

Directory of Mandates

How is the School Organised? What's Happening in the School? Who Do I Speak To? How do I Get Involved? The Directory of Mandates informs parents and guardians about how the School is organised, the various roles and responsibilities – both as individuals and in groups.

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. 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.

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.

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

The Organisation and Governance of Kindlehill School

The Board

The Board's responsibilities are to:

- ensure a governance framework, including a compliance framework to ensure that Kindlehill meets its obligations
- Approve the strategic direction to help Kindlehill achieve its purpose.
- oversee financial performance of the school.
- oversee a risk management strategy and risk management performance
- oversee the employment, performance and remuneration of the Principal.
- operate within its statutory powers and policies
- oversee the occupational health and safety of the organisation

The Board is made up of directors drawn from the membership. At least one and up to three Board members must be College members.

There are currently seven Directors:

- The College representatives are Lynn Daniel, Erica Chaperlin and Kirsty Edwards.
- Derek Johnston, Penny Jones, David Gilbert and Madeleine Dignam are the other Directors.

Kindlehill Company Secretary is Andrew Robertson.

The Board of Directors is elected from and reports to Kindlehill's Register of Members, who function as a circle of support and accountability for the Board and the School in general. The Members include staff and parents from the School as well as alumni, and individuals from the wider community. In this way, Kindlehill

is also responsive and accountable as a School to its wider community as well as our understanding of the social and spiritual imperatives of our time.

Members have the right to elect and remove Directors, call special meetings and ensure a vote on special resolutions. Currently there are 29 Members, the nomination and election process of new Members occurs at the AGM.

The College

The College of Teachers is comprised of teachers and support staff from Early Childhood, Primary School and the High School. It has executive responsibility, i.e. they run the School collegially. Senior College members have mandates that they oversee, bring expertise to as a way to develop and enhance the life of the School. College receives reports on these mandates and has oversight of the progress and direction.

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. An 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:

Erica: Principal | erica@kindlehill.nsw.edu.au

- High School Coordinator
- Coordination of pedagogical matters
- NESAs, registration, policy development and review, curriculum
- Enrolments
- Communication
- Complaints and Grievances
- Teacher Development and Performance
- Teacher accreditation
- Child Protection
- Student wellbeing
- Sustainability
- Marketing
- After School Care and Playgroup
- Teacher, 1 day per week
- Strategic Planning

Lynn: Assistant Principal | lynn@kindlehill.nsw.edu.au

- Marketing
- Sustainability
- Pedagogical matters

Kirsty: Teacher Kindergarten | kirsty@kindlehill.nsw.edu.au

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

John Higgins: Teacher Class 1-2 | john.higgins@kindlehill.nsw.edu.au

S'haila: Teacher Class 3-4 | Shaila@kindlehill.nsw.edu.au

- Instrument Program and Primary School Music Program
- Primary School PDHPE
- WHS college representative
- Fair and Open Day Coordinator

Rebecca Tyson: Teacher Class 3-4 | bec.tyson@kindlehill.nsw.edu.au

Lynn Daniel: Teacher Class 5-6 | lynn@kindlehill.nsw.edu.au

Sarah Daniel | sarah@kindlehill.nsw.edu.au

- Gardens
- High School teacher, History and Geography,
- Class Guardian – Year 9 and 10

Sue Totterdell | Sue.totterdell@kindlehill.nsw.edu.au

- Primary School College representative
- Classroom Assistant and Learning Support Assistant

Primary School Teaching Staff

Kirsty Edwards	Kindy	kirsty@kindlehill.nsw.edu.au
John Higgins	Class 1-2	John.higgins@kindlehill.nsw.edu.au
S'haila Bernard	Class 3-4	shaila@kindlehill.nsw.edu.au
Lynn Daniel	Class 5-6	Bec.tyson@kindlehill.nsw.edu.au
Adam Alcorn	Eurythmy	adam@kindlehill.nsw.edu.au
Sarah Daniel	Gardening	Sarah.daniel@kindehill.nsw.edu.au

Primary School Teaching Support

Sue Totterdell	Primary Assistant, Learning support
Eliza Logan	Learning Support
Anna Randall	Kindy Assistant
Susanne Evans	Kindy Assistant
Victoria Sand	Social Support
Collette Patton	Learning Support

High School Teachers

Stephanie Dawes	English, Visual Art, Technology Marketing, Class 7 Guardian	Stephanie.dawes@kindlehill.nsw.edu.au
Curt Stocksiek	Science, WHS Committee, Senior School Maths Teacher	Curt.stocksiek@kindlehill.nsw.edu.au
Leanne Clark	Mathematics, Class 8 Guardian	Leanne@kindlehill.nsw.edu.au
Georgia Adamson	Drama	Georgia.adamson@kindlehill.nsw.edu.au
Sarah Daniel	Geography, Class 9 and 10 Guardian, Senior School Work Studies and Visual Design Teacher	Sarah.daniel@kindlehill.nsw.edu.au
Libby Gahl	High School Learning Support	libby@kindlehill.nsw.edu.au
Adam Alcorn	Eurythmy	adam@kindlehill.nsw.edu.au

After School Care | care@kindlehill.nsw.edu.au | 0434 775 781

Meredith Mallin is our After School Care Coordinators. She provides a nurturing, educational and inspired learning Program for our students.

The service operates from 2:45pm to 5:45pm, Monday to Thursday during Kindlehill term time.

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 and can be booked via the above email or through our office on (02) 47574402

Music Program

S'haila Bernard	Music Program Coordinator	shaila@kindlehill.nsw.edu.au
Bronwyn Kirkpatrick	Clarinet and Shakuhachi Tutor	Bronwyn.kirkpatrick@kindlehill.nsw.edu.au
Elizabeth Cooney	Violin Tutor	Elizabeth.cooney@kindehill.nsw.edu.au
Jason Thornton	Flute Tutor	Jasonthornton68@gmail.com

The Administration Team

Business Manager | business@kindlehill.nsw.edu.au

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 support to the Principal.
- All non-teaching employees and contractors.
- Work Health and Safety Officer

Compliance Officer | compliance@kindlehill.nsw.edu.au

Lisa Parragi is responsible for

- Government reporting
- Internal and external policy compliance

- Fire safety
- Risk assessments
- Working With Children Check for staff members.

Administration Officer | community@kindlehill.nsw.edu.au | accounts@kindlehill.nsw.edu.au

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; bookings for all School spaces; 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.

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 | itsupport@kindlehill.nsw.edu.au

Derek Johnston manages the School's IT and Maintenance requirements, undertaking some work himself as well as coordinating contractors where necessary.

Bookkeeper | bookkeeper@kindlehill.nsw.edu.au

Our bookkeeping is managed by Sam Brown. The Bookkeeper manages payroll and superannuation, reconciles accounts and provides BAS, end of quarter, and end of year specialist bookkeeping services. Any invoices and account queries should be sent to the indicated email address.

Work Health Safety Committee

The School WHS committee consists of Andrew Robertson (WHS Officer), S'haila Bernard (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 David Gilbert (Director), Erica Chaperlin 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.

Maintenance and Cleaning

The School's maintenance and cleaning requirements are serviced by Derek Johnston (carpentry and building maintenance), Stephen and Jennifer Murray (cleaning subcontractor).

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.

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.

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

Playgroup | playgroup@kindlehill.nsw.edu.au

Meredith Mallin is the Playgroup Coordinator and runs Playgroup on Tuesday, Wednesday and Thursday 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.

Craft Group | community@kindlehill.nsw.edu.au

The craft group is coordinated by Sarah Humphreys. 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. Enquires about the group can be directed to Rebecca in the office.

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 Kindlehill Fair is usually held in March, with the Open Day being held in September each year.

Artistic Workshops, Seminars and Talks for the Parent Community | erica@kindlehill.nsw.edu.au

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

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.