

Dunedin Rudolf Steiner School Board of Trustees Meeting

Wednesday 20 May 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 (via Zoom), Clare Ridout (Board Secretary), Danny Fridberg, Zahra Muhammed Shah, Gabriela Stuedemann, Daniele Erdmann (visitor).

Apologies : Jane Plant

1. Minutes and matters arising, reminder re conflict of interest	Who
<p>No conflicts of interest declared.</p> <p>Minutes of previous meeting of 19 February were approved Gabriela asked re roll cap application – why did HT ask MoE about this, if the responsibility for it lies with the Props? HT explained this was due to the fact that HT needed to talk to MoE re Enrolment Scheme and this moved onto a conversation re managing the roll and then the roll cap. Agreed that Props are responsible. ZM approves minutes as accurate, HT seconded Approved Melissa Hutchings and Aurie Cummings as 6 year olds.</p> <p>Matters arising Roll cap increase During lockdown HT has had a couple of conversations with Nikki Hoskings, our school’s advisor at the MoE. She wanted info on how we had managed the roll below 60. Our roll had previously exceeded 60 but only due to 6 year olds in kindergarten, and that we were minimising entries per year to 8 a year. She seemed happy that we are managing the roll. She has to wait for her manager to allow her to do networking work. What do we do know now ? What can we do now. Can we lobby local schools? PJ should outreach to local principals. CR to email Board, Props, College of teachers to see who would join a subcommittee.</p> <p>Check we have the full waiting list. That group can decide how to use the community. Enrolment scheme amendment – waiting for the networking to start at MoE and get the letter to approve the amendments to the scheme.</p> <p>Annual plan and Charter Conversation with Nikki about additional items required in the charter. CR and PJ working on it. Will be circulated to BoT at end of next week and on next agenda.</p>	<p>PJ</p> <p>CR</p> <p>PJ/CR</p>

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2. Board chair	Who
<p>It was suggested that we could have a roster – this was a proposal from the NZSTA. Felt that the time frame for each chair may be a little short and there were also concerns around continuity. HT said that if a chair had started one task then they should continue it. HT would continue working on Enrolment scheme and roll cap. SB is also concerned about the short periods of office – perhaps 2 terms better. He would not have the time for this.</p> <p>Once a fortnight chair should be in touch with Principal at the very least – perhaps over the phone. Preparing agenda could take an hour or so. Keeping on top of emails. Proposal that we review position of chair at end of Term 3. All agreed.</p> <p>Proposed that DF be chair for the rest of term 2 and all of Term 3. All agreed. The board expressed sincere thanks to Helen for her work.</p> <p>Complaints process to be reviewed at next meeting.</p>	BoT

3. Principal's Report	Who
<p>At the start of the year there was optimism about joining the Steiner Community of Learning but this is not happening – not allowed by MoE. PJ has joined the North East Valley COL. Still exchanging info with the Steiner COL.</p> <p>Report on CEPs – it was asked what are the challenges referred to? PJ explained these are particularly around the difficulties of 2 year levels being together, but also around the big range of abilities in say maths and Literacy across 2 year levels.</p> <p>SB has provided questions to PJ and would appreciate teacher feedback collated and brought back to the whole board. This was agreed to by PJ. On reflection it would have been better if all classes perhaps had zoomed in lockdown, rather than basing things on materials sent out Teachers are now on catch up. Feedback from Board that standard workbooks did not work so well. Teachers will be having post lockdown interviews with parents for insights on children's learning.</p>	PJ

4. Policies on Enrolment and Legislation	Who
<p>These have been consulted on and amended before lockdown. Board approved on them.</p> <p>No new policies re Covid but a new procedure. A new cleaner has been employed. Contact tracing has been the biggest issue in the school with Covid.</p>	

5. Finance	Who
<p>Deficit in 2019 due to the fact that Props Trust maximises its cashflow and had not transferred its whole budgeted donation by the year end. We should not have a deficit in 2020. Auditors want to write to MoE for support which does not seem appropriate. Things are pretty tight in the Primary School. Class 1 set up costs were not budgeted for.</p> <p>Auditor general's letter has been circulated.</p>	

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6. Proprietors	Who
The Maintenance plan – revised at last Props meeting. CR will send to all Board members. Includes work on steps down to forest classroom, monkey bars.	CR
Land getting ready to sell, plans to be completed for the new classrooms.	
Kindergarten roll is low. Kindergarten staff have reduced their hours a little. Due to the lockdown the fair was cancelled. Future enrolments also not happening and some drop off of donations (slight) may be coming so wage subsidy claimed by Trust.	GS
Will we have a fair in November – Gabriela will contact Fair committee	

7. Any other business	Who
<i>At 7.45pm - under Section 48 of the Local Government Official Information and Meetings Act 1987, Helen Thomlinson moved that the Board of Trustees should exclude the public and move into committee to discuss this agenda item which relates to individuals. Daniela left the meeting.</i>	
<i>MOVE OUT OF COMMITTEE – Helen Thomlinson moves that we moved out of Committee at 8.05pm and asked that recommendations of Board be approved by Open Board.</i>	
The Board agreed that PJ would ensure that upcoming staff changes will be announced to the class and to the class community on Thursday or Friday.	PJ

8. Other matters, communication to the community etc	Who
Danny will introduce himself as Chair in a newsletter item. Staff changes will be made public in the newsletter.	DF
PJ and CR will follow up with Daniela about whether she was interested to join.	PJ/CR
What does the board consider about Zoom presence? Not in favour of doing it unless everyone was on Zoom. Will choose a bigger room next time.	
Next meeting Wednesday 17 th June at 6pm	

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), Jane Plant (JP).