

# **Minutes of Board meeting – Raphael House Rudolf Steiner School**

**Monday 27 November 2023**

**Upper School staff room 6.30pm**

## **Attendance**

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

## **Karakia/Verse & Welcome**

Karyn opened the meeting with a karakia.

## **Apologies:**

An apology was received from Karen Thrumble.

## **Conflicts of Interest**

Tim declared a conflict of interest in the 2024 financial budget.

## **Principal's report**

- It is a requirement of the new Holidays Act that schools be very specific about the dates that schools are closed for teacher Annual Leave so that teachers know which days they cannot be called in.
- Members discussed a recent incident at the school fair where a student went into anaphalactic shock due to a nut allergy. Anaphalactic shock is common from nuts and it was agreed the Board should carefully consider the risks. Members discussed the school's obligations and considered a number of options to prevent similar incidents occurring in the future:
  - Messaging around best practice when preparing and serving food for the fair could be improved – this might include a checklist for parents organising the cafe..
  - A separate nut free servery/ separate food lines could be used at the fair.
  - Nuts could be banned from the fair.
  - Nuts could be banned throughout the school (or on a class by class basis).
- The Board adopted the final Annual Plan subject to minor editorial changes.
- The Annual Report will be started in the new year.

## **Actions:**

- Teachers will be notified of the dates that the school will be formally closed over the Christmas holidays.

- Allergy risks and actions will be discussed further at the Board's meeting on 19 February 2024.
- The Board agreed that the unspent 2023 'Principal Wellbeing and Leadership Development' entitlement of \$6,000 would be retained for use in 2024 alongside the 2024 allocation.
- Karyn will send the Annual Plan to Andrea to proof-read.

### **2024 Financial Budget**

- The school budget was \$122K in surplus to-date. There could be other expenses to come such as the running costs of a van if one was to be purchased by the PTFA.
- The school has fixed assets in need of replacement. Karyn provided a list of suggested purchases totalling \$82K. Seating for the stage and drama room are also in need of replacement.
- An investment plan will be discussed at the next meeting.

In response to a question, Karyn said the most useful investment for lower school teachers, was extra support and the ability for them to arrange it the way they needed it. Teachers appreciated this more than additional material resources.

### **Actions:**

- Allocate \$100K for asset replacement in 2024.  
*Moved by Andrea Wakelin. Seconded by Kyle Gibson.*
- An investment plan will be an agenda item for discussion at the Board's meeting on 19 February 2024.

### **Strategic Plan**

The Strategic Plan has been approved and published.

### **Community**

Members discussed the difficulty of getting enough support from the school community for working bees and school fair preparation, and ways to change this.

Points raised were:

- Let the community know that if they do not want to attend working bees the school will need to employ someone to do the work.
- Preparation for the school fair might be too much to ask of working parents. The Board could ask the community if they would like changes to the fair so it is less effort.
- Some external fair services could be brought in to ease the burden on parents. (However this might also reduce the number of parents attending).
- Requests for parent support could be for the fair only - no working bees.
- Continue to build community in the school and consider ways to do this.
- Ask the parent community what they want for the school.

**Action:** The Board will discuss the school fair and working bees with the PTFA in February.

### **Trust Update**

- A number of families have not paid their attendance dues this year.  
If the dues are not paid by the end of 2023 the school will need to ensure payment plans are in place for those families. If payment plans are not agreed, the school will hold their 2024 enrolments. The school now has a financial assistance budget and is tracking applications. It has a financial obligation to not let parents get into debt.
- The Trust is looking for one new Trustee to replace a Trustee who has resigned.

### **Student Update**

- The school ball was held a few weeks ago at the Boatshed. It was an opportunity for the whole upper school to socialise together.
- Upper school camps have been held recently.
- Class 12 is working on its end of year play.
- All exams are finished.
- Classes 10 and 11 are away on community service and farm experience.

Frankie was thanked for her assistance as Student Representative on the Board and wished well for the future. Members noted she had dealt with Board issues with confidence and maturity.

### **In Committee**

The Board went into Committee at 7.34 pm

The Board came out of Committee at 7.54 pm

### **September Minutes**

The minutes of the Board meeting held on 17 September 2023 were agreed as a true and correct record.

*Moved by Karyn Gray. Seconded by Tim Angus.*

### **Communication points**

- The Board has begun a replacement strategy to replace resources and equipment in the school where needed. Thank parents for their contributions that have allowed for this.
- The school's Strategic Plan has been approved by the Board and has been published on the school's website.
- Term dates for 2024.

### **Term dates**

The term dates for the 2024 year as proposed in the agenda were agreed by the Board.

### **Closing verse**

Janet provided a closing verse.

**The meeting closed at 7.58pm**

These minutes were approved correct at the February 19, 2024 meeting
Presiding Member Kyle Gibson