

Present: Mary TJ, Stephen Lane, Lisa Hickling, Louise Gawn, Sheryl Jenkins, Olaf van der Beek, Clayton Bunning, Saskia Etherington

Minute Taker: Cathy Donnelly

Apologies: Peter Flint, Nathan Smith

Verse read by Stephen Lane

Confirmation of agenda

Minutes of Previous Meeting:

Olaf proposed and Sheryl seconded true and accurate record

Proposal to approve Minutes of 20 th June 2016		
Proposed: Olaf	Seconded: Sheryl	Carried unanimously

Matters Arising:

- Governance Policy Review; Louise Gawn asked if WST could/should be involved
Agreed that collaboration and consultation with the WST important.
- Letter to Harriet – was this done? Nathan?
- Letters to Sarah Veitch and Lisa Darlington had been done.

Correspondence In:

Read and tabled

Correspondence Out:

As above, letters to Sarah and Lisa had been done. Check on letter to Harriet.

Principal's Report:

- Read and tabled by Mary
- All tracking along well. No questions on this received by Mary from BOT members
- Special Character Review.
 - Association of Integrated School are being pushed to ensure that schools are clear about Special Character and active in maintaining their agreements with the Crown.
 - The Special Character Review Tool was written by Federation, and allows us to report to them too.
 - Andrea Sorger was the Federation Reviewer and met with management team and parent group (mostly parent liaisons and a few others Mary found in car park.) Mary advised that she learnt a lot. Andrea was very impressed with our parents and their warmth and sense of connection towards the Special Character.

- Noted the two schools had had different developments with Te Ra school having received government funding 10 years longer than us and having invested strongly in buildings whereas we have invested in people and learning programs.
- Noted our teachers' job descriptions are very standard, they don't mention Special Character at all and this is an area identified to work on in the future.
- We do have a history and culture of excellence in the school but we have to work on this together to maintain it.
- Mary proposes that we accept the report of Andrea Sorger and that it be forwarded to the WST for their consideration. A letter of acknowledgement to be sent to Andrea. Cathy to do.

Proposal that Andrea Sorger's report is accepted, shared with the WST and a letter of acknowledgment be sent to Andrea.		
Proposed: Mary	Seconded: Sheryl	Carried unanimously

- Mary gave a review of the Arawhetu Program. Parent feedback was that it is a sensational program. Queries regarding why and how it was a leadership program. Mary explained that leadership in a Waldorf context means developing the leadership of others. In strengthening the mission, we strengthen every team member's position.
- Pub Charity Grant – we successfully applied and are now able to buy two listening units. Great news!
- Staff wellbeing continues to be an issue. Some shaky staff (not performance related) and we need to continue to support these staff members. College of Teachers are looking at Parent Mandate and working on role-play so teachers can develop familiarity and skill in using constructive communication format to deal with challenging situations with less stress and use their energy to concentrate on. BOT members urged and agreed to support and lead the parent mandate and communication protocols in their own conversations thereby making this a whole community development project.

Student Achievement:

Report tabled by Saskia.

- Explanation to newer Board Members of how and when student achievement is recorded including explanation of when tests or teacher judgements are used.
- Areas covered are reading, writing and maths.
- There is no testing in Classes 1-3 only teacher judgements are used.
- Classes 4-7 have national testing.
- Teacher's judgements used for mid-year reporting and explanation of how judgements are made.
- No concerns carried over from last year.
- Target has been set around boys writing as results are lower compared to reading.
- Our Aim is to get children to "At" or "Above" by Class 7. At this stage Classes 6 & 7 are tracking well for this.
- We have a standard pattern for achievement in cohort groups; Maori/Pacific/Asian.
- Targets for reading have been set for classes 4 and 5. This is to be expected.
- Targets were set as a result of the report from last year. Maths target for six students from Class 5.
- There is a National target around boys writing.
- Report is produced by collaboration between Mary and Saskia having sat and discussed the results and graphs produced, they then write conclusions together.

WST Report:

Report read and tabled by Louise.

- Discussed Governance Boards at Tauranga Waldorf School Visual produced to explain the roles of the School/WST as part of Special character induction.
- Suggestion that the visual be used as the basis with board members photos on one side and Wst members on others for new website.
- Diagram, thought to a clear understanding of the relationship between the WST and the School and was warmly appreciated

Finance Report:

- Mary explained to new Board members the auditing process and we had instructed new auditors this year but this had not gone to plan. The process had been most unsatisfactory and there was ongoing communication with Mary, Marlis and BDO.
- June figures are tracking fine but there will be budget adjustments next month.

Any Other Business:

- Code of conduct additions deferred to the next meeting.
- School Purchase order system. To satisfy auditing requirements, Marlis had requested that authority be given to Cathy and Marlis to sign off order requests, as currently Mary, Sheryl or Michael sign order requests but often they are not around the office when a signature is needed. Board approved request.
- Federation Training on Friday 2nd September. Offered to new board members to attend. All confirmed they wished to attend. Mary/Cathy to book flights.
- Future meeting dates, a suggestion that we move to a Monday evening meeting slot due to availability of members. Agreed provisionally but to be confirmed by all members at next meeting.
- BOT Employment Issues – confidential document produced in BOT papers for discussion re staff appointment and conflict of interest in response to the question asked by the "Collective Parents" correspondence possibly relating to Board matters. Mary suggested a sub committee explaining under the complaints policy that she has the authority to delegate duties to a sub-committee. Invited BOT members to be part of the sub-committee. Agreed that Lisa, Olaf and Clayton would be suitable members as newer members they bring a new fresh approach.

Proposal that Clayton, Lisa and Olaf be delegated authority to sit as a sub committee of the Board of Trustees to investigate and respond to employment processes and issues specific to a formal complaint. Such sub committee to be in force for the length of the investigation and will report back to the Board of Trustees accordingly.		
Proposed: Mary	Seconded: Sheryl	Carried unanimously

Next meeting date: Tuesday 13th Sept 5.30pm

Meeting closed 7.33pm

ACTION LIST:

Subject Area	Item	Name
Correspondence	Was letter to Harriet sent by Nathan	Nathan

Principal's Report	Letter to Andrea Sorger to acknowledge her report	Cathy/Mary
Any other business	Flights to Federation training for Lisa, Olaf and Clayton to be booked	Cathy/Mary
Any other business	Sub-Committee to be formed to look at employment procedure.	Clayton/Lisa/Olaf

DRAFT