



**Board of Trustees Meeting
19th February 2018 at 5.30pm**

Present: Nathan Smith, Olaf van der Beek, Lisa Hickling, Michael Rall, Mary Tait-Jamieson, Louise Gawn

Minute Taker: Cathy Donnelly

Apologies: Peter Flint, Stephen Lane

Opening and Verse read by Mary Tait Jamieson

Election of The Chair:

To be discussed later in the meeting.

Confirmation of Agenda:

Agenda agreed with the following additions

- Election of Chair for 2018
- Resolution for Funding Applications
- Feedback on Personnel Matters

Previous Minutes approved

Proposal to approve the minutes of 21st November 2017		
Proposed: Lisa	Seconded: Olaf	Carried unanimously

Matters Arising:

Mary had not yet advised BOT members on meeting to be co-ordinated and would look into further.

Correspondence In: Read and tabled

Correspondence Out: None

Principal's Report:

Read and tabled by Mary.

Mary briefs everyone on the points raised;

- National Standards review how this will impact on us, review undertaken and need to be signed off by Federation.

- Overview of classes and how we sit with enrolment. Started the year at 195, our highest figure. This has triggered our Maximum Roll Increase application which is filed and pending review.
- Parent Questionnaire – results reviewed and discussed. In particular best way to share the results with the community. Comments are still in a very raw form but suggested that a “snap shot” overview of the results would be shared in the Wednesday Window.
- Cluster groups -update
- Annual Plan
 - Well-being targets had been set from the results of the recent well-being survey
 - Community Partnership
 - Second phase of website would be developed which would see it become an increasingly valuable resource to parents with online calendar which is downloadable, secure photo gallery for parents only to access, a parent resource page with interesting articles regarding Waldorf education and a new format newsletter
 - Non-Violent Communication – parents had been asking for this for the children but it is thought that we should offer it to our community and children will learn from the adults. Mary had been following with interest a lady from the Federation who was working on a version of Non-Violent Communication adapted for Waldorf Schools. It was well received by the Taupo and Rotorua Kindergartens. Looking long term this is something we could utilise for staff, parents, parent liaisons etc. It would be an ongoing process. Mary agreed to make further investigations about availability and cost and report back to the BOT.
 - Mary explained that she wants to pilot a new way of using Mary Willow as a resource for our community. They had trialed some group sessions last year and it had worked well. Parents who can benefit from Mary Willow’s therapy promotes an understanding and a path to work in a similar way as our teachers.
- Teacher Registration details signed

Finance Report:

Draft budget tabled and presented by Mary in Marlis absence.

Mary summarised the budget;

- A deficit budget had been proposed to counteract the surplus we had finished with last year.
- Surplus had accrued because of long term sick leave of staff member had kicked in funding we hadn’t anticipated and we had used Mary’s sabbatical to our favour.
- Discussions on setting up a small budget in the future to allow a sports scholarship for children unable to fund sports fees. Talks had begun in the office about a formal process but it was thought the cost of admin for that process would outweigh the benefit so it was agreed to continue on a personal and relationship method with the Sports Co-ordinator talking to managers/coaches to “keep an ear to the ground”. Money could be set aside from KiwiSport fund and it doesn’t have to be a huge amount. Mary will continue to liaise with Charlotte and Michael around this area.
- Louise briefed on power expenses and explained that Power is heat, light and water)
- Property Maintenance Grant – Louise explained how that can be spent and could reduce surplus.

- Special character donation from Trust is down (309) didn't use it all last year. Contribution v donation – explained this process. Has been changed in accounting standards and change in auditing requirements.
- Projects for year ahead;
 - Seats in Whare – are now beyond repair
 - Alarm System – needs updating so an easier to use system and a more effective monitoring system.
 - Amphitheatre – proposed development. Various phases. Concept has already thought about and the obvious issues discussed. Discussion amongst BOT followed on how to best manage the project. Mary and Louise will keep reporting on it but a proposal that there is a sub-committee to manage and steer the project.

Proposal to establish sub-committee to manage and further the Amphitheatre Project. Members will be Clayton and Olaf in consultation with Louise.		
Proposed: Lisa	Seconded: Nathan	Carried unanimously

Board of Trustees invited to approve the table First Draft of 2018 Budget.

Proposal to agree first draft of 2018 budget		
Proposed: Lisa	Seconded: Louise	Carried unanimously

Board of Trustees invited to approve the Annual Improvement Plan 2018

Proposal to accept the Tauranga Waldorf School Annual Improvement Plan 2018		
Proposed: Lisa	Seconded: Nathan	Carried unanimously

Board Delegations:

Board of Trustees invited to approve the Schedule of Delegations as tabled subject to The Education Act 1989 being changed to The Education (Update) Amendment Act 2017 and The Financial Reporting Act 1993 being changed to The Financial Reporting Act 2013

Proposal to approve Schedule of Delegations		
Proposed: Lisa	Seconded: Nathan	Carried unanimously

Proposal to approve Board Delegations for Principal		
Proposed: Nathan	Seconded: Clayton	Carried unanimously

Proposal to approve Board Delegations for Associate Principal - Michael Rall		
Proposed: Nathan	Seconded: Clayton	Carried unanimously

Proposal to approve Board Delegations for Associate Principal – Sheryl Jenkins		
Proposed: Nathan	Seconded: Olaf	Carried unanimously

Leave Request:

Proposal to grant request for discretionary leave for Principal on		
Proposed: Nathan	Seconded: Olaf	Carried unanimously

WST Report:

Read and tabled by Louise.

- Slow start to the year for the WST, they had yet to meet so as such there was nothing to report.
- Louise gave an update on issues she had been discussing with Mary including;
 - Change of timing to the Annual Founders Meeting
 - Draft WST Budget had been worked on but not yet presented
 - Projects - Class 6 Deck would eventually become a cloak room and a porch
 - Maximum roll increase – as discussed earlier by Mary in her report, our application was being pushed along.
 - Special Character – the short year had already seen three festivals; Shrove Tuesday, Ash Wednesday (with a comment that it was noted that whilst there were some areas for improvement, the children had “come to stillness” much quicker) and finally a new ceremony, The Class 7 Knighting Ceremony. The new ceremony was enjoyed by all and felt that it was well worth doing.

Other Matters:

Fundraising:

Clayton summarised avenues of funding that we could think about.

- Funding Applications
- Philanthropic People funding
- Revenue Streams
- Waldorf Co-operative Trading group

Discussion on BOT v WST applying for grants.

The BOT thanked Clayton for his work to date on this issue and it would be particularly useful having him as a member of the sub-committee driving the amphitheatre project as he will have an insight into costs v fundraising.

Louise tabled the idea of Solar Buddies. An incentive offered by Trust Power to allow solar customers to donate a percentage of their rebate to the school. The idea had been presented to the school by a parent to Marlis. Unfortunately, Marlis was unable to attend the meeting and so Louise was bringing it to the table on her behalf. Discussion followed and whilst the BOT were

favourable they felt it best to defer the decision until next meeting when all members will have had the opportunity to peruse the offer.

Charity grant applications:

Resolutions by the Board of Trustees for three charity applications were being sought namely;

Resolution made that the BOT approves that an application be made to The Pub Charities Commission for funds to purchase Listening Units.		
Proposed: Lisa	Seconded: Nathan	Carried unanimously

Resolution made that the BOT approves that an application be made to TECT for funds to purchase an upgrade in the school alarm and monitoring system.		
Proposed: Lisa	Seconded: Nathan	Carried unanimously

Resolution made that the BOT approves that an application be made to The Lion Foundation for funds to purchase musical equipment.		
Proposed: Clayton	Seconded: Olaf	Carried unanimously

Meeting went into Committee at 7.30pm
Meeting came out of Committee at 7.48pm

Election of The Chair:

Agreed to postpone the Election of Chair until the next meeting when the current Chair, Peter Flint, is present at the meeting.

New Teacher Class 4:

Clayton wanted to express a welcome to new teacher, John Davidson and reported glowing reviews about John especially after his introduction to parents. Mary confirmed that the teachers are happy to have him join the College of Teachers and appreciated the qualities and Waldorf experience he has to bring and share with the team.

BOT schedule of meetings 2018 – majority preferred a Monday meeting. This can be adapted as and when needs arise.

Agreed next meeting on 26th March @ 5.30pm

ACTION LIST:

Subject Area	Item	Name
Matters Arising	Succession Planning – Mary to co-ordinate a meeting	Mary
Principal's Report	Mary to find out more information about Non	Mary

*Peter Flint
Chairman*

23 May 18

	Violent Communication Program for Waldorf Schools	
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