



Board of Trustees Meeting Minutes  
19<sup>th</sup> March 2019 at 5.30pm.

**Present:** Mary Tait-Jamison, Michael Rall, Lisa Hickling, Nathan Smith, Peter Flint, Olaf van der Beek, Melanie Auld.

**Guests** Marlis Resenterra (Finance Report)  
Sarah Lockwood

**Minute Taker** Michael Rall

**Apologies** Stephen Lane, Louise Gawn, Clayton Bunning

**Opening and Verse** read by Mary

**Confirmation of Agenda & Previous Minutes**

**Finances first item**

Proposal to approve previous minutes		
Proposed Nathan	Seconded Peter	Carried unanimously

**Matters Arising**

- Amendment Staff Survey. All teachers receive a better chair
- Drop letters Oceania
- Alignment of letters and time
- Possible good person to fill position in admin office. Suggestion about contract to manage employment responsibilities.

**Correspondence**

**In:** Read and tabled

- Education Gazette
- Triannual School Elections
- MOE supplementary agreement roll increase improved to 225
- STAR

**Out:** Letter to Fran (Mary) after she resigned.

- Letter to Wananga

**Financial Report**

- No confirmed reports available yet and no feedback from auditors. They will make some suggestions or recommendations soon.
- Healthier looking working capital. Not exactly what MOE expects but much closer.
- Our accounts should not raise any flags. We are heading in the right direction. Fundraising must increase or substitute working capital.
- MOE expects that a school needs to build a reserve
- Positives: Higher Grant, Children with complex needs, International student,

*SM*

- Has the BOT looked at the new budget for 2019 yet? BOT needs to pass it.
- Questions: Why was insurance so high? Why are the bank fees so high? Lose a card just raises number. We budget more than needed. We using dropbox now. Upgrading it. Audit fees. We paid this year for last year.
- Paying for the teachers' chairs. Will come from furniture grant.
- Melanie asked: Is dropbox best option. All agreed that it is a good option. Easy to access.

<b>Move that the Board approve the operating and balance sheet budget.</b>		
<b>Proposed</b> Peter	<b>Seconded</b> Olaf	<b>Carried unanimously</b>

### Principal's Report

- Things are going well. Class one is well settled as is Class 6 the other transitioning class.
- Management staffing entitlement. 9.7 in 2018 and 9.6 in 2019. We have 11 staff. This year paying a BOT funded teacher. Some paid out funds of Teacher Aide funding. Will ask WST if we do not have enough funding. Just to raise awareness of the status.
- Current roll is 196. Of the Three transfers in at beginning of year two have left as Rotorua, too far to travel. Australians from Byron Bay found it too difficult to move to NZ and additional family issues made them leave.
- 7<sup>th</sup> April is the Founders meeting. BOT is invited to this meeting
- Waldorf 100. Stephen Sagarin. 11th April and 12th April Talking "Growing with Your Kids – Survival Tips for Waldorf Parents".
- SEANZ Governance Forum Lisa and Mary attended Found it useful and interesting
- Crisis in Christchurch (shooting) - School managed it well. School will practice a lockdown procedure in Term 2. Communication is crucial. Two-way radios, Megaphone, telephone, mobile phone and computers will be used during a crisis. Few more two-way radios will be purchased
- School is good in inclusion - Parent feedback shared.
- National Assessment Project tabled. We go much slower than other schools. Class 4 student achievement lowest, Class 7 highest of NZ Waldorf Schools.
- KiVA report: Olaf wants feedback on how it's working. Whole programme to deliver, formal lessons as well as dealing with individual referrals. It seems to be a good process. School is enjoying, it provokes lively discussions during College of Teachers' (COL) meetings. Teachers are dealing with students outside their class. So far two referrals. A criticism is that students are talking to "unfamiliar" teacher. The school has not rolled the details to parents, because we are still in a pilot situation and staff have requested space to develop it well.

### Health and Safety

<b>Comprehensive system of health and safety management, procedures are in place that ensure a safe physical and emotional environment for all.</b>		
<b>Proposed</b> Peter	<b>Seconded</b> Nathan	<b>Carried unanimously</b>

- Name of federation has changed to Steiner Education Aotearoa New Zealand (SEANZ). Needs to change in all forms.
- Typo class 6 on EOTC

- Camp review from John tabled. Very detailed.
- The School's documentation base is very strong.

**Communication Audit**

- Melanie put forward a comprehensive report. A cost might be incurred
- Sub-committee to filter some issues out before specialist support is needed.

**Volunteers;**

- Office staff Will help that systems talk to each other - Marlis
- Peter suggested Michelle Flint to help as volunteer
- Lisa Hickling.

<b>We appoint a sub-committee to set out a method for assessing the current and desired communications approach and steps towards achieving and resulting in an action plan and sub-committee will consist out of Marlis, Lisa, Olaf and Mel</b>		
<b>Proposed Peter</b>	<b>Seconded Nathan</b>	<b>Carried unanimously</b>

**BOT elections**

- Take place on 7th May
- Staff Returning officer. Secretary / admin officer.
- Letter has gone out to find interested people

**Board Internal Review - Personnel Audit**

- Employment law. Make sure that everything is done correctly. Mary welcomes this
- Mary and Lisa will work together on this with others as necessary . It has been included in the Board Work Plan and scheduled for August.

**WST**

No report Louise sick

Meeting closed.

BOT in committee to discuss Mary's appraisal

Next meeting  
14<sup>th</sup> May 2019