

# Minutes of Board meeting – Raphael House Rudolf Steiner School

## Monday 22 May 2023

### Upper School staff room 6.30pm

#### Attendance

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

Apologies: There were no apologies

#### Karakia/Verse & Welcome

#### Conflict of Interest declarations

There were no conflict of interest declarations.

#### In Committee Business

The Board agreed to move into Committee.

The Board came out of Committee.

#### Principal's Report

Karyn elaborated on the report. She highlighted the following:

- A discussion on fixed term staff was deferred to the June meeting of the Board.
- A smaller than usual intake of kindergarten children is predicted for the 2024 year.
- The Board was asked to decide on and approve term dates for 2024. Karyn recommended approving the dates proposed by school staff in her report.

**Action:** The school term dates proposed by staff in the Principal's Report are approved for the 2024 year.

*Moved by A Wakelin. Seconded by C Nicholls.*

#### Strategic Planning and Review

The Strategic Plan 2023 was taken as read.

#### Strategic consultation

Members discussed the advantages of focus groups to help develop the school's Strategic Plan. They believed focus groups would deliver more balanced insight than surveys on their own. They agreed to hire an independent facilitator to lead the process.

**Action:** Karyn will contact and brief possible facilitators. She will present their proposals and their fee estimates to the June meeting of the Board.

### Policy Review

**Action:** Members will review the policies that are open for review in Term 2 and will bring any discussion points to the Board's meeting in June.

### Kindergarten MoU

Andrea advised that the Wellington Kindergarten Rudolf Steiner Trust (WKRST) had rejected a proposal to change the previously agreed MoU to a legal agreement. They had explained the relationship between the parties was of utmost importance for the arrangement to succeed and it was believed a legal agreement would not help this. They also pointed out that all parties had already agreed to signing a MoU rather than a legal agreement.

Members noted financial information had already been removed from the MoU and now presented a low risk. They agreed the MoU could be signed off.

**Action:** Members are to sign the MoU and reiterate that the intention of the previously proposed legal agreement had been to provide security for all parties.

*Moved by K Gray. Seconded by J Molloy.*

### Proprietor's Trust (the Trust) update

Christine provided an update from the Trust as follows:

- The Trust has been working with the school's Property Manager Brett Whincup on APIS funding projects and budgets. The Trust is giving Brett more autonomy over spending and requesting input from him when reviewing budgets. The Board will be updated once plans for APIS funding spend are confirmed.
- The Kindergarten lease agreement (the agreement) is still under negotiation with the WKRST. The Trust has made it clear it will continue to support the WKRST under the new agreement. The agreement is expected to be completed and signed off before the next meeting of the Board in June.
- A scholarship fund will be available for Class 12 students in 2024 for science projects.
- The Designations section of the Hutt City Council District Plan is currently under review. The Trust is working alongside other integrated schools with a consultant to create an application for a designation. This could enable the school to undertake building activity or other works without a resource consent and without needing permission from neighbouring properties. The Trust will be working with the school's Property Manager Brett Whincup to apply when the Designations section of the District Plan is notified.

### -Student Update

Frankie provided an update as follows:

- Students are working on a complaints procedure.

- The nationwide School Strike for Climate will take place on Friday 26 June and a number of students are expected to attend.
- Pink Shirt Day will take place on Thursday 25 June.
- A combined event for students is planned, to support world vision.
- Some students are unhappy with the new school timetable – it has been a big adjustment.
- Many students feel assignments come in on top of each other and this can become stressful.

### PTFA Update

Karen provided an update as follows:

- The PTFA barn dance held in May was a fun event enjoyed by all.
- The PTFA has accumulated a level of funds that could allow the purchase of a mini-bus for school use.

**Action:** Karyn agreed to check the licensing requirements and ongoing costs for a mini-bus. She will report back to the Board at its June meeting.

### In-Committee Business

The Board agreed to move into Committee.

The Board came out of committee.

### Board Minutes - 27 March 2023

The minutes of the Board meeting on 27 March 2023 were agreed as a true and correct record subject to the amendment of the 'November minutes' heading on the last page of the minutes to 'February minutes.'

*Moved by K Gray. Seconded by J Molloy.*

**Action point from 27 March minutes:** Kyle confirmed the Board's social event date had been set for 11 June.

### Re-setting Board meeting dates

Members agreed to change the Board meeting dates for June and August 2023 as follows:

- 19 June meeting date will move to 26 June.
- 14 August meeting date will move to 21 August.

**Action:** Karyn agreed to ensure the dates are updated on the school website.

### Communication Points

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

- There are new dates for the Board meetings in June and August 2023.
- The term dates for 2024 have been changed and approved.

- The Board has decided to hire a facilitator to lead focus groups to help develop a new Strategic Plan.
- The school is still looking for host families for fee paying international students.

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

**General business**

There was no general business.

**Closing & Karakia**

The meeting closed at 8.46pm.

*Andrew*

These minutes were approved correct at the June 26 meeting

Presiding Member ~~Kyle Gibson~~

*Andrew Walker*

*Deputy chair*