

Raphael House Rudolf Steiner School
Board of Trustees Meeting
Monday, February 22, 2021, 6:30 p.m.
Lower School Staffroom

Attendance:

Present:	Karyn Gray	Principal
(In person)	Kyle Gibson	Parent Representative (Chairperson)
	Janet Molloy	Proprietor's Representative
	Andrea Wakelin	Parent Representative
	Chris Rae	Parent Representative
	Esmee Elias-Tito	Parent Representative
	Christine Nicholls	Proprietor's Representative
	Leah Henderson	Student Representative
	Lara Plunkett	Student Representative (job share)
	Joe Ansolabehere	Board Secretary
(Not present)	Emerald Clark	Teacher Representative

ACTIONS

- 1: **KGib** – An announcement will be made that Andrea Wakelin is stepping down as Chairperson, and Kyle Gibson is taking over.
- 2: **CR** – An explanation/apology will be composed to the parents who use the busses to Petone/Wellington, explaining why the time change has occurred, apologizing for the confusion, and explaining that further discussion is in progress to solve the bus problem.
- 3: **KG** -- Any changes to the reports on Governance – Special Character, and Operational – Child Protection will be accepted at the next meeting.
- 3: **KG** – The question of whether to search for a new Board Member will be put on the agenda for the March Board Meeting
- 4: **JM** – Janet will speak to Mark Lassen about putting through changes on the Integration Deed
- 5: **KGib** – Purchase new microphone.

MINUTES

- 1.0 Welcome – Karyn led everyone in a joint Karakia.
- 2.0 General – NEW CHAIRPERSON --Andrea announced that her term has come to an end. Janet nominated Kyle Gibson. Chris Rae seconded. Kyle Gibson was elected unanimously. (Action was proposed. See above.)
- 3.0 Conflict of Interest – Kyle has a child in class 3. Other conflicts remain as previously reported.
- 4.0 Wellington Bus Issue Report – Chris explained that a problem arose since our November meeting. The parent who was in charge of the bus that picks up kids in Wellington and stops in Petone, abruptly resigned in December. Chris explained the history of the creation and running of the Wellington Bus – it was organized several years ago by a group of parents, and therefore is

not actually run by the school. But when the last parent in charge resigned, it fell on Kyle and a couple of others to make some decisions – specifically, since the bus was losing so much money, not getting enough riders in the morning, etc. – they decided to push the pick-up times later. This has caused several parents to be quite upset. Chris also explained that the bus is not currently financially viable and the trust has been having to give increasing amounts of money to keep it going.

- 4.1 Visit from Bus Group Parents – Charlotte Haddon, Cameron Madgwick, and Caroline Heath presented their issues about the Wellington bus changes.
- the biggest problem was that the time change was announced at the very last minute, throwing everyone’s routine into disarray
 - the parents would like some sort of apology about how this happened
 - they feel that the board should support the Wellington bus more as in a partnership with the parents, specifically making the argument that the city (including Miramar) is/should be a huge draw for potential students and it is short-sighted for the school to not support this as a selling point.
- 4.2 Post Visit Bus Discussion and Action – The board discussed what actions should/should not be taken regarding the Wellington bus. Everyone was sympathetic, although Esmee pointed out that she and many of the parents who live north of the school have had to figure out their own transportation systems without school support. Chris feels that need for an apology is out of line. Karyn and Janet suggest that an apology would go a long way of smooth over ruffled feathers. More importantly, further consideration will have to be made to figure out what to do about the Wellington bus. Leah and Lana later made it clear that they feel passionate about the bus, and think the board should somehow support it. (An action was proposed. See above.)
- 5.0 Principal’s Report – Karyn went over the report that she sent everyone via e-mail, including:
- 5.1 Strategic Goal – Leadership – Karyn discussed the leadership sessions she has been doing with the staff. Various board members have heard positive feedback from those involved.
- 5.2 Achievement Report: Karyn went over the achievement report. The Board was very pleased with Karyn (and the staff’s) progress. Karyn discussed the idea of bringing the lower school and upper school hours more in line with each other. Also, the number of minutes on subjects should probably be adjusted to get longer time per session. All agreed that this is a good thing. Christine said she wanted to ensure that the lower school is made aware of how they might be impacted by the change. Karyn is looking into this.
- 5.3 Finances: Karyn said that December was a “blow-out” because holiday pay had not been included in last year’s budget. Extra support staff and relief staff was not budgeted either. So final pay was almost three times higher than expected. If it had been properly budgeted, we would have been right on budget. It is now budgeted properly for this, as well as for some better professional learning, and the staff seem to be happy with it. Andrea reported that she witnessed some of this training, and that the energy in room was “boyant.”
- 5.4 Budget: Christine asked how the donations were this year, compared to last. Karyn reported that Pip said that she’d never seen the donations coming in so fast. Christine wondered if there might be a budget surplus in a couple of years, but Karyn warned that there has been no replacement of assets for quite some time, and there will need to be in the near future, including building maintenance, etc.
- 5.5 Teacher Rep: Karyn explained that they were going to advertise it last week, but so many of the staff were out because of camp that they decided to wait until next week.

Principal's report approved by the Chair

- 6.0 **Student Leadership:** Leah and Lara reported that in student council they have just finished voting for class reps, and the new captains. In student leadership they've made a new plan, including the idea of "Fun Days" (like "Denim Day") that are for nothing but community building, and "Serious Days" that are meant to raise money for charities (like "Pink Shirt Day" or "Onesie Day" – which they do for Wellington Ambulance.) This is mostly for the upper school.
- 7.0 **Trust Report:** Chris reported that 95% of attendees paid up this year. Chris is working on the last 5% but that is very good.
- 7.1 **The Building Loan:** approved December 10, but the evaluation was only completed this last Friday. No news yet from the bank that all is done, but if we don't sign the contract on Friday then we won't start building in March. When the contract is signed, Chris would like to make an announcement, and also plan for a "breaking ground" ceremony. Janet suggested that a Christian minister could come. Leah and Lana propose that it shouldn't be only Christian, perhaps Maori. Janet suggests both.
- 8.0 **Special Character Report:** Karyn has put a draft of the report on line for all to review, including board member changes. There has been staff interest as well, so she has included some of their changes as well. The report is not due until the end of first term. If everyone will read it over, further changes can be made before the next meeting and then it can be finalized.
- 9.0 **Edgecombe Review:** IN COMMITTEE
- 10.0 **Policy Focus:** Karyn explained that there are two reports on line for the board to review: Governance – Special Character, and Operational – Child Protection. She would like everyone to read them and see if there is anything to suggest. Then reconfirm them at the next meeting. (See proposed action above.)
- 11.0 **Previous Minutes:** APPROVED.
- 12.0 **Previous Actions Review:**
Completed:
1. An overview of the Annual Plan is on our website
 2. The Special Character Review has been added into the Board Meeting Work Plan
 3. The CSE is on the Google drive for the board to have access to read, and the CSE review is being added into board timetable for next year by Karyn.
- Not Yet Completed:**
4. The question of whether to search for a new Board Member will be put on the agenda for the March Board Meeting
 5. The Board still needs to review the Integration Deed in collaboration with the trust – still must be done. Needs to be changed to no "non tagged" teachers, no "non-preference" students. Janet feels that Mark Lassen will be able to help. (See above action.)
 6. Add Comms for BT to the agenda each meeting – currently on the agenda
 7. Purchase new microphone
- 10.0 **Top 3 Points for Bush Telegraph:**
- Their has been a change of chair, the new Chairperson is Kyle Gibson.
 - Special Character Review.
 - Received the General Reports and what they say.
- 11.0 **Other Business**

- 11.1 Appraisals: Andrea suggests that we outsource this because it is very time consuming, and Kyle is not going to have time to do it either. Karyn said that Teacher Appraisals are now being done by an outside person. Andrea pointed out that Karyn and Janet have both suggested the use of an Alternative Main Stream Special Character Appraiser. Janet would suggest that we do it this year, and maybe next year.
- 11.2 Consultants: Andrea also wanted to point out that Karyn has asked for a couple of consultants, and Andrea thinks the board should be supporting this.
- 11.3 Updating The Website: Christine requested that Katie is made aware that she needs to update the board page -- since Andrea is no longer chair.

CHAIR ADJOURNED MEETING AT 8:40 p.m.

NEXT MEETING: March 29, 2021

_____ (signed by Chair) _____ (date)