school's special character, and an overview of the school's management structure.

Each new member will complete the attached induction checklist and initial each section after it has been completed. The Presiding Member will sign the checklist once it is complete. The completed checklist will be kept with the Board file in the school office.

REDRAFT August 2022

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Signed:         Daniel Fridberg        

Dated:         31         /         3         /         2022              Review Date:          /          /

## INDUCTION CHECKLIST

Name of Board member: \_\_\_\_\_

Date of Election: \_\_\_\_/\_\_\_\_/\_\_\_\_ Portfolio: \_\_\_\_\_

Relevant skills or experience: \_\_\_\_\_

	Yes/No/ N/A	Member initials	Date
<b>Steiner Education</b> Introduced by the principal in a talk or a personal meeting to highlight the special character of the school.			
<b>Overall structure of the whole school</b> – incorporating Playgroup, Kindergarten and Primary School. Introduced by the Presiding Member, with a copy of the Roles and Responsibilities booklet.			
<b>Management structure</b> Introduced by the Principal.			
<b>Roles of the Board</b> Explained by the Presiding Member with reference to the Board Manual.			
Board member portfolios Outlined by the Presiding Member and responsibilities as described in the Board portfolio description sheets			
Succession of key portfolio holders Meeting with previous board member to discuss important aspects and ongoing issues of a specific portfolio – arranged by Presiding Member where appropriate.			
Policies and procedures Content and purpose outlined by Presiding Member or board member that holds policy portfolio. Access given to all school policies and procedures.			
<b>Received a list of training opportunities</b> for new and returning board members prepared by the Presiding Member.  Received “Board Manual”  <b>Received – Roles and Responsibilities</b> booklet			

Name of Presiding Member: \_\_\_\_\_ Signed \_\_\_\_\_

Signature of new Board member: \_\_\_\_\_