

## 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 Teaching and Learning 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 Teaching 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, 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.

### Communication

Where there are concerns, 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 Class Guardian and if needed, the High School Coordinator. Every issue is an opportunity. When the parent/carer 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 Policy 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.

See also the Communications Protocol, available on the Kindlehill website.

### The Board

The College of Teachers reports to the Board via the Principal. There are currently six Directors. The College representatives are John Daniel, Lynn Daniel and Erica Chaperlin. Derek Johnston, Simon De Greyt and Pene Bloch are the other Directors. At least one and up to three Board members must be College members (currently three). Derek Johnston is a Kindlehill parent and became a Director in 2022. He is a Mechanical Engineer, now tutoring Woodworking at the School and is also responsible for Maintenance and IT. Simon De Greyte also joined the Board last year, he has worked in the IT industry for over 20 years and has recently decided to focus more on his Blue Mountains community. Pene Bloch was appointed to the Board in 2022. Pene is a Kindlehill parent.

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 26 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 and a selection of part-time teaching staff. It has executive responsibility, i.e. they run the School collegially. Each College member has mandates that they oversee and bring expertise to.

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 each year.

The Business Manager, and other office staff including the Administration and Compliance Officers, 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 of Teachers is comprised of:

### Lynn: Principal

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

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

### Erica (Class 6): Assistant Principal

- Class teacher 3 days per week
- Primary School Class Support
- Child Protection
- Primary School Enrolments
- Literacy Coordinator
- Teacher Accreditation
- After School Care

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

S'haila: Teacher Class 1

- Instrument Program and Primary School Music Program
- Primary School PDHPE

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

Lesley: Teacher Class 2-3

- Fairs and Open Day Coordinator 2023

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

John: Teacher Class 4-5

- Finance Committee
- Building Committee
- Woodwork Program

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

John Higgins shares this Class Teacher role, spending two days per week with Class 4-5

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

Sarah Daniel

- Class 6 teacher, 2 days per week
- Gardens
- High School teacher, History and Geography

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

Steph Dawes

- High School College representative

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

## Sue Totterdell

- Primary School College representative

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

## Primary School Teaching Support

Sue Totterdell	Primary Assistant	<a href="mailto:Sue.totterdell@kindlehill.nsw.edu.au">Sue.totterdell@kindlehill.nsw.edu.au</a>
Collette Patton	Learning Support, Library Coordinator	<a href="mailto:Collette.patton@kindlehill.nsw.edu.au">Collette.patton@kindlehill.nsw.edu.au</a>
Anna Randall	Kindy Assistant	
Susanne Evans	Kindy Assistant	
Victoria Sand	Primary Assistant	<a href="mailto:Victoria.petersen@kindlehill.nsw.edu.au">Victoria.petersen@kindlehill.nsw.edu.au</a>
Margaret Cowper	Primary Assistant	

## High School Teachers

Lynn Daniel	High School Coordinator, History and Geography	<a href="mailto:lynn@kindlehill.nsw.edu.au">lynn@kindlehill.nsw.edu.au</a>
Stephanie Dawes	English, Visual Art, Technology Marketing, Class 7 Guardian	<a href="mailto:Stephanie.dawes@kindlehill.nsw.edu.au">Stephanie.dawes@kindlehill.nsw.edu.au</a>
Curt Stocksiek	Science, WHS Committee	<a href="mailto:Curt.stocksiek@kindlehill.nsw.edu.au">Curt.stocksiek@kindlehill.nsw.edu.au</a>
Leanne Clark	Mathematics, Class 8 Guardian	<a href="mailto:Leanne@kindlehill.nsw.edu.au">Leanne@kindlehill.nsw.edu.au</a>
Lindsey Pacchini	PDHPE, 10 Guardian	<a href="mailto:Lindsey.pacchini@kindlehill.nsw.edu.au">Lindsey.pacchini@kindlehill.nsw.edu.au</a>
Georgia Adamson	Drama	<a href="mailto:Georgia.adamson@kindlehill.nsw.edu.au">Georgia.adamson@kindlehill.nsw.edu.au</a>
Julie Cooney	Music	<a href="mailto:Julie.cooney@kindlehill.nsw.edu.au">Julie.cooney@kindlehill.nsw.edu.au</a>
Sarah Daniel	Geography, Class 9 Guardian	<a href="mailto:Sarah.daniel@kindlehill.nsw.edu.au">Sarah.daniel@kindlehill.nsw.edu.au</a>
Libby Gahl	High School Learning 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>
Adam Alcorn	Eurythmy	<a href="mailto:adam@kindlehill.nsw.edu.au">adam@kindlehill.nsw.edu.au</a>
Sarah Daniel	History and Geography	<a href="mailto:Sarah@kindlehill.nsw.edu.au">Sarah@kindlehill.nsw.edu.au</a>

## Business Manager

Andrew Robertson 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 Tuesdays, Wednesdays and Thursdays.

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

#### 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.

#### IT Support, Maintenance and Workshop Coordinator

As Workshop Coordinator, Derek Johnston is currently tutoring woodworking. He manages the School's IT and Maintenance requirements, undertaking some work himself as well as coordinating contractors where necessary.

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

#### 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 Thursday.

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

#### Specialist Teaching and Support Staff

Zoe Goldsmith: After School Care Coordinator  
Kiara Ferguson: Playgroup Coordinator  
Bronwyn Kirkpatrick: Clarinet and Shakuhachi tutor  
Elizabeth Cooney: Violin tutor  
Jason Thornton: Flute tutor  
Jo Clancy: Dance teacher  
Steve Grieve: Guitar tutor  
Sarah Daniel: Gardening Program  
Victoria Petersen: Assistant  
Margaret Cowper: Assistant

## Work Health Safety Committee

The School WHS committee consists of Andrew Robertson (WHS Officer), Kirsty Edwards (WHS College Representative), Curt Stocksiek (High School Science Teacher) Lisa Parragi (Compliance Officer) and Derek Johnston (Facilities and Maintenance).

All staff and parents/carers 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 Andrew.

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 Andrew Robertson. 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

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 Volunteer Class Coordinators 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: Tanya Nash-Malone

Class 2-3: Lucy Johnston and Lulu Samuel

Class 4-5: Sevaprem Das and Bradley Main

Class 6: Caroline Lamb

In addition to the Volunteer Class Coordinators, parents often volunteer to assist with excursions and other activities at the School.

### After School Care

Zoe Goldsmith is After School Care Coordinator. The service operates from 2:45pm to 5:45pm, Monday to Thursday during Kindlehill term time. Zoe prepares a nourishing afternoon tea and provides beautiful craft materials (and expertise). She is assisted by Stella Grieve and Magdalen Elmitt. 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 on Monday and Tuesday mornings, with Zoe Goldsmith running Wednesday mornings. 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

The craft group is run by Tanya Nash-Malone. The group works towards making craft for Fairs, Open Days and other special school events. 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

Sarah is our dedicated and diligent gardening teacher. Kirsty and her assistants manage the Kindy Garden and when possible will also welcome parent helpers. The larger external areas, including the lawn, mulched areas, and weed management are managed by subcontractors.

### Maintenance and Cleaning

The School's maintenance and cleaning requirements are serviced by Derek Johnston, (carpentry and building maintenance), Michael Booth (cleaning subcontractor) and Steve Appel (maintenance of render and building "finishes").

Allocation of maintenance jobs is managed by the office, in conjunction with Derek Johnston 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 major capital works and Master Plan is continuously being reviewed and updated by the Business Manager in consultation with the College and Board. Major works include a large undercover ballcourt, an outdoor learning area and an increased grass play area. Long-term we are to a relocation of the office building to be adjacent to the carpark. An increase in the number of classrooms is being investigated to cater for the introduction of the senior high school.

### 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. The Spring Open Day is held in September each year.

Class 2-3 parents manage the running of the Autumn Fair and Spring Open Day. Class 2-3 parents actively participate in planning and implementation of the events. It is expected that families from across the School participate, and support Class 2-3 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.