

Dunedin Rudolf Steiner School Board Meeting

Tuesday 24th August 2021 5.30pm via Teams

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.

Present : Pene Johnstone, Danny Fridberg (Chair), Clare Ridout (Board Secretary), Trisha Geraets. Helen Thomlinson, Zahra Muhammed Shah, Cassino Doyle, Lenka Blass, Chris Bay.

Trisha and Helen – late?

Apologies :Stefan Roesch

1. Minutes and matters arising, reminder re conflict of interest	Who
<p>Chris and Lenka joined the meeting as new members. Introductions from the new members. There is a board manual – the link was shown on the website.</p> <p>No conflicts of interest declared.</p> <p>Minutes of 22 June approved - proposed PJ/ seconded DF</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • HT will share document from Principal appraisal for an E- resolution • Enrolment scheme – have asked MoE for review, and sent them our amended scheme– not yet heard back • Good work done on the working bee on the path. SR and PJ still due for another H&S walk • Have just had funding for Sport Otago for new lines on the court. Will consult with students as to what they want. • The Board approved that DF should sign the authority for new 6 year olds to be educated in kindergarten for the remainder of this year. 	

2. Principals Report, annual plan goal, curriculum report on Science	Who
<p>Annual plan follow up : Nurturing Mana of te Tiriti</p> <p>Thanks to Cassino for starting the discussion document – a conceptual structure encompassing school grounds, whanaungatanga, curriculum, activities. Looking also to synergies between te Ao Māori and Steiner’s teachings. TG commented that it ties in well with the enviro group in the school.</p> <p>As yet there is no mana whenua engagement which we would need. This may be a reason not to distribute it out to the wider community. Better to present it to the community in a planned way later.</p> <p>There is also the potential for funding for a cultural narrative.</p> <p>Perhaps Cassino could bring to Management as to how we present it to the community. It</p>	

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2. Principals Report, annual plan goal, curriculum report on Science	Who
<p>should come to a teachers meeting beforehand – as planned in early September (date for this College meeting is 3.30pm 2nd September). Cassino sees the value in coming to the teachers meeting.</p> <p>Report on the Goal has been circulated – no questions on that. Marae visit may go ahead in 2021 after all.</p> <p>Principal's Report Principal's Report has been circulated. Noted the recruitment of class teacher – closing date was yesterday. Julie Ladbrook is leaving – going to Wellington for family reasons. Have recruited for a term while recruiting for a permanent position. As yet to decide whether it would be a full time position. The selection group so far is Trisha and Pene. They may pull in another teacher for the interview.</p> <p>Literacy and numeracy - as reported PJ to look at next steps with the teachers – did not have this meeting last week as planned, due to lockdown. PJ thought the data looked reasonable – on the right projectile. Have had good resources in terms of Special Ed and insights from Julie Ladbrook. Special focus pupils – difficult for them to move at the accelerated pace that is the target. Julie had the management unit for Literacy – the Board asked if it will pass on to someone? PJ may look to a Management Unit focus on getting the SMS working to our advantage in the 4th term. Management will check the Management unit guidelines and follow them in the best interests of the school.</p> <p>Lockdown Teachers had a zoom meeting yesterday. The teachers are all OK, are quite relaxed in their approach. Better idea this time as to how much work to give. Had some encouraging feedback from parents. Does not feel as stressful as last time.</p> <p>PJ has written to parents about using on-line facilities. Parents will feedback to teachers. More likely for the older class. May have to go back at level 3 – there is resistance to this among teachers nationally. There would only be 3 students at level 3. Would the Board would approve the use of a reliever to teach these children? (Might cost c \$1,700 per week). Should be looked at by management as it is a management decision – but then the Board suggested that Zahra, as treasurer could be included in the discussion.</p>	CD

3. Finance and Property	Who
<p>A finance report was circulated – both a narrative covering various matters and also an income and expenditure sheet to the end of July. There is also a document on how finances work in the school (eg sources of funding, link to Props Trust etc)– CR to send to Chris and Lenka.</p>	SR/PJ

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3. Finance and Property	Who
<p>Budgets for Props and Board need to look at what funding may be available for teachers in excess of the teachers salary grant. The school should look to marketing as a larger roll will fund more teacher FTEs.</p> <p>Overuse of Teachers salary grant- Board to read the draft letter which was included in the finance report. On Monday 30 August the Board will give approval on whether to send it to the MoE Financial advisor. CR to send out reminder for feedback to the Board members</p> <p>Cyclical Maintenance – the Board approved the cyclical maintenance as outlined in the report.</p> <p>Property – essential property maintenance package - does the Board have input into the priorities? DF happy for props and management team to come to decisions. Board approved</p> <p>Board accepts the finance report.</p>	
4. Health and safety update	Who
<p>Stefan and PJ tour pending. Will do a fire drill before the next holidays. DF commented that Chris may be interested in this portfolio in the future due to his work experience.</p>	
5. Finance policies and procedures review	Who
<p>They have been circulated. No feedback from teachers, or community. No major changes. All policies available on website and in office. DF happy to approve them. DF will sign. Delegation of employment – the Board needs to approve the appointment of teachers in excess of the Teachers’ Salaries Grant. Clarification provided on this point to the Board. The Delegations Policy has been in existence since at least 2015.</p>	DF
6. Report from the Proprietors	Who
<p>The Trust has been busy – building started on the classrooms, all sections of land sold, the Trust has obtained bridging finance to cover gap between title passing and funds being received and building work being paid for.</p> <p>Lockdown means builders will be two weeks behind schedule. They are reformulating schedule. Kussi has joined the props.</p> <p>Kindergarten’s new roster is being established. Koru room is closed on Fridays.</p>	
7. Special character attestation	Who
<p>Suggest that management answers the document as a subcommittee of the Board. A Board member is welcome to join – HT offered to join this. Will send a copy of the completed form around the Board. Need to consider Te Ao Māori in its completion.</p>	HT/MT
8. Principal appraisal process	Who

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PJ/ DF and HT have prepared a document providing goals for PJ. HT will circulate and Board members should provide feedback to HT.	
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9. Board communication	Who
Te Ao Māori document should be looked at internally before being presented to the wider school community.	
DF will write to community re Lockdown.	DF
CD asked how the letter from Class Tui had been responded to – PJ has responded to the class. PJ will send a copy to CD as he was included as a recipient in the email from Parents.	PJ
DF reminded Board members that outside the meeting they should not act in the role of Board member. We encourage parents to go direct to the Principal if there are concerns.	

10. Any other business	Who
CD asked what are the expectations from Props in terms of Board attendance. It was clarified that the rep does not have to be the Board chair. CR could be a communication channel. Could rotate the Props attendance. It was acknowledged that it is a high expectation for someone to attend Trust and Board meetings. It was also clarified that it is part of the legal framework of Integrated Schools ensures that the Props can have up to 4 reps on the Board, to protect Special Character. CD will take to the Props for discussion.	CD
<i>At 7.35 pm - under Section 48 of the Local Government Official Information and Meetings Act 1987, Danny Fridberg moved that the Board of Trustees should exclude the public and move into committee to discuss this agenda item which relates to individuals- ie co-opting Lenka Blass to the Board. Lenka left the meeting.</i>	
<i>MOVE OUT OF COMMITTEE – Danny Fridberg moved that we moved out of Committee at 7.36pm and asked that recommendations of Board be approved by Open Board. DF moved to co-opt Lenka. Seconded by HT. Unanimously agreed. DF will inform Lenka.</i>	DF
Next meeting 4 th Tuesday of September – 28 September 5.30pm	

Meeting closed 7.37 pm

Key to Initials : Pene Johnstone (PJ), Clare Ridout (CR), Cassino Doyle (CD), Management Team (MT), Proprietors Trust (Props), Board (BoT), Trisha Geraets (TG), Danny Fridberg (DF), Helen Thomlinson (HT), Stefan Roesch (SR), Zahra Muhammed (ZM), Trisha Geraets (TG).