



# Cape Byron Rudolf Steiner School Incorporated

## Annual General Meeting 2016

### Vision

*To enable each individual to realise their potential to be self aware, resourceful and resilient with the empathy, skills and initiative to make a positive contribution to the world.*

### Mission

*To provide a nurturing, creative and academic education inspired by the indications of Rudolf Steiner for a healthy social life and the developing human being.*

## **2016 Annual General Meeting Agenda**

1. Welcome
2. Attendance/Apologies
3. Minutes of Previous Meeting

**Motion**

*That the minutes of the previous AGM be accepted.*

4. Reports: Chairperson  
Finance  
Principal  
Membership  
Chair of College

**Motion**

*That the reports be accepted as presented.*

5. Appointment of Auditor

**Motion**

*That WCA Audit and Assurance Services be appointed as the auditor for Cape Byron Rudolf Steiner School for the 2016 accounts.*

6. Close of Meeting

**CAPE BYRON RUDOLF STEINER SCHOOL ASSOCIATION  
INCORPORATED**

**ANNUAL GENERAL MEETING  
MINUTES MONDAY 18<sup>TH</sup> MAY 2015 at 7 pm**

1. The 2015 AGM was held in the library at CBRSS.
2. **Attendance:** James Dods, Nerrida Johnson, Jamie Morton, Jacquie McElhinney, Terra Palmer, Marlis Griffiths, Maree Mackintosh, Julia Fox, Peter Valerio, Jennifer Henderson
3. **Apologies:** Katie Biggin, Sophie Kemm, Gavin Colley, Steven Richards, Rachel Knight
4. **Correspondence** - none
5. **Confirmation of Minutes** of The Annual General Meeting held on 7th April, 2014  
MOTION: That the Minutes are accepted.  
MOVED: James Dods SECONDED: Jamie Morton  
Motion accepted.
6. **Council Report** (James Dods, Chairperson)  
MOTION: That the Council Report be accepted.  
MOVED: James Dods SECONDED: Jamie Morton  
Motion accepted.
7. **Treasurer's Report** (Jamie Morton)  
MOTION: That the Treasurer's Report be accepted.  
MOVED: Jamie Morton SECONDED: Peter Valerio  
Motion accepted.
8. **Principal's Report** (Nerrida Johnson)  
MOTION: That the Principal's Report be accepted.  
MOVED: Nerrida Johnson SECONDED: Peter Valerio  
Motion accepted.
9. **College Report** (Maree Mackintosh)  
MOTION: That the College Report be accepted.  
MOVED: Maree Mackintosh SECONDED: Marlis Griffiths  
Motion accepted.

**10. Appointment of the Auditor for 2015**

MOTION: That Wappetts Chartered Accounts(WCA) be appointed as Auditors for the 2015 accounts.

MOVED: Jamie Morton SECONDED: James Dods Motion  
Motion accepted.

**11. Election of Board Directors - Council Confirming Council**

nominations received: James Dods, Sophie Kemm, Jamie Morton, Peter Valerio are all duly elected and minuted.

James Dods – NOMINATED Teera Palmer SECONDED Peter Valerio

Peter Valerio - NOMINATED Jamie Morton SECONDED Teera Palmer

Sophie Kemm – NOMINATED Teera Palmer SECONDED Jamie Morton

Jamie Morton – NOMINATED James Dods SECONDED Peter Valerio

Teera Palmer, Steven Richards and Rachel Knight remain on the board until the other 4 positions are filled.

10. Closure of the AGM meeting 8pm.

## **Cape Byron Rudolf Steiner Association Incorporated. Chairperson's Report to the 2016 AGM**

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 seen change, growth and achievement, and has also been not without its challenges. They have done a great job of leading a great team of dedicated and passionate teachers and management.

I thank the Board for their commitment and dedication. I wish to welcome the new Board members Toni Appleton and Bernadette Baring and Peter Valerio. Along with Jamie Moreton and Sophie Kemm, they have joined to form a collaborative, conscientious and committed Board. A huge thank you goes out to the retired Board teacher members Teera Palmer, Rachel Knight and Steve (Ric) Richardson. They gave above and beyond during their extended stay on the Board.

Throughout our Board meetings over the last year, there has been much robust discussion as part of the ongoing process of policy development. The year has seen the completion of the Master Plan, and submissions for finance required to commence the first stage of this exciting development. We have continued to communicate clearly to the school community through a range of means and this has led to a greater understanding of policy and decision making.

I also wish to thank and congratulate the teaching staff and management for the extraordinary amount of work they put into meeting the Board of Studies registration and governance requirements. As a result the school now has full BOSTES accreditation.

I have attended P&F meetings throughout the year, and commend Tanja Nelson and the P&F team and all those who contributed on their commitment to fundraising and implementing valuable initiatives to further enhance our wonderful school.

The Board also acknowledges the clear and concise financial reporting and management provided by Mark Charter, our external accountant and Julia Fox and Annas Nabi, our Finance Administrators. Thanks to the tireless efforts of Mark, Nerrida, Julia, Annas, and the whole management team, the school has retained its 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 showing a healthy bottom line for the third year in succession.

During the year the Board has overseen the often arduous task, of formatting our new Strategic Plan. The Strategic Plan has been completed this year, following extensive consultation with parents, teachers, support staff and students.

The Board has, throughout the year, supported a strategic direction of increased focus on professional learning and development for teachers. This has been supported through the school receiving a \$20,000 grant last year to implement the 'Embedding Excellence Program.' The school received a further \$10,000 this year to continue work towards achieving the improvement goals set.

The Board has supported management in successfully dealing with a number of challenging 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 proud of; a year which sees, for the third year in succession, 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 Board.

James Dods  
On behalf of the  
School Board.

# **Cape Byron Rudolf Steiner Association Incorporated**

## ***Treasurer's Report to the 2016 AGM***

### **Summary financial information**

Cape Byron Rudolf Steiner School recorded an Operational Surplus (profit for the year) of \$566,117 in 2015 compared to an Operational Surplus of \$357,391 and \$201,026 in 2014 and 2013 respectively. The following were the major contributing factors:

- Revenue was up \$337,807 on 2014, due to increases in grant funding per student, increases in student numbers and school fees.
- There was an additional \$146,847 invested into teaching salaries and on costs over 2014, to maintain the teaching standards for an increased student population.

There was an increase in the cash reserves during 2015, mainly as a result of the surplus for the year. There was a net cash surplus from operating activities was \$677,607. The major investing cash outflows were investment in new facilities and equipment for students and staff of \$153,657. Borrowings were reduced by \$133,006 during the year (\$120,871 in 2014). The level of cash held at the end of the financial year, was \$390,944 higher than at the end of 2014.

The net level of debtors remained steady during the year. There was an \$18,695 increase in employee provisions during the year.

### **Non Current Assets**

The main acquisitions this year were in relation to toilet facilities, extensions in the administration centre, a solar power system mounted on the COLA and various classroom furniture and computers. Depreciation against all School assets was \$268,138, which is similar to prior years. No major capital projects were undertaken in 2015.

### **Income**

Government grants increased by \$185,344 over 2014; primarily due to higher grant funding per student. Government grants remain important to the school with only 36% of income coming from fees charged to parents and guardians. Figure 1 shows a breakdown of income for CBRSS for 2015.

## Expenditure

Our expenses are predominantly fixed with 74% of our total operational expenditure related to salaries and allowances. This is normal for a school and within the Australian Independent Schools benchmark. Ongoing maintenance costs are expected to increase with the high student population on site, but are still well within expected budgets. The school is looking at capital projects to keep our facilities up to date for students. Figure 2 shows a breakdown of expenditure for CBRSS for 2015.

### CBRSS INCOME FOR 2015

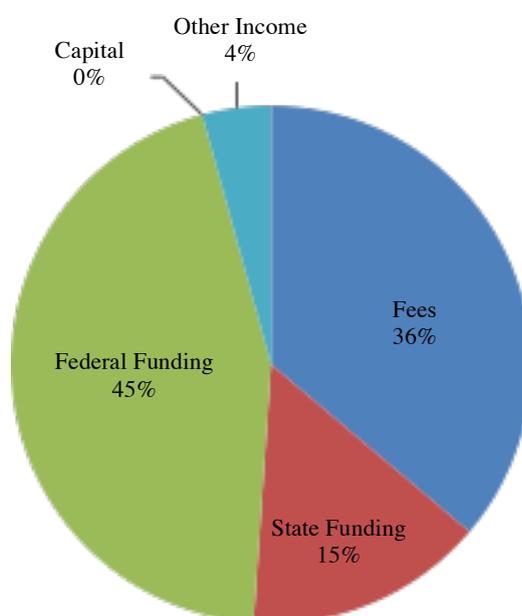
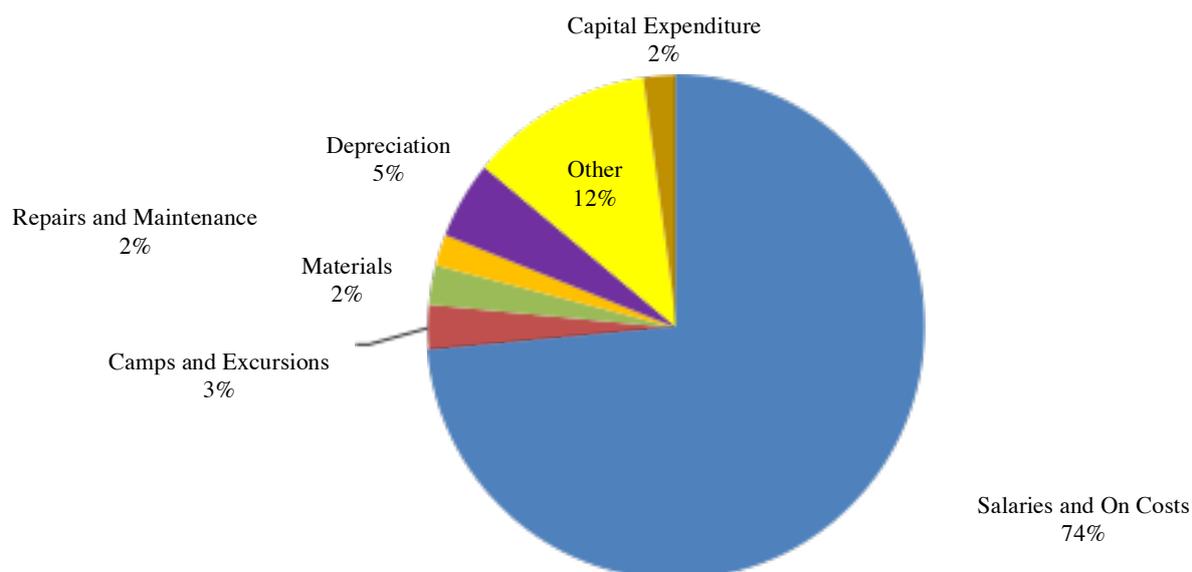


Figure 1: CBRSS Income for 2015

## CBRSS EXPENDITURE FOR 2015



**Figure 2: CBRSS Expenditure for 2015**

### Future Outlook

The school is in a strong cash position at the end of 2015. This provides a solid base for the challenges of managing the current school population and providing for future maintenance.

With student numbers being close to capacity throughout 2015, the challenge has been how to maintain an effective learning environment. The School is factoring in increased maintenance as School infrastructure begins to show its age and continues to pay down existing debt (\$133,006 contributed in 2015) so that future improvements can be financed.

With the continued support of Parents, Staff and Management we look forward to the challenges of the 2016 year, and remain committed to providing quality education.

Jamie Morton Treasurer

CBRSS Board

# **Cape Byron Rudolf Steiner School**

## ***Principal's report to the 2016 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 Arakwal 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. We are so very privileged to have the use of this land now.

What a wonderful, busy 12 months since our last AGM! There have been many important achievements for the school and much dedicated and very professional work from our teachers, non-teaching staff, Board Members and members of the school community.

At the last AGM, our new constitution was adopted and we have spent the last 12 months in a period of transition to the new constitution. We now have a stable and professional Board who are working strongly in the governance sphere. I very much appreciate the support of the Board and their clear focus on setting the 'big picture' direction of the school. I would like to particularly thank James Dods, Chairperson, for his ongoing support and his dedication to ensuring the school has a strong and secure future.

We have experienced another year of wonderful teaching and learning. Our 2015 graduating class achieved outstanding results, resulting in the school being listed in the top 100 schools in the state. Our teachers are engaged in a process of continuous learning, improvement and change and their dedication to their work is inspiring.

Our College of Teachers is vibrant and active and supports all teachers in the school to deepen their understanding of the anthroposophical basis for the education we offer. Maree Mackintosh did an excellent job of holding and leading the College last year and this work has been continued this year through the work of the joint College Chairs, Rachel Knight and Malcolm Wilson.

Last year we completed our Board of Studies registration process. Teachers worked hard to ensure their programming and assessment were of an extremely high standard, whilst the Board worked to ensure we finally had a license agreement on the car-park land so that we could have a DA which allowed us to keep our current number of students on site. All of this work ensured we gained the maximum possible BOSTES registration of 5 years.

After months of hard work, we finally completed a Strategic Plan for the school, which has set the direction of the school for the coming years. The plan will be reviewed and updated at the end of every year so that it is a living document, guiding our decisions into the future. Most importantly, as part of the development of the Strategic Plan, we worked together with teachers, parents, non-teaching staff and students to develop new Vision and Mission statements for the school. These statements clearly outline why we are here and what we are working to achieve. The Vision and Mission statements can now be found across the school and are forming part of our regular school based dialogue.

Another major achievement for the year was the development of the school Master Plan. Michael Leung, Architect and parent in the school, guided this process expertly, consulting with the school

community (and particularly with the teaching staff) to develop an exciting plan for the development of our buildings and facilities into the future. As a result of this work, we have just submitted an application for Block Grant Authority funding so that we can build a new Science/Maths building in the High School. If this application is successful, we hope to start building at the beginning of 2017, with students using the new facilities by the beginning of 2018.

The school has experienced full enrolments for the last 12 months. Our numbers are capped at 370 students (due to restrictions on our DA) and we have had full enrolments with a growing waiting list over the last 12 months. At the time of writing, we had over 450 students on the waiting list. This is a wonderfully strong position for the school, however managing such big waiting lists has its own challenges and we have been working to strengthen our policies and procedures in this regard.

In June last year, we hosted the Steiner Education Australia National Teachers' Conference. Steiner teachers came from all over Australia to listen to international guest speakers and participate in a broad range of lectures and workshops. Respected keynote speaker, Christof Weichart, said that our school is a leading example of the "wonderful new heartbeat of Steiner education across the world." Our teachers and broader school community can be very proud of the education we are providing.

I have worked as a member of the executive of Steiner Education Australia, our peak body, over the last year. I have really enjoyed this work, contributing to the broader picture of Steiner Education across Australia and bringing back a wealth of knowledge and new skills to our school. I look forward to continuing this work over the coming year.

I would like to close by thanking the Management Team, Katie and Teera, for their support, advice and professional wisdom. I would like to thank each member of our school staff for their dedication and commitment to ensuring we provide the best possible education for our students. Thank you to the parents and other members of the broader school community for helping to make our school the warm, vibrant and supportive place that it is. Finally, I would like to end by thanking our glorious students for being such inquisitive, engaged, encouraging, complex, creative, challenging, enthusiastic, thoughtful, energetic and inspiring learners.

Peace  
Nerrida

## **2016 AGM Membership Report.**

As this has been the first year of our new constitution, Membership movements have been a little unusual.

The 597 existing members of the Association at the date of the adoption of the new Constitution, 27<sup>th</sup> April 2015, were deemed to be ongoing Members of the Association, with their membership current until the 31<sup>st</sup> of January 2016. In the period up to 31<sup>st</sup> January, 18 of these members ceased their membership of the Association when they or their children left the school and the membership of the remaining 579 Members expired on 31<sup>st</sup> January this year.

54 People have applied for membership and had their application approved by the Board. At the time of writing, 45 of these had paid their membership fees and were thus Members of the Association. The Board has not rejected any applications for Membership.

# **Cape Byron Rudolf Steiner School**

## ***College Report for the 2015 AGM***

Last year in College meetings there were usually three main aspects of which the meeting comprised.

1. General notices and reports from the Kindergarten, Primary and Secondary faculties.
2. Agenda items that were discussed - ideas and opinions expressed. Towards the end of last year there was much discussion about the format, content, frequency and timing of college meetings.
3. Presentations by selected staff (four different staff members per meeting) on child study methodology (inspired by the key note speaker at the SEA conference in July) and anthroposophy (summaries of Steiner lectures), along with discussions thereby generated.

There was also valuable and extensive brainstorming and collaboration on what we want for our school. From this came the ethos statements (a crystallisation of our vision and purpose) and the Master Plan for the future of our campus.

On the first college meeting of 2016 we had a nourishing session of sharing what is good about our school.

On the next meeting Marlise was voted in as the staff rep on the School Board. Also Rachel, Malcolm and Rosina were voted on as College Chairs. Rosina communicated at the time that her health may prevent her from staying in this roll and shortly after this she decided to step down from this shared position.

The sole agenda for the next meeting was to discuss how we would like College to run in 2016, including themes and activities. After a very fruitful discussion the suggestion was made that we spend the year working through the developmental ages, with the goal of deepening our understanding of the profile of the child and how Steiner education at CBRSS aims to meet and guide children of this age. As a result we, as College chairs, came up with the idea below as to how each individual meeting could be scheduled and the theme for each one.

### **Each meeting to have the following format:**

3.10 -3.25 Singing

3.25 -3.30 Transition to relevant classroom

3.30 - 3.35 College meditation

3.35 – 3.45 Agenda Items - Please forward these to College Chairs by the Tuesday before College

3.45– 4.40 Study of the child led by Class Teacher/Guardians incorporating:

- Class profile including background on the developmental stage, relevant teachings by Rudolf Steiner (Study – materials provided by relevant staff member in the proceeding College meeting or week prior)
- Practical activity/s and explanation of reasoning/relevance, linking back to study

4.40-4.45 Closing verse.  
4.45 – 5.15 Short Faculty Meetings

### **Schedule for 2016**

#### Term 1

Week 4 – Overview of Steiner Education and the Anthroposophical understanding of the human being.  
Week 6 – Kindergarten  
Week 8 – No Meeting  
Week 10 – Class 1

#### Term 2

Week 2 – Class 2  
Week 4 – Class 3  
Week 6 – Child Study  
Week 8 – Class 4  
Week 10 – Class 5

#### Term 3

Week 2 – Class 6  
Week 4 – Class 7  
Week 6 – Class 8  
Week 8 – Child Study

#### Term 4

Week 2 – Class 9  
Week 4 – Class 10  
Week 6 – Class 11  
Week 8 – Class 12  
Week 10 – Feedback and Planning for 2017. Election of College chair 2017

This format seems to be working very well. There has been excellent feedback and a lot of excitement about the opportunity to share and gain knowledge in such a rich way from each other.

Rachel and Malcolm  
College Chairs 2016