



DUNEDIN

RUDOLF STEINER
SCHOOL

~ Our Structure



Roles & Responsibilities

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Roles & Responsibilities: Playgroup Coordinators

What they do:

- Work alongside facilitators and parents to ensure playgroups run smoothly, out of Steiner philosophy and in line with the strategic plans of the school
- Promote playgroups to the wider Dunedin population
- Create and maintain an adequate set of resources
- Point of contact for playgroup parents
- Maintain waiting lists, oversee the budget, Ministry compliance for the playgroups not operating on licensed space
- Plan festivals and other events

Who they are:

- Playgroup Coordinators (jobshare)

Who they employ:

- Will support parents in taking on voluntary roles within playgroup

Who requires that we have this body:

- Special Character as a Steiner School

Who they report to:

- Management Team
Proprietors Trust

Source of funding for activities:

- Ministry of Education
- Proprietors (special character funding)
 - Parent koha

Budgets they are responsible for:

- playgroup budget

Document describing role:

- Playgroup leaflet and parent handbook
- job description

Sources of expert advice:

- Steiner's writings and lectures, and other related works
- Steiner Federation Early Childhood advisor
- College of Teachers
- Ministry of Education

College of Teachers

What they do:

- Give *pedagogical direction from the heart* of the school and carry its anthroposophical spiritual impulse
- Deepen the teachers' understanding of the Special Character of the school
- Nurture the child through various mechanisms, including Child study
- Plan and evaluate festivals and other combined school and kindergarten events
- Contribute to discussions on issues that are current to the development of the school, kindergarten, and Steiner Waldorf Education

Who they are:

- School teachers (not including all part-timers)
- Kindergarten teachers
- Kindergarten Head teacher
- Primary School Principal
- Executive Officer on occasion
- Playgroup Coordinators invited on specific occasions

Who they employ:

- May be consulted on appointments, or contribute to staffing groups for appointments

Who requires that we have this body:

- Special Character as a Steiner School
- Integration Agreement
- Steiner Federation

Who they report to:

- Management Team?¹

Source of funding for activities:

- Board of Trustees
- Proprietors (special character funding)

Budgets they are responsible for:

- None as a group, individual teachers have responsibility over specific budget lines

Document describing role:

- Not currently

Sources of expert advice:

- School's policies and procedures
- Steiner's writings and lectures, and other related works
- Steiner Federation
- Visitors to the school (Anthroposophical Society, School doctor, other Steiner teachers etc)

¹ As individuals: school teachers report to the Primary School Principal; Primary School Principal reports to the BoT; Kindergarten teachers report to the Head Teacher, and the Head Teacher, Executive Officer and Playgroup Coordinators report to the Proprietors.

Management Team

What they do:

- Undertake the overall management and professional leadership of the Primary School and kindergarten
- Specifically:
 - Ensure the implementation of policies and procedures
 - Ensure retention and enhancement of School's Special Character (Steiner Education)
 - Direct and supervise all staff including administrative and non-teaching personnel
 - Draft annual plan in line with the strategic plan articulated by the BoT
 - Report back to governing bodies to enable them to make informed decisions
- Ensure the School Principal Job Description is followed collegially
- Consult with College of Teachers on pedagogical and management matters, while also retaining confidentiality on personnel matters

Who they are:

- School Principal
- Kindergarten Head Teacher
- Executive Officer

Who requires that we have this body:

- A special character approach to the Ministry of Education requirement there is a School Principal

Who they employ:

- Play an important role in ensuring appointment procedures for staff are followed properly

Who they report to:

- Board of Trustees
- Proprietors Trust

Source of funding for activities:

- Board of Trustees
- Proprietors (special character funding)

Budgets they are responsible for:

- School Board of Trustees budget (via Principal)
- Kindergarten I budget (via Kindergarten Head Teacher)

Document describing role:

- Management Team Job Description

Sources of expert advice:

- School's policies and procedures
- NZ School Trustees Association
- New Zealand Childcare Association
- Principals of other Steiner schools

Primary School Principal

- What they do:**
- Day-to-day *management* of school and staff
 - Makes sure the goals and direction articulated in the School Charter² happen via:
 - Annual plan
 - School procedures
- Who they are:**
- A single individual who is:
 - An employee of the Board of Trustees
 - Chief Executive Officer of the school
 - A member of the Board of Trustees
 - A member of the Management Team
 - A member of the College of Teachers
- Who requires that we have this body:**
- Ministry of Education
- Who they employ:**
- Plays an important role in *appointing* school staff (NB: the BoT or Proprietors *employ* staff)
 - Appraise school staff
- Who they report to:**
- Board of Trustees
- Source of funding for activities:**
- Board of Trustees
 - Proprietors (special character funding)
- Budgets they are responsible for:**
- Ensures school budget spending is in line with the Board of Trustee's annual budget
- Document describing role:**
- Principal's Job Description
- Sources of expert advice:**
- School's policies and procedures
 - NZ School Trustees Association
 - Principals of other Steiner schools
 - Principals of other State schools

² The School Charter comprises the mission statement, values statement, strategic plan, and annual plan.

Roles & Responsibilities: Kindergarten Head Teacher

- What they do:**
- Day-to-day *management* of kindergarten staff
 - Service Provider – ensures conditions of license are upheld
 - reviews policies and procedures
 - Annual plan
 - Strategic plan
 - Appraise kindergarten staff
 - Facilitate self reviews
 - Interview new parents
 - Home visits
 - Facilitate enrolment process
- Who they are:**
- A single individual who is:
 - A member of the Management Team
 - A member of the College of Teachers
- Who requires that we have this body:**
- Ministry of Education
- Who they employ:**
- Plays an important role in *appointing* kindergarten staff (NB: the BoT or Proprietors *employ* staff)
- Who they report to:**
- Proprietors
- Source of funding for activities:**
- Proprietors (special character funding)
- Budgets they are responsible for:**
- Ensures kindergarten budget spending is in line with the Proprietors annual budget
- Document describing role:**
- Kindergarten Head Teachers Job Description
- Sources of expert advice:**
- Kindergarten's policies and procedures
 - NZCA
 - Teachers of other Steiner schools
 - Teachers of other State schools
 - Taruna Essential Education

Roles & Responsibilities: Executive Officer

What they do:	<ul style="list-style-type: none">• financial management of School, kindergarten and Proprietors Trust• administration of Management Team• Assists Principal in Annual and Strategic planning and reporting• manages personnel matters, including payroll and contracts for school and kindergarten• Oversight of policies and procedures for school, kindergarten and trust and compliance• Oversight of funding from MoE for all entities• Statutory reporting to MoE on School charter, roll returns, ECE funding• Manages the administrative staff and their roles• Follows Health and Safety and property matters• Oversight of newsletter and organizes promotional material to local papers• Involved in grant applications
Who they are:	<ul style="list-style-type: none">• A single individual who is:<ul style="list-style-type: none">- A member of the Management Team- A member of the College of Teachers
Who requires that we have this body:	<ul style="list-style-type: none">• no-one
Who they employ:	<ul style="list-style-type: none">• Historically has been involved in staff appointment processes (NB: the BoT or Proprietors <i>employ</i> staff). Have two part time administrative staff working alongside.
Who they report to:	<ul style="list-style-type: none">• Proprietors
Source of funding for activities:	<ul style="list-style-type: none">• Proprietors (special character funding)
Budgets they are responsible for:	<ul style="list-style-type: none">• Oversight of budgets and reporting to Management Team and governance bodies
Document describing role:	<ul style="list-style-type: none">• Job Description
Sources of expert advice:	<ul style="list-style-type: none">• NZ School Trustees Association• NZ Childcare Association• Federation• Association of Proprietors of Integrated Schools• Association of Integrated Schools• Charities Commission

Roles & Responsibilities: Board of Trustees (BoT)

What they do:

- **Governance** of the school (i.e., thinking about strategic issues not day-to-day running).
- Set the school's strategic direction (the Charter³) in consultation with Management Team, CoT and community.
- Monitor school performance against the strategic plan (via the annual plan)
- Ensure the school is providing a safe environment and quality education for all.
- Provide financial oversight and monitoring

Who they are:⁴

- Parent-elected representatives (up to five)
- Principal
- Staff representative
- Proprietors' representative (can be up to 4)
- Can also include co-opted trustees

Who requires that we have this body: • Ministry of Education⁵

Who they employ:

- Principal
- School teachers
- Other school staff

Who they report to:

- Ministry of Education
- School community
- Proprietors (on special character)

Source of funding for activities:

- Ministry of Education
- Proprietors (special character funding)

Budgets they are responsible for:

- School budget

Document describing role:

- BoT manual (describes the role of the BoT, code of behavior and role for each portfolio holder)

Sources of expert advice:

- School's policies and procedures
- NZ School Trustees Association
- Other Steiner schools' Boards of Trustees
- Federation of Rudolf Steiner Waldorf Schools NZ
- Association of Integrated Schools

³ The School Charter comprises the mission statement, values statement, strategic plan, and annual plan.

⁴ There are 6 portfolios in the BoT, each overseen by a single trustee who conducts reviews on a 1-3 year cycle: Board Chair, Curriculum, Policy and Procedures, Health and Safety, Personnel, Treasurer.

⁵ The Dunedin Rudolf Steiner School is a state-integrated school which means it is a state school that provides education through the Rudolf Steiner philosophy (the "special character"). All of New Zealand's state and state-integrated schools have a BoT and therefore are a Crown entity.

Roles & Responsibilities: Proprietors Trust

- What they do:**
- Oversee and support the *special character* (Steiner education)
 - *Govern the Kindergarten* (including playgroups)
 - *Own lands and buildings* of school (owned by the Proprietors Trust as an entity – not by the individual Proprietors)
 - Ensure there are appropriate classroom spaces for the school, kindergarten and playgroups
- Who they are:**
- Volunteers from within or around our community who have one or more of the following:
 - Understanding of and commitment to the special character of the school and Steiner pedagogy
 - Property management or building expertise
 - Financial competence
 - Aptitude for governance matters
 - Members are elected to the Trust by existing Trust members
 - Currently one representative on the BoT (can be up to four)
- Who requires that we have this body:** • Ministry of Education
- Who they employ:**
- Kindergarten staff, including Playgroup Co-ordinator(s)
 - Executive Officer (50% of salary paid by BoT)
 - *Pay 50% of administrative staff costs (staff are BoT employees)*
- Who they report to:**
- Ministry of Education
 - The Community
 - The Charities Commission as a registered Charity
- Source of funding for activities:**
- Ministry of Education – Policy One funding for capital maintenance (based on school roll)
 - Ministry of Education – Kindergarten funding on a per child, per hour rate
 - Parental donations
 - Other fundraising activities, including grants
- Budgets they are responsible for:**
- Proprietors Trust
Kindergarten
- Document describing role:**
- Introduction to the Rudolf Steiner School Trust
- Sources of expert advice:**
- Proprietors of other Steiner schools
 - Association of Proprietors of Integrated Schools
 - Association of Integrated Schools