Cape Byron Rudolf Steiner School Incorporated

Annual General Meeting 2014
CAPE BYRON RUDOLF STEINER SCHOOL ASSOCIATION
INCORPORATED

ANNUAL GENERAL MEETING

AGENDA

Monday, 7th April 2014 – 5.30 pm in the Library

1. Welcome

2. Attendance (please write your name on the attendance sheet) and apologies

3. Correspondence in: Nil

4. Confirmation of Minutes of The Annual General Meeting held on 8th April 2013.

5. Council Report (James Dods, Chairperson)

6. Treasurer's Report (Jeremiah O'Toole, Treasurer)

7. Principal's Report (Nerrida Johnson)

8. College Report (Teera Palmer)

9. Appointment of the Auditor for 2014

10. Election of Council Representatives
    a. Association Representatives
       Current members to vacate positions prior to election process
          (i) Confirming nominations received:
              James Dods, Sophie Kemm, Kier Morrison, Jamie Morton, Jeremiah
              O'Toole, Annie Stante, Peter Valerio. (Simon Clarke’s nomination
              withdrawn)

    b. College Representatives
       (i) Noting College appointments to Council:
           Teera Palmer, Rachel Knight, Steve Richards

10. Closure of the AGM (scheduled for 6.30pm).
The 2013 AGM was held in the library at CBRSS.

**Attendance:** Rachel Knight, James Dods, Steven Richards, Nerrida Johnson, Jeremiah O’Toole, Rosina Mihajlovic, Joanne McMurty

**Apologies:** Simon Clarke, Teera Palmer, Katie Biggin, Marlis Griffiths, Strawberry Connors, Gavin Colley, Susan Mothersole, Gregorio Noakes, Julie McVeigh

**Correspondence** - none

**Confirmation of Minutes of The Annual General Meeting held on May 28th 2012**

MOTION: That the Minutes are accepted.
MOVED: James SECONDED: Jeremiah
Motion accepted.

**Council Report (Jeremiah O’Toole, Chairperson)**

MOTION: That the Council Report be accepted.
MOVED: Jeremiah SECONDED: James
Motion accepted.

**Treasurer’s Report (Jeremiah O’Toole)**

MOTION: That the Treasurer’s Report be accepted.
MOVED: Jeremiah SECONDED: Steven
Motion accepted.

**Principal’s Report (Nerrida Johnson)**

MOTION: That the Principal’s Report be accepted.
MOVED: Nerrida SECONDED: Jeremiah
Motion accepted.

**College Report (Nerrida Johnson)**

MOTION: That the College Report be accepted.
MOVED: Nerrida SECONDED: Jeremiah
Motion accepted.

**Appointment of the Auditor for 2013**

MOTION: That Wappetts Chartered Accounts (WCA) be appointed as Auditors for the 2013 accounts.
MOVED: Jeremiah SECONDED: James
Motion accepted.

**Election of Council Representatives**

Association (Parent) Representatives
Current members to vacate positions prior to election process

Confirming nominations received: Jeremiah O’Toole, James Dods, Simon Clarke

MOTION: That the here-mentioned parent representatives for 2013 be ratified as members of the School Council: Jeremiah O’Toole, James Dods & Simon Clarke.
MOVED: Rosina SECONDED: Joanne
Motion accepted.

**College Representatives**
Confirming College appointments to Council:
MOTION: That the here-mentioned College-nominated teacher representatives for 2013 be ratified as members of the School Council: Teera Palmer, Katie Biggin, and Steven Richardson
MOVED: Jeremiah SECONDED: Rachel
Motion accepted.

10. Closure of the AGM meeting 5.45pm.
Firstly, I wish to acknowledge the Bunjalung People as the original custodians of the land our school is situated on. I also wish to acknowledge our elders both indigenous and non-indigenous. I acknowledge the school founders, all past and present Council, management, College, teaching staff and association members who have contributed to creating the amazing school we are today.

I would like in particular to thank Nerrida, Katie, and Teera for their determined, fair and transparent leadership over the past year, a year which has not been without its challenges.

I thank the school council for their commitment and dedication. In particular I wish to thank Jeremiah for his support, collaboration and advice in relation to my position as Chair.

Council also acknowledges the clear and concise financial reporting and management provided by Mark Charter, our external accountant and Julia Fox, our finance administrator. Thanks to the tireless efforts of Mark, Julia, and the whole management team, the school is in its best ever financial situation, with resources available to support the school to continue moving towards a higher and higher standard of excellence. We finished the year on track with our budget, despite the difficulties presented by a change of Government and the subsequent lack of clarity on funding.

We started the year with our new principal, who stepped in to this difficult and constantly challenging role with courage and determination. Council has encouraged and supported the principal to attend training and workshops with the AIS, which have greatly benefited her in adapting to her role. An extensive 360 degree evaluation of Nerrida’s performance at the end of 2013, which engaged feedback from teaching staff, parents, management, College and Council, found that she was meeting the National Principal Standards at a very high level.

During the year the Council adopted a timeline, process and format for our new Strategic Plan. It is intended that the Strategic Plan will be completed this year, following extensive consultation with parents, teachers, support staff and students.

Council has, throughout the year, supported a strategic direction of increased focus on professional learning and development for teachers. This has been made possible through the school receiving a $30k grant specifically for the implementation of the Appretio System for staff review and professional learning. Council also approved an increase in budget for Professional Learning for 2014.

Council has overseen a major overhaul of the school’s policies during the past year. Many policies have been reviewed or rewritten to reflect current legislative requirements and the needs of the school. This process will continue in the coming year. It is an important task of Council to ensure there are adequate and appropriate policies and procedures in place to support the operation of the school.
The year has seen substantial expenditure on road repair, maintenance and construction, the outdoor learning area (stage one), and ongoing general maintenance and improvement of the school's facilities. The new, at times still challenging, Edumate administrative software system has been introduced, and Council trust that it will serve to streamline and improve many aspects of school management.

Council has supported management in successfully dealing with a number of difficult staffing issues, and a major restructuring of office management.

I wish to thank all parents, teachers, support staff, management and, not least, students. All have contributed greatly to creating this magnificent school community and the positive launching pad we now find ourselves on, ready to take the school to a higher and higher standard of Steiner education.

This has been a year the school can be to be proud of; a year which sees, for the first time, a waiting list of students which actually far exceeds the current number of students in the school. This speaks volumes for how we are seen and perceived by the broader community.

Congratulations to the whole school community.
It has been an honor and a privilege to serve on your Council.

James Dods
On behalf of the
School Council.
Summary Financial Information

Cape Byron Rudolf Steiner School recorded an Operational Surplus of $201,026 in 2013 compared to an Operational Surplus of $96,539 in 2012. The following were the major contributing factors:

- There was an increase in funded students to 343 in August 2013 from 334 in August 2012.
- There was non-operational income of $120,300 in capital and other grants in 2013, compared to capital grants of $214,967 in 2012.
- There was an additional $97,542 invested into teaching salaries and on costs to maintain student population and attract new students.
- The camps and excursions increased by $30,582, as a result of the increased student population.

Current Assets

There was an increase in the cash reserves during 2013, mainly as a result of the surplus for the year. There was a net cash surplus from operating activities of $469,375, which is attributable to the operating surplus. The major investing cash outflows was investment in new facilities and equipment for students and staff of $81,220. There was $110,077 in loans repaid during the year. The level of cash held at the end of the financial year was $278,077 higher than the end of 2012. The net level of debtors decreased from $105,016 to $86,214 at 31 December 2013.

Non Current Assets

The main acquisitions this year were in relation to IT infrastructure. There was depreciation of $248,856 against all the School’s assets, which is similar to prior years with only minor additions in the current year.

Income

The amount from government grants increased by $211,495 during the year, which is primarily a result of increased funding per student. The School continues to be reliant on Government grants with 35% of income from fees charged to parents and guardians. There were various capital and other grants received during the year totaling $129,300.
Expenses

Our expenses are predominantly fixed with 72% of our total operational expenditure related to salaries and allowances. The maintenance and depreciation costs are increasing with the additional buildings and students on site.

Future Outlook
Given the current economic climate many independent schools in Australia are suffering of hardship, however the School Council is pleased to report that our enrolments have remained strong. The school still has a strong cash position at the end of the year

With the record student numbers, there will also be increased costs in maintaining an effective learning environment. The School is also repaying down existing debt, so that future improvements can be financed.

With the continued support of Parents, Staff and Management we look forward to the challenges of the 2014 year, whilst still staying committed to providing quality education.

Jeremiah O'Toole
CBRSS Council Treasurer
Cape Byron Rudolf Steiner School

Principal’s report to the 2014 AGM

The beautiful land on which our school is built has a history stretching back to the beginning of the Dreaming. We are privileged to have the use of it now. I would like to acknowledge that our school is on the lands of the people of the Bundjalung Nation, and pay my respects to elders both past and present. I acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people on this land and in this part of country.

My first year as Principal of Cape Byron Rudolf Steiner School has passed really quickly and what a journey it has been. As with every journey, there were some challenges last year, but each challenge provided an opportunity for learning for all involved. I am grateful to parents, staff and students for walking together through the challenging times as well as the wonderful times.

A truly outstanding feature of the year has been the standard of teaching and learning in the school. The level of dedication and professionalism amongst our teachers is inspiring. The standard of learning and growth our students are achieving right across the school is a true reflection of this.

It is wonderful to be working with so many actively involved and engaged parents. As I have attended Class Meetings and school events, I have felt privileged to have spent time with parents who so deeply care about the education their children are receiving, the philosophy underpinning the education we offer and the school as a whole.

There have been many highlights of the year across all parts of the school.

**Early Childhood**

**Enrolment**
The two Kindergartens continue to attract a high number of families seeking enrolment to the School. In 2013, 29 children were enrolled in the full time program, and 8 in the part time program, with a waiting list for both.

**Physical Environment**
In 2013, the following improvements were made:
- Enclosure of the smaller Kindergarten room verandah. This has made a huge difference to the space available in that room for the children.
- Trees were removed to create more open space for sun and grassed areas; turf was laid down; more gardens were created
- More soft fall defined areas were created under climbing structures
- Some older, less suitable structures were removed
- A new slippery dip was built
- Paved pathway to the storage shed was extended
- A clothes line was provided

**The Program**
- Many of the parents continue to choose to send their full time enrolled children for 4 days of attendance instead of 5.
• The Kindergarten continues to provide organic food prepared and cooked each day for the nutritional benefit of the children. The parents support this by contributing to the cost of the food.
• During 2013 Kindergarten celebrated the seasonal festivals, with parents joining them for a summer picnic to commence the year, a Harvest and Thanksgiving Festival, Winter Spiral walk and fireside supper, Spring Fair Puppet shows, Christmas Festival and End of Year Celebration lunch.
• Parent and teacher evenings were held each Term with particular topics for discussion. Parent Education Resource folders were provided to each child's family.
• Meetings were held with each child’s parents in Term 4 to provide a developmental overview and discussion about Class One readiness.
• The Vital Years Conference of the Rudolf Steiner Kindergarten Association was held in Sydney over 6 days in the July holidays, and one staff member was supported to attend.

Playgroup

At the beginning of 2014 we were able to support the opening of The Rainbow Garden Playgroup. The playgroup, which operates from a venue in Bangalow, began with a dedicated co-ordinator (Maxine Green) and a small group of families. It has now begun to grow and we expect that this growth will continue.

I would like to thank the Early Childhood Team of Julie, Jana, Elizabeth and Anatalya for their wonderful, dedicated and loving work. I would also like to welcome Maxine to the team as our Playgroup Coordinator.

Primary School

As always, the year is full of many learning adventures in the Primary School. Some highlights of the year included:

• Renewed Primary School assemblies, with an atmosphere of reverence, beauty, giving and sharing and respectful listening.
• Whilst the Winter Festival was cancelled due to bad weather, most children were still able to experience aspects of the winter story and celebration during the day at school. The Spring Fair provided an opportunity for children and families to come together and celebrate in the warm sunshine. The Autumn Festival this year was a true highlight, with the whole school coming together to celebrate in song, verse and dance.
• The music program continued across the primary school and every day was filled with the sounds of children singing and playing instruments. The Primary School string orchestras performed at special school events and laid the foundations for future work in the ensemble.
• Our school successfully hosted the Class 5 Olympiad again, hosting Steiner schools from across the region in this exciting event.
• Students from Class 3 to Class 6 participated in the school’s Primary Camping program, experiencing life away from home and school, learning to live (for a short time) as part of a larger group.
• Our Class 5 and 6 basketballers won their division of the North Coast Independent Schools Sports Association basketball competition.
• The primary swimming program continued, with swimming lessons in Term 1 and Term 4,
culminating in a Primary School Swim Fun day at Mullumbimby Pool.

- Class plays across the primary school were well attended by parents and gave our students an opportunity to learn and perform to a high standard appropriate to each age.
- We hosted a number of Teaching Practicum Students in the Primary School, with many of our experienced teachers supervising these pre-service teachers. As well as learning from our teachers, our prac students brought a wonderful new energy and enthusiasm into our primary school.
- Primary teachers dedicated a significant amount of time to preparing for the introduction of the new curriculum at the beginning of 2014. Our entire Primary Faculty have now moved to using the “Program Builder” software to create their teaching programs. This will assist teachers with their planning and the school with keeping accurate records of what has been taught.
- Primary teachers worked with the new Appretio system for review and professional learning, with the professional learning cycle focused on assessment planning.

I would like to thank the wonderful Primary teaching team, along with the specialist teachers, assistants and relief teachers who work so hard to provide our children with such a beautiful education.

**High School**

2013 saw a variety of events and opportunities for our students that showcase excellence. Student surveys attested to a high level of satisfaction amongst students for their relationships with teachers and the activities offered to them from a curriculum and extra-curricular perspective. Some of the highlights of the year included:

**Showcasing Talent**
Amazing talent was displayed on both Elective Nights celebrating Year 9 and 10 Elective work and at the HSC Showcase night, showcasing the Major Works of our Year 12 students

**Academic Success**
Last year, excellent results were achieved for HSC including a 94.5 ATAR and many Band 6 and Band 5 results

**Music**
- We were lucky enough to have a visit from musicians from The Gambia, Jaalaakey, sharing their wonderful singing, Kora music and stories. Students also enjoyed a visit from the Chooky Dancers, a male group of dancers from Arnhem Land. Finally, we were lucky enough to have the wonderful composer Rae Howell visit the school to share her process with students.
- Many of our students gained experience performing at both the Bluesfest and the Mullum music festival. A true highlight was the work of a group of our students with Mama Kin and their truly wonderful performance with her at the Mullum music festival.

**Sports**
- Our Netball Under 15’s came third in the North Coast Independent Schools Netball Competition
- In Football (Soccer) our Senior boys team won the 6 a side Community Soccer Competition. This was an amazing achievement and thanks and congratulations go to James Hagger for his
wonderful contribution to this.
• Our wonderful House Sporting Carnivals showed full attendance and multi year level participation and cooperation.

**Creative Arts**
Students produced some amazing artworks and experienced the joy of artistic expression and creation.
• Our students won many prizes in the Ocean Shores Art Competition.
• Our Year 12 students were nominated for Encore and OnStage for Music and Drama Major Works.
• A Year 12 student's film was recognised and awarded at the Byron Bay Film Festival

**English**
• One of our students had her Tobias Project book published and it is now for sale in local bookshops
• Two Year 9 students had their work published in the Write For Fun National Publication

**Permaculture**
Peter Palmer has been working with students to develop the gardens and create healthy production of food for students. The Permaculture Food Forest was formally opened at the Spring Fair. I would like to thank Peter and his little band of volunteers for helping to make this a reality.

**Careers**
Our Careers Expo was highly successful with visits from a range of professionals in the area. Congratulations to Joseph Lorback for putting so much effort into organising this informative and helpful event for our students. Our Work Experience program continues to provide wonderful opportunities for Year 10 students to experience working in an area of interest and the feedback from students is that this is a really worthwhile experience for them.

**Leadership Opportunities**
Over the last year, Rachel Holt has worked hard with our Student Representative Council to build a strong, relevant and active SRC. Students from the SRC attended a Young Leaders Day in Brisbane and gained valuable experience and information about leadership roles. The SRC also organised fundraising events including a highly successful Tea Party morning.

**Personal Development**
• We are lucky to have Lisa Romero as part of our school community. She visited the school and held personal development sessions for our students as well as providing talks for staff and parents.
• The student welfare team provided support to students (individually, in small groups and in class groups) on a range of topics.
• Gender specific guardian sessions were held, as well as all boys and all girls high school meetings, to allow students to explore and discuss issues specific to their own gender.
• In 2013 we were finally able to achieve a balance of having both a male and female guardian for every year level.
I would like to thank and congratulate all of the High School Teachers and support staff for their wonderful efforts. I am very proud of our High School and of the high standard of education, dedication and care we offer to all of our students.

**Administration and Site**

Last year, we recognised that as the school has grown so much, our administration needs have increased and the old administration structure wasn’t serving us well. A review of administration was undertaken and, with much consultation with staff, a new administration structure was created. We welcomed Yvette and Jacquie to the team and the process of moving to the new structure began. Whilst we are making some small adjustments to the role descriptions, we have an outstanding Administration Team who are working hard to meet the needs of teachers, parents and management of the school. I would like to thank each member of the Admin Team for being…… simply awesome.

I would like to thank Gavin for his tireless work in maintaining and improving our beautiful school site. Gavin’s deep understanding of our site and his attention to detail ensures that problems are quickly and efficiently overcome and that the site can operate safely and effectively at all times.

**School Council**

The School Council has worked hard in the last year to provide effective governance for the school. I would like to thank James, as Chair, for his calm support and wise advice over the last 12 months. It has meant a lot to have this support in my first 12 months as principal. I would also like to thank each of the school councilors for being willing to ask the hard questions and for their diligence and dedication to ensuring that the school is on-track and has a secure future.

The journey over the last 12 months has been exciting, interesting, challenging and invigorating. I am proud of where the school is today and grateful to all who have contributed. The challenge for the next 12 months is to keep caring, keep communicating and keep striving to be the very best Steiner School we can.

Peace,
Nerrida Johnson
Principal
2013 was a busy year for the College of Teachers. Greg vacated the position of College Chair and Marlis stepped up to take on this role.

The College met every second Thursday, with a book study preceding each meeting. All teachers are invited to this regular book study and it provides teachers with an opportunity to further their engagement with Anthroposophically based texts and ideas.

Each College meeting begins with the College Meditation. This is a meditation given by Rudolf Steiner at the founding of the first Waldorf School and shared by Colleges all over the world.

The College meetings included discussions about teacher appointments, educational matters and planning for staff professional development days and the annual staff retreat at the beginning of each year. Topics for discussion included the place of Bothmer Gym and Eurythmy in the school, school camps, the Strategic Plan, computers in the High School, the theme of Reflection (this is the College theme for 2014), teacher professional learning, the new reporting format and languages in the school.

The College considered a number of issues raised by the SEA and gave feedback to the ongoing work of the development of the Steiner National Curriculum. SEA delegates reported back to College with information from the SEA delegates meetings.

The College continues to strive to hold the spiritual heart of the school and provides guidance and advice to management, teachers and parents in relation to pedagogical issues.

With Thanks
Marlis Griffiths
Chair, College of Teachers