



**Board of Trustees Meeting  
17<sup>th</sup> February 2015 at 5.30pm**

**Present:** Peter Flint (Chair), Mary Tait-Jamieson (Principal)  
Catherine de Monchy, Genevieve Denize, Louise Gawn, Sheryl Jenkins,  
Tina Jennen, Nathan Smith, Stephen Lane.  
**In attendance:** Cathy Donnelly (minute taker)  
**Guests:** Michael Rall  
**Apologies:** Geraldine Myers  
**Verse:** Mary Tait-Jamieson

Peter opened meeting and welcomed everyone to a new school year.

It was agreed that the item of Principal's Review would be dealt with first and that the meeting would go into committee and Mary was invited to leave the meeting.

**Meeting went Into Committee** 5.39pm until 5.56pm

Mary returned to the meeting and Michael Rall was welcomed as a guest.

**Minutes of Previous Meeting:**

- Amendment raised by Genevieve re wording in point 1 "ERO review in 2015 and that we are less than 12 months out from our next election in 2016 anyway" Agreed by all members and previous minutes amended accordingly.
- Amendment to word STAR in final paragraph of page 1, amended to STA.

<b>Proposal to approve amendments to Minutes of Previous Meeting</b>		
<b>Proposed:</b> Genevieve Denize	<b>Seconded:</b> Nathan Smith	<b>Carried unanimously</b>

Minutes printed and signed by Peter at the meeting.

**Matters Arising:**

**Proof Reading of Student Achievement Report by Cath de Monchy**  
Three minor mistakes highlighted (one spelling and three punctuation)

**Replacement of Geraldine Myers on BOT/Casual Vacancy**

Agreed by all members to discuss this further later in the meeting.

**Action List December**

Principals Report  
Student Achievement Report – Proof read by Cath de Monchy  
Advert for Casual Vacancy – Advertised in Sun Live in December & school newsletter

**Correspondence:** Items of correspondence verbalised and tabled

**Correspondence In:**

- STA newsletter August and September
- Notice of STA AGM on 04/07/15
- Email thread from Lisa Darlington & Sarah Veitch to Peter Flint re: Casual Vacancy

**Correspondence Out:**

- Email thread from Peter Flint to Lisa Darlington & Sarah Veitch re: Casual Vacancy  
The Board Members thanked Peter for dealing with this during the holiday period.

**Principal's Report:** Read & tabled by Mary Tait-Jamieson

- Briefed BOT members that COT members began the year by attending a Wananga Kaupapa Steiner for Professional Development, was a great way to begin the year and Tauranga were the only Waldorf school to attend en masse.
- At Taruna Mary met a Te Reo teacher from Waikato who tutored all the staff. Mary would like to extend the professional relationship and would like to incorporate this into the annual plan.
- School was sad to say goodbye to Mario and Nina at the end of 2014, they are missed but still very much here in lots of ways. Then discussed new staff, welcomed Michael Rall, Shona Russell and Roanna Gornall.
- Tabled personnel register for the year indicating registered teacher status of all staff. Accepted and signed by Chair.
- Discussed a question raised in a parent meeting about the role of a teacher. Mary explained how the contract teachers have allows for classroom release. Mary wants BOT to be aware that this classroom release is mandatory and to be expected. Difficulties arise when students (and parents) get attached to the teachers and often reject relief teachers, so this release, including sick & professional development need to be seen in this light.
- Discussion re: Michael Park School initiative has invited Tauranga Waldorf School to be a collaborating school in their AIES application investigating how to work best with children with special needs. Advised members to research Feuerstein project. Provisional go ahead given by Mary without committing resources or funding at this stage. Mary seeks formal permission to accept Michael Parks' invitation to participate. Discussion followed and all members were happy to agree to Mary's request.
- Discussion re: staffing, Teacher Entitlement and Teacher Aides. Michael invited to discuss use and placement of Teacher Aide resources. 2 x Class 4; 1 x Class 1 and 1 x Class 3. Agreed that Class 3 was a key focus area and Hilary had recommended the appointment for many reasons and notably that it saves the school 10 hours per week. Appointment on a two term contract and ultimately BOT will decide if need is still there after this time. Gen expressed her conflict of interest as her child is in Class 3 and is directly benefiting from the appointment. Cath de Monchy also added that she was a Class 3 parent and therefore had a similar conflict of interest on this point.
- Exit Interviews were discussed. Mary highlighted inconsistent responses. Paper survey was suggested rather than an appointment. Mary will have ongoing discussions with Cathy as to best approach.

- Short discussion on APIS and schools behaving outside of special character. School contracts follow a collective agreement along with special character. Gen discussed recent legal cases that highlighted this point.
- Discussion re: school's new phone system. Cathy invited to explain. There had been a power cut on Dec 18<sup>th</sup>, which had a domino effect knocking out our phone, Internet and photocopiers. We had been working hard with Computer Literate and Commserve to rectify problems, which were ongoing, but hoping to be resolved early Term 1.
- ERO – latest report from MOE available in tonight's meeting papers.
- Discussion re: Wednesday Window and community advertisements being removed. Wellbeing and learning of the children is our focus and that of our newsletter in 2015.
- Principals Delegations - Motion that powers conferred on the board be delegated to the Principal and in her absence to Michael Rall and Sheryl Jenkins

<b>Proposal to approve Principals Delegations to Michael Rall &amp; Sheryl Jenkins</b>		
<b>Proposed:</b> Nathan Smith	<b>Seconded:</b> Cath de Monchy	<b>Carried unanimously</b>

**Property/WST:** Report prepared and read by Louise

- Will elaborate on any items at next BOT meeting, by which time WST meeting will have taken place.

**BOT Roles/Responsibilities/Governance:**

**Federation**

Gen gave details of Federation clauses and revisions. On 4<sup>th</sup> March, Constitution will be put to Federation that will supersede previous Constitution. Highlighted the importance that the BOT understands this. There has been a big burden on Principals of Waldorf schools. Under the new drafted constitution, 7 members will be called for and Mary has made a nomination.

BOT will have right to send a member to Federation meetings but will have only one vote. Could send reps from BOT, COT and WST. Travel costs will be paid for only one member. BOT might want to consider budgeting for travel costs for another member to attend.

Mary will be attending meeting, Gen will discuss whether she attends also. An exciting time for Waldorf education and we have a role that should be incorporated into our Strategic Plan.

**Annual Plan Charter:**

Mary briefed members that she is preparing Charter to be submitted by 1<sup>st</sup> March. Tabled a summary to ensure direction is shared.

Have two targets over 2-3 years, which have been highlighted and are done annually.

Mary has cross-referenced targets.

Te Reo personnel won't be detailed at this stage in the even that the plans to work with Waikato teacher are not implemented.

A second action is to be added to attend KOLISKO course child trauma.

Mary sought permission of the BOT members to add these to Charter, agreed by members and Genevieve stated that it was a sensible approach. Mary reiterated her hope to engage and promote a relationship with a Te Reo teacher for maybe one day per week. Mary will be reporting each month on Te Reo progress and implementation.

Peter proposed Mary prepare a final draft and get it out by early next week. Any queries or questions to be directed to Peter.

Tina said be mindful not to over complicate things and make it unachievable.

Key improvement strategies, not a target.

Mary to prepare final draft.

### **Casual Vacancy**

Peter advised 13 parents eligible to vote, contacted him to advise they wished for the casual vacancy to be filled by election rather than selection. Of the 240 eligible voters, this fell short of the required 10%. Peter advised he had engaged in discussion with some parents and had also sought advice from STA.

Peter asked BOT members for comments and direction as to where BOT lies on this issue.

Cath de Monchy asked should we honour energy of parents who had requested election that the BOT would canvas nominations. Stephen advised the BOT had just agreed the minutes of the meeting in December as a true and accurate record, in which a process of selection had been discussed and agreed.

Genevieve stated the responsibility of the BOT is very clear and it is to make an informed decision, which the BOT had done in December. Advertisement had been undertaken in accordance with guidelines and the response from parents had failed to reach the requisite 10%. Going forward the BOT should invite any member of the school community in applying for selection, to do so by applying in writing to Peter.

**Proposal to ratify decision: Following advertising of the vacancy, we did not receive more than 10% requesting a by-election and therefore the BOT should proceed to fill the casual vacancy by way of selection and in doing so, call for nominations of interest from the wider community.**

**The Chair is mandated to call for, and receive nominations in written form in no more than 400 words to fill the Casual vacancy**

**Proposed: Genevieve**

**Seconded: Stephen**

**Carried unanimously**

“Nominations to be invited” notice to be inserted into the Wednesday Window.

### **Financial Report:**

## Budget

A Draft budget was produced to BOT members, Mary explained we don't have precise figures yet but wanted to share this document to get thoughts/comments on the direction we are going in. Discussion as to figures re staffing and operational grant.

No further comments or questions raised.

## Professional Development

Peter invited members to go to up and coming workshops hosted by STA. Agreed that Cathy would scan the document to BOT members. Such workshops are invaluable and highlight the roles of Board members.

Whilst discussing roles and obligations, Peter highlighted at the start of a new school year, it is important to remind ourselves as BOT members to act and speak with one voice outside of the BOT meetings and in our community. It was always useful to remind ourselves of this.

Code of Conduct was not re-signed and agreed to revisit this in the future, there is no expiry date on a signature but always good to keep to the forefront of action.

**Next meeting date:** 17th March 2015 @ 5.30pm

**Meeting closed at:** 7.48pm

Noted David Garb dates are 21<sup>st</sup> and 22<sup>nd</sup> March

## ACTION LIST: Feb 2015

Subject Area	Item	Name
<b>BOT Roles Responsibilities/Governance</b>	Final draft of Annual Plan Charter to be prepared	Mary
<b>BOT Casual Vacancy</b>	Receive nominations in written form in no more than 400 words to fill the Casual vacancy to be advertised in Wednesday Window.	Cathy
<b>BOT Workshops</b>	STA workshops notice to be emailed to all BOT members	Cathy

  
Chairman  
15.4.15