



## 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 and renewing; 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. This is outlined in the Complaints Handling Policy and Procedures and can be found on our website. 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 one and up to three Board members must be College members (currently three). Steve Grieve was a Kindlehill parent for many years and has a background in music teaching, composing and performing. Sarah Mann is also a parent at the School, with experience as a classroom assistant and ongoing studies in anthroposophical medicine and naturopathic medicine. Carole Young was appointed to the Board in 2020. 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'. The Board was intimately involved in decisions relating to the purchase of the School property. It



meets quarterly to review finances, budgets, to 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 full-time teachers, Adam Alcorn and Sharon McCarthy (as High School representative). 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 regarding the implementation of educational goals, programs and practices. The College sets the short- and long-term direction and vision of the School. It works with the Board, teachers, staff and the parent community in regard to this. The annual Vision meeting is held in September.

The College of Teachers is comprised of:

#### Lynn: Principal

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

In 2021, Erica will take up some these responsibilities while Lynn is on Long Service Leave.

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

#### Kirsty: Teacher Kindergarten

- Kindy environment
- Early childhood
- Animal Welfare
- Playgroup Liaison
- WHS College Representative

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

#### Pippita: Teacher Class 1

- Maths Coordinator
- Textiles and crafts

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

#### John: Teacher Class 2-3



- Hard crafts
- Finance Committee
- Building Committee
- Fairs and Open Day Coordinator

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

Erica: Teacher Class 4-5

- Coordinator of Necessary Traditions and Sustainability
- Literacy Coordinator
- Child Protection

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

S'haila: Teacher Class 6-7

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

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

Adam: Teacher

- Eurythmy
- High School Art and Pastoral Care

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

Sharon: Teacher

- High School Mathematics
- High School Representative to College

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

Business Manager

Mary Deakin oversees the following:

- 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.
- Work Health and Safety Officer

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



## Compliance Officer

Lisa Parragi is responsible for government reporting, internal and external policy compliance and other obligations including fire safety, risk assessments and the Working With Children Check for staff members. The Compliance Officer also processes enrolment contracts, coordinates and manages direct debit arrangements for fee payments and is a member of the WHS Committee.

Lisa is in the office on Mondays, Wednesdays and Fridays.

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

## Administration Officer

The Administration Officer (Rebecca Cornish) is responsible for:

- Day to day operation of the front desk – answering phones, coordinating parent enquiries, and assisting children as needed.
- 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.

[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 3:30pm on weekdays during term time and for the first and last week of each term break.

## Bookkeeper

Our bookkeeping is managed by Kylie King. The bookkeeper manages payroll and superannuation, reconciles accounts and provides BAS, end of quarter, and end of year specialist bookkeeping services. Kylie is in the office each Tuesday.

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

Sayoko Yanai: Japanese teacher

Libby Gahl: Literacy support teacher

Anna Randall: After school care 'responsible person'

Nicole Kelly: Class assistant



Sarah Mann: Kindy assistant  
Sally Rasmussen: School gardening program  
Steve Grieve: Guitar tutor  
Sue Totterdell: Class assistant, music teacher, ukulele and singing tutor  
Kiara Ferguson: Playgroup Coordinator

## 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	<a href="mailto:adam@kindlehill.nsw.edu.au">adam@kindlehill.nsw.edu.au</a>
Curt Stocksiek: Science	<a href="mailto:curt.stocksiek@kindlehill.nsw.edu.au">curt.stocksiek@kindlehill.nsw.edu.au</a>
Georgia Adamson: Drama	<a href="mailto:Georgia.adamson@kindlehill.nsw.edu.au">Georgia.adamson@kindlehill.nsw.edu.au</a>
Lynn Daniel: Geography, history and pastoral care	<a href="mailto:lynn@kindlehill.nsw.edu.au">lynn@kindlehill.nsw.edu.au</a>
Rowley Holmes: Music	<a href="mailto:Rowley.holmes@kindlehill.nsw.edu.au">Rowley.holmes@kindlehill.nsw.edu.au</a>
Sarah Daniel: Teaching assistant and relief teacher	<a href="mailto:sarah.daniel@kindlehill.nsw.edu.au">sarah.daniel@kindlehill.nsw.edu.au</a>
Sharon McCarthy: Mathematics	<a href="mailto:sharon@kindlehill.nsw.edu.au">sharon@kindlehill.nsw.edu.au</a>
Stephanie Dawes: English and technology, Art	<a href="mailto:stephanie.dawes@kindlehill.nsw.edu.au">stephanie.dawes@kindlehill.nsw.edu.au</a>
Lindsey Pacchini: PDHPE	<a href="mailto:lindsey.pacchini@kindlehill.nsw.edu.au">lindsey.pacchini@kindlehill.nsw.edu.au</a>
Libby Gahl: Literacy Support	<a href="mailto:libby@kindlehill.nsw.edu.au">libby@kindlehill.nsw.edu.au</a>
Sayoko Yanai: Japanese	<a href="mailto:Sayoko.yanai@kindlehill.nsw.edu.au">Sayoko.yanai@kindlehill.nsw.edu.au</a>

## Work Health Safety Committee

The School WHS committee consists of Mary Deakin (WHS Officer), Kirsty Edwards (WHS College Representative), Lisa Parragi (Compliance Officer) and Derek Johnston (WHS Advisor).

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 Mary.

The WHS Officer and College Representative liaise with College on WHS matters.

## Finance Committee

The Finance Committee is a sub-committee of the Board with current members being John Daniel (Chair), Steve Grieve and Mary Deakin. 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.

## The Community

### Volunteer Class Coordinators

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.



In addition to the Class Coordinators, parents often volunteer to assist with excursions and other activities at the School. Whilst there are still restrictions in place regarding parents coming onsite, we are now able to welcome back those coming into the School in a voluntary capacity.

### After School Care

Anna Randall is the Responsible Person for Kindlehill After School Care. The service operates from 2:45pm to 5:45pm, Monday to Thursday during Kindlehill term time. Anna 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.

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

### Playgroup

Kiara Ferguson is the Playgroup Coordinator and runs Playgroup two mornings per week (Mondays and Tuesdays). 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.

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

### Craft Group

Unfortunately, due to current social distancing restrictions the Craft Group is not running at the moment. It is usually coordinated by Sarah Daniel and Rebecca Cornish and 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. Enquiries about the group can be directed to Rebecca in the office.

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

### 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 and Cleaning

The School's maintenance and cleaning requirements are serviced by Steve Grieve (carpentry and building maintenance), Sean Glassford (cleaning of High School, maintenance of the school grounds and lawns), Nicole Kelly (cleaning Primary School classrooms and the 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 not 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/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 Artisan Workshop.

### 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 usually held in March, however in 2021 due to COVID-19 restrictions we will not hold the event. The Spring Open Day is held in September each year.

Class 3 parents manage the running of the Autumn Fair and Spring Open Day. Class 3 parents actively participate in 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

These are advertised in the newsletter and on posters throughout the School, but you are welcome to pass on expressions of interest to Lynn.

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

### Performance Space

Our Performance Space hosts 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 website and in our fortnightly newsletter.

The Performance Space may also be hired for use by parents for community activity, pending availability. The Administration Officer manages all bookings. All requests for hire are reviewed to ensure they work within the ethos of Kindlehill.