



LAMPLIGHT

Newsletter of the Governance Review and FSDM*

at

Castlemaine Steiner School and Kindergarten

Vol 3 Term 2 Week 1

20 April 2009.

*(FSDM stands for "Facilitated Shared Decision Making")

This news sheet is designed to provide a flow of information to school community members about the *content* of the new governance and management arrangements and about the *progress of the process* towards implementing it.

1. Governance Changes

Constitution Changes

The governance review subcommittee has been meeting regularly and has finalised changes to the Constitution of Castlemaine Steiner School Ltd. These will be presented to the current company members at the **AGM on Thursday 14th May 2009 7.00pm.**

To date a summary of the major changes to the Constitution are;

- i. The Memorandum of Association makes clear reference to the new and revised Vision and Mission of the school.
- ii. Company membership has been widened to include all current parents and friends to a maximum of 600 members.
- iii. The membership of the Board of Directors has been expanded and clarified and will comprise:
 - 2 elected parent reps
 - 2 nominated teacher reps
 - 3-5 nominated community members
- iv. The powers and procedures of the Board of Directors have been clarified and specified. This includes the capacity to form sub-committees on specific tasks;
- v. The role and membership of the College of Teachers has been defined.

- vi. Roles and responsibilities of employees in school management are outlined.
- vii. Other clauses are standard for a small school company in terms of meeting procedures, quorums, audit and reporting requirements and in relation to the tax deductible school library.

This revised constitution will be put to the Castlemaine Steiner School Ltd. AGM for endorsement on 14th May 2009 and the existing Board members will begin the processes of implementing the constitutional changes over Term 2, 2009.

Parent Representatives on the Board

The revision of the school constitution means that during Term 2 there will be an opportunity for parents to become members of the company and then, later in the term, those who have signed up as members will be invited to make nominations for the positions of two elected parent representatives on the Board of Directors of the school. The proposed timelines for these activities are as follows:

DATE	EVENT	INFO
20 April to 14 th May and ongoing	Call for parents and friends to apply for membership of Castlemaine Steiner School Ltd.	Applications are voluntary and free and give members the right to nominate and vote parents onto the Board of Directors of the company.
Thurs. 14 th May 2009	AGM of Castlemaine Steiner School Ltd.	*The new, revised Constitution is to be approved by the 7 current members. * Applications from new parents to become members will be approved by the current Board at this meeting.
Wed. 10 th June 2009	Nominations Close for members who wish to stand for election to the Board of Directors	This is set as one week prior to the election date as required in the constitution. Nominees will be published in the Penny and on the school notice Board.
Thurs. 18 th June	Election of parent representatives to the Board of Directors at a General meeting of the Company.	The new constitution allows for 2 elected parent representatives on the Board of Directors of the Company. If there are more than 2 nominations an election will be held on the night. If there are one or two nominees, they are automatically elected onto the board.
Early Term 3 – July 2009	First full meeting of the new Board of Directors – with both nominated and elected representatives attending.	

2. Management Changes

Facilitated Shared Decision Making (FSDM)

The educational and administrative management of the school is being revised so that responsibilities are clearly mandated and authority is delegated to specific positions. The College of Teachers will maintain a learning and collegiate support role. Management of vital educational and administrative functions is mandated to management positions. The main parts of the FSDM system were outlined in the previous "Lamplight".

The **Position Descriptions** for the **School Facilitator** and the **Educational and Administrative Managers** are currently being developed by the College of Teachers and the Administrative Council. The process for filling these positions will be worked through

throughout Term 2. The Board of Directors will firstly appoint the first School Facilitator following a transparent employment process.

Some advantages of this distributed leadership model are:

- It keeps the organisation in a constant state of improvement as each position has a mandate to undertake annual improvement plans in their area of responsibility
- It promotes leadership qualities in all participants
- It balances shared leadership and decision making with individual responsibility for vital functions of the school's operations.
- It gives all stakeholders a chance to feed into the development of the school
- It gives stakeholders, via the task groups, opportunities to assist the school in authentic development.

The following table indicates the mandates at Castlemaine Steiner School and Kindergarten

The **School Facilitator** is a full time position and coordinates the following management mandates. It acts as a hub at the centre of a wheel, ensuring that all aspects of the school work in coordination, efficiency and harmony.

Administrative Managers	General areas of responsibility
Business Manager	Responsible for the fiscal and business affairs of the school.
Frontline Manager	Responsible for all front office matters including enrolment, sick bay, student records and efficient management of the school office.
Site Manager	Responsible for establishing and maintaining the school facilities and grounds, school security, caretaking and cleaning, school furniture.
Teacher Managers	General areas of responsibility
Curriculum Manager	Responsible for the progress and development of the school curriculum.
Teacher Development Manager	Responsible for the continued learning and development of the teaching faculty.
Student Discipline Manager	Responsible for all discipline matters at the school.
Student Assessment Manager	Responsible for student reports and academic records.
Learning Manager	Responsible for research and development in pedagogy.
Early Childhood Manager	Responsible for coordination early childhood programmes; Playgroup Ring a Rosie, Kindergarten and Prep.

All members of the College of Teachers are involved this term with practising the proposed educational mandates as well as the discussion forums required in the FSDM model. Teachers are currently working voluntarily in pairs on each of the mandates on tasks delegated to them by College. This period of trialling the educational management mandates is enabling staff to familiarise themselves with the roles and to test the scope of responsibilities for each position. Formally filling each management role will be completed by the end of Term 2, with a view to starting the model in Term 3.

During Term 2 College will also have their first “debate meeting” on a current topic, namely the future direction of the LOTE programme in the school. All these gestures are a positive start, part of a transition period, to implementing this new model of management at Castlemaine Steiner School and Kindergarten.

Please do not hesitate to contact any member of the College of Teachers, Sue Bruce the Caretaker College Facilitator or Deb Wardle, Business Manager, with any questions about this management model the school is developing.

Parents and Friends

There will be a Parents, Grandparents, & Friends Group meeting on Wednesday May 6th, 7:30pm at Maggie O’Shea & Dave Carré’s house – 68 Campbell St. Castlemaine 5472 2598, dcarre@netcon.net.au Open agenda – a chance for us to get to know other parents, grandparents & friends of our school and discuss any school issues. Drinks provided!

