**Wednesday 9 December 2020 5pm**

***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, Trisha Geraets.

Apologies : nil

Approved absence: Clare Ridout (Board Secretary), Gabriela Stuedemann

| 1. **Minutes and matters arising, reminder re conflict of interest** | **Who** |
| --- | --- |
| No conflicts of interest declared.  **Minutes of previous meeting of 18 November were approved as accurate,** both in committee and public.Proposed by PJ, seconded by HT.  **Matters arising**   * Unreasonable complaints course – PJ requested for the info from the course to be sent again. * BOT Breakfast for staff going ahead Thursday 17 December. Please arrive 8.15am with food. Card for Kate, Leonie and Gabriela available to write message in. * Alex is happy to be the Special Character adviser for Principal appraisal. PJ met up with Alex and agreed on a time to do this next year Feb. * Julie and Claire have accepted the permanent positions and welcomed aboard as such. * No new 6 year olds for December | PJ and Alex |

| 1. **Principals report** | **Who** |
| --- | --- |
| Has been circulated.  **Julie and Claire permanent staff**  Julie is richly skilled in literacy and her class is flourishing in reading and writing.  Claire brings new Steiner enriched character education and a lovely light humour. Class Piwakawaka is doing well with her. It was agreed to make their appointments permanent, despite the fact that the teacher salary funding does not cover both of them.  **Annual Report 2020**  PJ explained that we need to be tracking progress regularly.  **Health and Safety Tour**  Court needs regular sweeping and lines need repainting.  Child’s head injury on side of a vege bed on top field has resulted in a review of where these are placed in relation to the playing area.  **Literacy and Numeracy Report**  PJ shared results of OTJs  Overall the numbers of students below has decreased this past half year and students at and above increased in all areas.  DF asked if BOT could see the overall results of the senior tests in the school. PJ to organise this for Feb  HT asked if the Collaborative Education Plan progress results could also be included in this report. Teachers will be asked to do this in their reports 2x per year.  **Final Newsletter on School Year**  PJ looked this up and suggests this will be written in the February newsletter. This is one of the objectives of informing the community regarding school’s performance.  **Staff Appraisal report**  PJ met with each teacher (one still to go), looking at Teaching as Inquiry project, focus on class performance, compliance with the Standards, and how the teacher is doing. Attestation then signed off. Compliance with good practice is expected of teachers – personnel procedures guide this. This will be looked at by BOT as it comes up in the review cycle. HT confirmed that we do comply with good practice as an employer.  **Wellbeing of Staff survey**  HT summarised the findings.  100% staff filled it in. Was supposed to only be school staff and admin., however, kindergarten staff also filled this in. DF suggested in future when we do a survey for school staff we should also do a separate survey for the kindergarten.  HT will send an email to all staff and admin regarding the survey results received.  Next step is to give these results to the Props.  BOT email account has been set up by DF. Clare will be asked to put this on the website.  DF will write a blurb about the BOT email for last newsletter.  **Health and Safety walk check**  Tarmac on the court stands out as a problem as it is so gritty. Regular sweeping needed. The young children don’t like the new stairs because of the large gaps.  Long grass is an issue because of hay-fever. Grounds are usually tidier. A ‘green’ arrangement is in place with Justin.  Risk assessment needs done for the new pizza oven re. burns and fire risk.  Class Kahikatea trip was successful and safe.  Claire will be taking class on a walk – all risk assessment forms done. As was also done for their camp.  **Policies**  None this month | PJ  teachers  PJ  HT  DF/CR |

| 1. **Finance report** | **Who** |
| --- | --- |
| No report this month |  |

| 1. **Proprietors** | **Who** |
| --- | --- |
| Gabriela will say a few words at community meeting. | GS |

| 1. **Communication to the community** | **Who** |
| --- | --- |
| DF will continue as chair |  |

| 1. **Any other business** | **Who** |
| --- | --- |
| NZSTA Internal Evaluation Form – DF discussed this. Unanimous feedback that it was an unfriendly, difficult survey. The survey was found to be NOT phone responsive. DF will feed this back to NZSTA. | DF |

| 1. **Other matters, communication to the community etc** | **Who** |
| --- | --- |
| Next meeting 6pm 17th February 2021. |  |

Meeting closed 7pm

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).