

Raphael House Rudolf Steiner School

Board of Trustees Meeting

Monday, March 29, 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
	Leah Henderson	Student Representative
	Lara Plunkett	Student Representative (job share)
	Joe Ansolabehere	Board Secretary
(VIA Facetime for Bus Discussion) :		
	Christine Nicholls	Proprietor's Representative
(Not present)	Emerald Clark	Teacher Representative
	Esmee Elias-Tito	Parent Representative

ACTIONS

1: **Karyn** -- The Board approved the procurement of free feminine hygiene products.

ACTIONS:

- 15: The board will support the funding of the Lower Hutt bus on a term by term basis.
- 16: **Karyn/Christine** – Will write a communication to the school re: the Wellington Bus discontinuation, and explaining that the Lower Hutt bus will be funded on a term-by-term basis, outlining the costs, and explaining that this is as a pilot program to see if it works this year.
- 17: **Karyn/Leah/Lara** -- will start a Student Leadership article for the Bush Telegraph.
- 18: **Kyle/Karyn** -- find a new Board Secretary.

MINUTES

- 1.0 Welcome – Karyn led everyone in a joint Karakia.
- 2.0 Conflict of Interest – no new conflicts.
- 3.0 Principal's Report – Karyn: e-mail report, everyone has read it. Highlights:
 - Community Partnerships: Karyn: will conduct a review next year, re: starting/finishing times.
 - Partnership Huia Peer Interview: Karyn: asking students to ask “from where we came?” was very helpful for teachers last year.
 - Term dates/Camp dates for next year: Karyn: it may seem early to set Term Dates, but need to do this now in order to set Camp Dates. In review, we learned that camps started at disruptive times in the terms. All, agreed that this was a good idea.

-- Period Products: Although not mentioned in the report, Karyn requested that the board give approval for the procurement of free period products from the government. Janet moves. Andrea seconds. All approved. (SEE ACTION ABOVE.)

3.1 Systems Security – Kyle: how is security to the school system, is working. Karyn said she tried to give Kirsten from Te Ra access to school system and she couldn't get in, so it seems to be working well. Karyn is also working with Danny through Cyclone and he's been working with each teacher so that everything is consistent.

3.2 Unit Holders –Karyn has been going around and meeting with all the Unit Holders, and renegotiating what all the Units are actually for – so that job descriptions fit with units.

NO FURTHER QUESTIONS. BOARD APPROVED OF THE PRINCIPAL'S REPORT.

4.0 Edgecombe Review – Karyn moved that the board go into COMMITTEE. Janet seconded.

4.1 Edgecombe Review Recommendations: **(see Above Actions)**

5.0 Bus Review: . (Christine was called to be in the discussion.) Karyn: Chris's report is in the folder, main points follow:

-- Desktop research, interviews, how other schools do it.

-- Considerations in 2014 vs. the current situation

-- Rationales of the current parent group: traffic management, connection to Wellington, the need to expand to Wellington, cutting down on fossil fuels, the suggestion of electric busses.

-- The fact is: Five times more students use the bus for going to Lower Hutt than going to Wellington.

5.1 Wellington Bus-- Janet/Christine: the Trust has decided to no longer financially support the bus to Wellington. The Trust sees the busses as a school operational issue, and the original memorandum between parents and trust should never have been agreed to. It is not part of the strategic initiative. The board agrees with the trust that the Wellington bus will have to discontinue, and that it would be good – if possible -- to subsidize the bus for Lower Hutt, with links to public transport for Wellington at Melling Station – as well as making the rounds to some Lower Hutt suburbs – if the school can afford it.

5.2 Lower Hutt Bus-- Janet: the Trust agrees to support one half of the cost to run the Lower Hutt bus until the end of 2021. At the end of the year, the school will have to take it on without Trust funds. Chris: The cost of running the bus is 20 K. The Trust will pay 10 K, and the school will have to pay the other 10K. Starting in 2022, the bus will be the board's responsibility fully.

5.3 Financial Viability of LH Bus: Chris: the bus will never break-even. The 20 K is a subsidy. Karyn: an additional cost to the school is having a staff member to dedicate hours to the administration of the bus, which means taking duties from that staff member or adding extra hours. For example, Katie can't take on her new responsibilities if she has to get the new bus up and running. Janet: Chris has already done a lot of the leg work, including researching an app that can be used in conjunction with the bus. Chris: the app is called Roll Call, and it works like Uber off the GPS. Janet/Christine: Parents need to know that the service will go away if they don't use it. This is not a long term solution, but a pilot year to see how things work. Kyle: the actual cost for the school is actually about 3,800 dollars per term.

5.4 Cost to School: Andrea and Karyn discussed whether or not the school could afford the 10K. Chris: it could be less, depending on how many people use the bus. Karyn: very conflicted,

would like to use the 10 K on other things, and this was not budgeted. Andrea: things were just getting better with school finances, wishes this had come up a couple of years from now.

- 5.5 Cost of NOT having the LH Bus: Karyn: but this is more than about money. It's about traffic, sustainability, health and safety issues. A 5-year-old student was just run over on an Auckland's school grounds this week – so it's in every principal's mind right now. Andrea: if no bus, will we lose students? Chris: Wellington students – unclear. LH families will find it harder without the bus. Christine: the congestion is going to be a problem. Andrea: maybe put out a survey to parents – would you use it? Kyle/Christine: maybe we don't have to commit to the whole 10 K, could we support the bus term by term? All agree it's a good idea. All vote yes. Chris abstains.

ACTION: The board will support the funding of the Lower Hutt bus on a term by term basis.

- 5.4 Communication to Parents: Karyn: suggest writing a communication re: Wellington Bus decision, as well as the Lower Hutt bus being on a term by term basis, and all the issues that are wrapped up with this decision. Chris: the Wellington bus is a trust decision so the trust should probably write it. Andrea: can we do it together? So there is just one comm. All agree: yes.

ACTION: Karyn and Christine will write a communication to the school re: the Wellington Bus discontinuation, and that the Lower Hutt will be funded on a term by term basis, explaining all the issues and costs.

- 6.0 Building Update: Chris: excited to report that we have gotten the money for the building program. It's been 5 years in the making, but all is approved, so work commences just after Easter, and will continue until June of next year. There will be disruption during the next 16 months, a big dig site, car parks will disappear, and there will be other issues, but all are very excited about this 3.5 million dollar project.

- 7.0 Student leadership Leah: Just had a successful Denim Day, solidarity for issue of violence against women. "Shave For A Cure" is going ahead. People in every class are planning to donate their hair. Working on "40 Hour Famine" plans – want to do a whole high school sleep over so everyone is doing the same thing, complete with activities, etc. Student Council is working out captain's roles in the school. Many of the students who came up with the idea are no longer in school, or not on council. Also, there are some issues with one teacher, and the Student Leadership is trying to figure out how to deal with this.

- 8.0 Special character report – Karyn: checked to see if everyone has read it. Janet is supposed to sign it, but has a conflict. Karyn will talk to Christine about signing it. It also needs to be signed by the board chair.

- 9.0 Finance Report -- Chris: wonders about the benefits of using Kindo? Is it more efficient? Is there an increase in funds up over last year? Karyn: Feedback from Pip seems to suggest that donations are way up from last year. Katie and Karyn had a look at fees we pay to Kindo – which can be quite big some weeks – and concluded that a lot more would have to be paid to a staff member every week. It's much faster for Karyn. Janet: Rhonda at Te Ra loves it. Karyn wasn't used to out-sourcing, but it has worked very well. It's professional, fast!. Andrea and Chris: the system is constantly evolving and improving.

- 10.0 Budget – Karyn: We spent more on teacher's aides than budgeted because a couple of students needed it. It is a health and safety issue. There is a student with a life threatening disease – we budgeted 10/15 hours, but we need an aide 25 hours a week, and the Ministry is only funding 5 hours a week. Janet: it's not fair to the other kids, and is a huge stress for the teacher. Karyn: In kindergarten, we were expecting to get Orrs funding for a kid who is a runner, but didn't. Still,

by reducing the over-entitlement teachers that had been budget it allowed for more teacher's aides – which is why Karyn is conflicted over the bus. She really needs those aides. Janet: this may need to be mentioned in the comms – because the whole class suffers.

11. Minutes – Kyle: doesn't have them for everyone yet. Andrea: Clare chasing up minutes, but Andrea is sure she had them all. Joe's been doing the minutes since July/August so we have them since then.

12. Top Points for Bush Telegraph:

- Good collections on funds, Kindo going well.
- Considering a feasibility on Wellington/Lower Hutt bus
- The New Building is starting

Janet: what about something regarding Student Leadership. Karyn: would like to do this as a separate article. Leah, Lara, and Karyn will sit together to write something up.

ACTION: Karyn will help Leah and Lara start a Student Leadership article for the Bush Telegraph.

Chris: could we change the name of the Bush Telegraph. Karyn: it is a very protected name.

13. Board Secretary: For personal reasons, Joe needs to resign as board secretary.

ACTION: Kyle/Karyn will find a new Board Secretary.

14. Closing --_Close with a kaitakia....

CHAIR ADJOURNED MEETING AT 9 p.m.

NEXT MEETING: 24 May 2021

_____ (signed by Chair) _____ (date)