



## Directory of Mandates

### **WHAT'S HAPPENING IN THE SCHOOL? WHO DO I SPEAK TO? HOW DO I GET INVOLVED? HOW IS THE SCHOOL ORGANISED?**

The School is organised in such a way that the College of Teachers is pivotal. Why? Because, for every issue, the first and foremost question that must be asked is: "What is the best thing for the children and young people?"

The School works out of the understanding of the development of the child/human being as given by Rudolf Steiner. This has proven a deep and rich well of practical wisdom, and the teachers are committed to continually developing this understanding. Central to the activity of the College of Teachers is reflection upon the children and young people in the school, what is happening in each of the classes and for every individual student. The teachers spend time together, talking about the students, and so each teacher has knowledge of each child and young person in the school, or endeavours to.

There is also an ongoing dialogue with parents as issues arise, so the School is in a continual dynamic of changing/refreshing/renewing; and through all of this, the pivotal point is this understanding of the developing children and young people in our care.

We like to deal with issues through relationship. If there is an issue regarding your child, then the best person to speak with is the class teacher. In high school, speak first to the High School Coordinator. Every issue is an opportunity. When the parent and teacher come together in mutual respect, then there are positive outcomes. We have a Communications Protocol, which details this approach. We also have a dispute resolution process for times when things fall out which is outlined in the Complaints and Grievance Policy. There is always a positive path for resolution. We like to think that the "relational way" models for our students, how a sometimes difficult issue can be dealt with productively. We also think this is a good indication of living community.

**The Board**- The College of Teachers reports to the Board. There are currently six Directors. The College representatives are John Daniel, Lynn Daniel and Erica Chaperlin. Sarah Mann, Steve Grieve and Carole Young are the other Directors. At least 50% of the Board members must be College members (currently three), ensuring that the philosophy of the School is always central in decision making. Steve Grieve is a parent in the school with a background in music teaching, composing and performing. Sarah Mann is also parent at the school, with experience as a classroom assistant, and ongoing study in anthroposophical medicine and naturopathic medicine. Carole Young has recently been appointed to the Board. She was a parent in the early years of Kindlehill and has corporate consulting experience in strategic sustainability education and training, as well as being a physiotherapist.

The Board of Directors is elected from Kindlehill's Register of Members, a group comprising parents of students at the school, College members, current Directors and others who wish to support the school. Members have the right to elect and remove Directors, call special



meetings and ensure a vote on special resolutions. Currently there are 21 Members, the nomination and election process of new Members occurs at the AGM.

The Board has statutory obligations, and it has responsibility for watching over the big issues of the School, and ensuring that the School fulfils its mandate. Board members (unless their 'other job' requires it) do not get involved in the day to day activity of the school, so that they can perform the role of 'wise and cool heads'. A few examples: the Board was intimately involved in all of the decisions relating to the purchase of the School property; meets quarterly to review finances, budgets, and ensure that statutory obligations are being met; and makes decisions in regard to large or contentious issues in the School.

**The College** - The College of Teachers is comprised of all of the full time teachers and Adam Alcorn. It has executive responsibility, i.e. they run the School collegially. Each College member has mandates that they oversee and bring expertise to.

The Business Manager, and other office staff including Lisa and Rebecca, provide administrative support to the College in fulfilling these mandates. Other teachers in the school consult with the Principal and College through regular meetings, in regard to implementation of educational goals, programmes and practices.

The College sets the direction and vision of the school, long term and short term. It works with the Board, all the teachers, staff and the parent community in regard to this. The annual Vision and Directions meeting is held in September.

The College of Teachers is comprised of:

**Lynn** - Principal

- Coordination of pedagogical matters
- High School Coordinator
- NESAs, registration, policy development and review, curriculum
- Enrolments
- Communication
- Complaints and Grievances
- Teacher Development and Performance
- Child Protection
- Sustainability

[lynn@kindlehill.nsw.edu.au](mailto:lynn@kindlehill.nsw.edu.au)

**Kirsty** - Teacher Kindergarten

- Kindy environment
- Early childhood
- Animal Welfare
- Playgroup Liaison



Kindlehill School

- WHS College Representative

[kirsty@kindlehill.nsw.edu.au](mailto:kirsty@kindlehill.nsw.edu.au)

**John** - Class 1-2

- Hard crafts

[john@kindlehill.nsw.edu.au](mailto:john@kindlehill.nsw.edu.au)

**Erica** - Teacher Class 3-4

- Coordinator of Essential Traditions and Sustainability - school focus 2020
- Literacy Coordinator
- Child Protection
- Autumn Fair and Spring Open Day Coordinator

[erica@kindlehill.nsw.edu.au](mailto:erica@kindlehill.nsw.edu.au)

**S'haila** - Teacher Class 5-6

- Gardens and bees
- Music programme coordinator, Primary School
- PDHPE Coordinator for Primary School

[shaila@kindlehill.nsw.edu.au](mailto:shaila@kindlehill.nsw.edu.au)

**Adam** - Eurythmy, High School Art and Pastoral Care.

**Business Manager** - Hugh Hallard oversees:

- School finances, setting and achieving budgets, capital budgets and works, all non-teaching compliance and reporting requirements, all WHS matters, maintenance and improvements, all administration, purchasing and accounts, all employment conditions, fees and fee relief, and PA support to the Principal.
- All non-teaching employees and contractors report to Hugh.
- Work, Health and Safety Officer

[business@kindlehill.nsw.edu.au](mailto:business@kindlehill.nsw.edu.au)

**Compliance Officer** - Lisa Parragi is responsible for the compliance of school functions including government reporting, internal and external policy compliance, processing enrolment contracts, coordinating school IT and network matters, the management of direct debit fee payments and the working with children check process. The Compliance Officer is also an active member of the Work Health and Safety Committee.



[Compliance@kindlehill.nsw.edu.au](mailto:Compliance@kindlehill.nsw.edu.au)

**Administration Assistant** - Rebecca Cornish is responsible for:

- Day to day operation of the front desk – answering phones, coordinating parent enquiries, and assisting children as needed.
- Coordination of fee direct debit schedules; ordering and storage of all class and non-class materials and supplies; coordinating the release of school reports for teachers; maintaining all common areas and storage spaces; assisting in coordination of fairs and camps; allocation of maintenance items, and coordination of schedules for maintenance works; bookings for all school spaces; bus maintenance and registration; updates to the school web site and preparation of the fortnightly newsletter.
- Coordination of Performance Space bookings.
- Administrative support to the Principal and Business Manager.

General Communication: [community@kindlehill.nsw.edu.au](mailto:community@kindlehill.nsw.edu.au)

Account related items and invoices: [accounts@kindlehill.nsw.edu.au](mailto:accounts@kindlehill.nsw.edu.au)

Administration is open 8am to 3pm daily during term time, and for the first and last week of each school holidays.

**Operations Person** - Murray Hopkins provides systems development and specialist advice to support the school's business management. He has extensive experience in Steiner school management and operations and provides ongoing improvements to the daily operation of the school.

[operations@kindlehill.nsw.edu.au](mailto:operations@kindlehill.nsw.edu.au)

**Bookkeeper** - Our bookkeeping is completed by Kylie King weekly on a Tuesday in the school office. The bookkeeper manages payroll and superannuation, reconciles school accounts and provides BAS, end of quarter, and end of year specialist bookkeeping services.

Any invoices and account queries should be sent to [accounts@kindlehill.nsw.edu.au](mailto:accounts@kindlehill.nsw.edu.au)

### **Specialist teaching and Support Staff**

Adam Alcorn: Eurythmy teacher

Amy Jenkin: Class assistant and library coordinator; specialist craft tutor

Bronwyn Kirkpatrick: Clarinet and Shakuhachi tutor

Elizabeth Cooney: Violin tutor

Jade Tinkler-Smith: Flute tutor

Jo Clancy: Dance teacher

Libby Gahl: Literacy support teacher

Miranda Earle: After school care 'responsible person'



Nicole Kelly: Class assistant  
Sarah Mann: Kindy assistant  
Sayoko Yanai: Japanese teacher  
Sally Rasmussen: School gardening programme  
Steve Grieve: Guitar tutor  
Sue Totterdell: Class assistant, music teacher, ukulele and singing tutor  
Susan Brophy: Playgroup coordinator, Kindy assistant

### **High School Teachers**

Lynn Daniel is the High School Coordinator - [lynn@kindlehill.nsw.edu.au](mailto:lynn@kindlehill.nsw.edu.au)

Adam Alcorn: Eurythmy and art  
Curt Stocksiek: Science  
Georgia Adamson: Drama  
Lynn Daniel: Geography, history and pastoral care  
Rowley Holmes: Music  
Sarah Daniel: Teaching assistant and relief teacher  
Sayoko Yanai: Japanese  
Sharon McCarthy: Mathematics  
Stephanie Dawes: English and technology, Art  
Lindsey Pacchini: PDHPE

### **Work Health Safety Committee**

The school WHS Committee consists of Hugh Hallard (WHS Officer), Kirsty Edwards (WHS College Representative), Jamie Brennan (WHS Advisor). Jamie has provided long term volunteer support and professional advice on WHS matters and legislation to the committee.

All parents and staff have a duty of care to reduce or remove hazards at the school, and on excursions and camps. You may raise comments or concerns directly with your teacher or with Hugh, who manages WHS communication to the WHS Committee and College.

### **Finance Committee**

The Finance Committee is a sub-committee of the Board with current members being John Daniel (Chair), Steve Grieve and Hugh Hallard. The committee works on all the school's finance related items, and adheres to a clear mandate overseeing the financial position of the school currently and into the future. The finance committee meets monthly, and more regularly during the annual budget preparation period.

**Volunteer Class Coordinators** provide valuable support to the teachers by liaising with parents about class related activities and news. Often teachers do not have time to manage all parent communication, and the class representatives assist as needed. Such duties include initial coordination of fairs and open days, organising meals for camps, performances and celebrations, managing cleaning rosters for the class and welcoming new parents.



Class 1-2: Kim Shaddick [kimshaddick@hotmail.com](mailto:kimshaddick@hotmail.com); 0426 817 507

Class 3-4: Gilo Holtzman [gilo.assif@gmail.com](mailto:gilo.assif@gmail.com); 0424 490 554

Class 5-6: To be confirmed

**After School Care** - Miranda Earle is the Responsible Person for Kindlehill After School Care, which operates 2:45pm to 5:45pm on Tuesdays, Wednesdays and Thursdays during term time. Miranda prepares a nourishing afternoon tea and provides beautiful craft materials (and expertise). Students can enjoy free play, quiet reading or drawing. The service is set up with Child Care Benefit and Child Care rebate for eligible families. Casual bookings and changes to bookings are required by 11am on each day of operation.

[care@kindlehill.nsw.edu.au](mailto:care@kindlehill.nsw.edu.au); 0434 775 781

**Playgroup** - Susan Brophy is the playgroup coordinator and runs playgroup two mornings per week (in the room next to Kindy). Playgroup involves morning circle, stories, bread-making and singing, as well as free play. This is a great way for parents of younger children to socialise with other parents, as well as being a wonderfully nourishing experience for the little ones.

[playgroup@kindlehill.nsw.edu.au](mailto:playgroup@kindlehill.nsw.edu.au) ; 0414 255 761

**Craft Group** - Sarah Daniel and Rebecca Cornish coordinate our craft group, which is open to all parents. The group works towards making craft for Fairs, Open Days and other special school events. A small selection of items are available for sale in the office. Craft sales are one of our main sources of fundraising. If you are interested in joining the group please contact the office.

**Gardening** - S'haila and Sally are our dedicated and diligent garden coordinators, and welcome friends and new faces to help with gardening.

Kirsty and her assistants manage the Kindy Garden and also welcome parent helpers. Sean Glassford maintains the larger external areas, including the lawn, mulched areas, and weed management.

**Maintenance** - The school's maintenance requirements are serviced by Steve Grieve (carpentry and building maintenance), Sean Glassford (cleaning of common areas, lawns, school grounds), Sue Totterdell (cleaning of performance space), and Steve Appel (maintenance of render and building "finishes").

Allocation of maintenance jobs is managed by the office, in conjunction with Steve Grieve who has a broader view of the overall maintenance and building needs and manages liaison with contractors. Maintenance issues should be reported to the office rather than direct to our maintenance team.

Specialist tradespeople, builders, and carpenters are consulted and used as needed on larger projects.



Parent volunteers provide support by cleaning classrooms and at working bees.

**Capital Works and Construction** - The school's master building plan is prepared and managed by Jamie Brennan in regular consultation with the Business Manager, College and the Board. The school has recently completed new classroom spaces, dedicated Art Studio and Technology space.

**Events and Fundraising** - We are fortunate to have a number of parents who selflessly jump in to coordinate fairs, open days, stalls, and other fundraising events. We are always in need of parents to share the load of coordinating these events. Requests for assistance are sent out via Class Coordinators throughout the school year. The Autumn Fair is held in March, and the Spring Open Day is held in September each year.

Class 3 parents manage the running of the Autumn Fair and Spring Open Day each year, actively participating in the planning and implementation of the events. It is expected that families from across the school participate and support Class 3 in the implementation of these events.

**Artistic Workshops, Seminars and Talks for the Parent Community** are advertised in the newsletter and on posters throughout the school, but you are welcome to pass on expressions of interest to Lynn or Kirsty.

[Lynn@kindlehill.nsw.edu.au](mailto:Lynn@kindlehill.nsw.edu.au)

**The Performance Space** hosts schedule weekly activities and ad-hoc events for Kindlehill and the greater community. Event posters are displayed at the entrance to the performance space, and details are also provided on our web site and in our fortnightly newsletter. It may also be hired for use by parents for community activity, pending availability. The Administration Assistant manages all performance space bookings. All bookings are reviewed to ensure they work within the ethos of Kindlehill.