

# Minutes of Board meeting – Raphael House Rudolf Steiner School

## Monday 26 June 2023

### Upper School staff room 6.30pm

#### Attendance

Christine Nicholls (proprietors' representative), Karyn Gray (Principal), Andrea Wakelin (parent representative), Frankie Rae (student representative), Tim Angus (staff representative), Matthias Vest (parent representative), Karen Thrumble (PTFA representative).

Apologies: Janet Molloy and Kyle Gibson.

Andrea Wakelin assumed the Chair.

#### Karakia/Verse & Welcome

#### Conflict of Interest declarations

There were no conflicts of interest.

#### Principal's Report

Karyn elaborated on the report.

Members discussed the following suggested changes to the 2024 International Full Fee Paying Student fees (IFFP fees):

- **Homestay fee to increase to \$330 per week.**  
This increase is in line with fees charged by other schools in the region. It is difficult to find enough homestay families and an increase may incentivise families to take a student.
- **Tuition fee to increase by 10% to \$440 per week.**
- **Tuition fees charged on a termly basis rather than a weekly basis (\$4,400 per term)**  
This change makes it easier to calculate tuition fees rather than calculating per week of attendance which may vary each term.
- **Pastoral support fee increase by 10% to \$220 per term, and/or an administration fee increase to \$750 for enrolments longer than one term.**

**Action:** Members agreed to accept the suggested changes.

Members discussed making the roles of three fixed term staff permanent. Each of the three staff members are currently serving their third year in the role. All are part time and working 0.6 full-time teacher equivalent hours.

Karyn believed the Board was under some obligation to consider making the roles permanent since the staff had been in their roles nearly three years. She said the special character of the school's curriculum meant some staff would always be needed to be funded by the Board. She added the staff were all valued and their permanent appointments would be financially viable.

**Action:** Members agreed to change the status of the three fixed term staff roles to permanent.

*Moved by A Wakelin. Seconded by T Angus.*

Members discussed the school's Sports Coordinator role. They agreed it might be necessary to restructure the role given the way it has grown in size. The current Sports Coordinator who is leaving is paid for 13 hours per week.

Points highlighted were as follows:

- A decision on the scope of the role is needed.
- Parents and teachers are not as available as they once were to help with sports activities.
- Parents might need to be consulted given the new role is unlikely to meet previous expectations.
- Parents might need to help with sports activities or pay fees to cover some responsibilities and costs.

**Action:** Karyn will investigate the scope of sports coordinator roles in other schools. She will restructure the role and report back to the Board meeting on 21 August 2023.

#### Fire bowl report

**Action:** The report was taken as read.

#### Strategic Planning and Review

**Action:** The report was taken as read.

#### Strategic Plan consultation

Karyn elaborated on the Strategic Plan documents in the agenda. She advised new regulations require school boards to develop a three-year Strategic Plan with an annual Implementation Plan. The Board is required to consult with the school community to create the Strategic Plan.

Members discussed the best way to consult on the Strategic Plan. They made the following points and suggestions:

- The school needs as much information as possible to develop a clear identity for its Strategic Plan.
- The consultation could be separated into parts so that individuals can focus on the sections of the plan they wish to provide feedback on.
- Those who respond could be asked to attend face to face focus groups.
- Strategic planning sessions with the Board and with teachers would be useful.
- A facilitator will be needed for focus group sessions. The type of facilitator needed will require further discussion.

- The Strategic Plan must be finalised by 1 March 2024 so that the Annual Implementation Plan can be completed by 31 March 2024.

**Actions:**

- Members will read the Strategic Plan documents that were provided as late items to the agenda, and report back to Karyn with their comments.
- Members will make decisions on how to consult on, and prepare for, strategic planning at the next meeting of the Board on 21 August 2023.

**Policy Review**

Members discussed the 'Education Outside the Classroom Policy' (EOTC Policy).

**Action:** Members agreed they are comfortable with the current EOTC Policy. No changes are required.

**Kindergarten MoU**

Andrea provided an update as follows:

The Ministry of Education has asked the Board and Proprietors' Trust to finalise the MoU with the Wellington Rudolf Steiner Kindergarten Trust (WRSKT) immediately. The WRSKT does not hold a licence for six-year olds in the kindergarten and will have to close if the MoU is not finalised as soon as possible.

Andrea advised the Proprietors' Trust will arrange a separate agreement with the WRSKT that sets out financial responsibilities.

**Action:** Kyle Gibson (Board Chair), Christine Nicholls (Proprietors' Trust Chair) and Andy Bowley (WRSKT representative) will sign the MoU as soon as practicable on 27 June 2023.

**Proprietors' Trust (the Trust) update**

Christine provided an update from the Trust as follows:

- A science scholarship has been set up for Class 12 students who wish to explore natural science topics as part of their Class 12 projects. The scholarship has been set up from the estate of Marie Büchler, a founding teacher of the Upper School. The scholarship will be available from 2024.
- The Trust is reviewing its criteria for providing financial assistance to families. The review includes how decisions are made, who should make the decisions and whether a time limit for assistance is needed. The fund was originally set up to assist those who experience a change in circumstances rather than for those who cannot afford to pay dues when they enrol. There have been 17 applications to the fund this year and the number is increasing.
- The kindergarten lease agreement has not yet been signed, since the WRSKT representative has asked that there be no legal involvement in the agreement. The Trust feels it has an obligation

to include legally binding rights and responsibilities to avoid future tensions. The Trust will continue its conversations with the WRSKT.

### **Student Update**

Frankie provided an update as follows:

- Some students took part in the World Vision 40-hour challenge and raised \$800. Other students are organising a lunch time bake sale and possibly a beach clean-up.
- Some students have been taking part in an Ignite Sport Leadership Programme, involving sports-based team building and challenges. The students have so far taken part in sports games at Walter Nash Stadium, with future activities including horse riding and sailing. The programme is a positive way to bring students together and a fun way to encourage interest in leadership.

#### **Actions:**

- Frankie agreed to write articles and provide photos for the Bush Telegraph about the leadership programme.
- Karyn will ask a class eight student to write the first article.

### **PTFA Update**

Karen provided an update for the Board as follows:

- The PTFA have suggested changes to the school's website in the form of a journey through the classes, similar to that on the Titirangi School website or in the Raphael House Journey folders. PTFA members have offered their help with the content.
- The PTFA have requested a decision on whether its funds could be used to purchase a small bus for the school.

#### **Actions:**

- Karyn reported that staff were in favour of the idea of a school bus. She agreed to find out more about the rules for driving school buses and report back to the Board and the PTFA.
- Matthias offered to investigate Waka Kotahi rules and regulations.

### **In-Committee Business**

The Board agreed to move into Committee at 7.28pm.

The Board came out of Committee at 7.30pm

### **Board Minutes - 22 May 2023**

The minutes of the Board meeting on 22 May 2023 were agreed as a true and correct record.

*Moved by C Nicholls. Seconded by M Vest.*

### **Communication Points**

Communication points for the Board's report to the community are as follows:

- A report on the Ignite Sport Leadership programme
- An update on the Board's Strategic Plan consultation.
- The PTFA safety plan for the school's fire bowl at the Matariki Festival, noting the PTFA paid for the fire bowl.

Karyn advised the Festival team will be reviewing all festivals in 2024.

**Action:** Karyn will insert an update in the Bush Telegraph this week.

### **General business**

The Board is required to undertake an annual review of its operations and procedures. It needs to establish it is receiving the right information to effectively govern.

**Action:** At the Board's meeting on 21 August 2023, members will plan for a review of its operations and procedures.

### **Closing & Karakia**

The meeting closed at 7.35 pm.

  
These minutes were approved correct at the August 14 meeting

Presiding Member Kyle Gibson

