

Minutes of Board meeting – Raphael House Rudolf Steiner School

Monday 28 July 2025

Upper School staff room 6.30pm

Attendance

Karyn Gray (Principal), Tim Angus (staff representative), Matthias Vest (parent representative), Karen Thrumble (parent representative), Janet Molloy (proprietors' representative, via Zoom until 7.26pm), Kyle Gibson (Chair) and Ivo Vest (student representative).

Karyn opened the meeting with a verse.

Apologies:

Members noted Angela Wakelin's apology.

Conflicts of Interest

There were no conflicts of interest.

Principal's report

Karyn elaborated on the report. Discussion points were as follows:

- Class 3 students who do not meet expected reading levels may receive additional support. The recent change to assessments may be contributing to lower results - Karyn is monitoring reading progress.
- Maths achievement levels for Class 7 students have declined and may be linked to changes to the Class 8 assessment. A few students are receiving learning support.
- Attendance levels are showing slight improvements. Most absences are due to illness or visits to family members. Karyn is following up with a few students regarding their attendance levels.
- There are plans to review the school's library book collection policy and expand the upper school library collection. Karyn will share the draft policy with staff and families for feedback.
- A partnership hui is scheduled for the end of Term 3 and classes will be combined and supervised over the two days. During that time students will assist with moving books into the new library, and a working bee may be organised at the same time so that the books can be shelved immediately.
- The old library will be remodelled into a break out space for Classes 5, 6 and 7.

Karen offered a PTFA funded lunch for students during the book moving event.

Actions:

- Karyn agreed to provide a graph showing trends in student numbers for future reports.
- Members agreed that Karyn should continue to dispute an Iron Mountain charge for six months of storage, after the company did not action a request to destroy the stored boxes early in the year.

Trust update

Christine provided an update as follows:

- There are only a small number of attendance dues to be followed up, thanks to Gita actively managing invoices.
- One Trust member has resigned after relocating elsewhere. Trust members discussed the skills needed for a replacement member and decided that a sponsorship, engagement and community focus was needed. The Trust would look for a replacement in the foreseeable future.
- Brett continues to apply for community grants as opportunities arise and recently submitted an application to Hutt City Council's Low Carbon Acceleration Fund.
- The Parent Librarian has compiled a catalogue of available books, which will be published on the school website.
- APIS has advised that the government has allocated \$30 million over five years to fund new growth classrooms for integrated schools.

Karyn advised that Raphael House will not qualify for new funding to support students in structured literacy, due to a requirement to have used the Ministry of Education phonics assessments in Terms 1 and 2 of the current year. Raphael House used its own phonics assessments during that period.

PTFA update

Karen provided an update as follows:

- The PTFA wants to improve communication by sharing more information through class representatives. Representatives were invited to a meeting in the first week of Term 3 which was well attended by lower school representatives, and one upper school representative. Karyn spoke at the meeting about the importance of pledges, and their role in supporting smaller class sizes.
- Only five people attended the most recent school working bee. Members discussed strategies to improve future turn out. Karyn is in discussion with Brett about the issue.

Members discussed ways to encourage more pledging.

Action: Karyn will draft a post for the *Bush Telegraph* explaining the benefits of pledge money for the school and emphasising that, without continued contributions, some programmes and services cannot be sustained. She will present the draft at the next Trust meeting.

Student update

Ivo provided an update as follows:

- Class 10 is rehearsing for its upcoming play
- The Talent Show was successful and well attended.
- Classes 8 and 12 class projects are underway this term.
- Classes 11 and 12 are currently making elective choices. The school will shortly be timetabling these for 2026.
- More calculators are needed for classes 8 and 9.
- A file management teaching programme would be helpful for students.

In discussion, Karyn advised that Te Rā students need to enrol for Class 8 by the end of Term 3. The school has communicated to current Class 7 families that if students choose to leave at the end of the year, there is no guarantee of space should they wish to return later.

Karyn agreed to consider the following requests:

- Notify Class 7 parents that students were expected to have basic typing skills by Class 8.
- Notify Class 9 parents that students should ideally have access to laptops in Class 10 to meet the demands of the curriculum.
- Incorporate more file management teaching into the student programme.

In Committee business

The meeting moved into Committee at 7.21 pm.

The meeting moved out of Committee at 7.33 pm.

Minutes 6 May 2025

The minutes of the Board meeting held on 6 May 2025 were agreed as a true and correct record.

Moved by Kyle. Seconded by Matthias.

Actions:

- At the 6 May meeting there was discussion about students using school computers for ordering takeaways during school time. Karyn will clarify the school's technology rules to the upper school students so this does not happen in future.
- Karyn will meet with Karen this week to discuss the new school van branding.

Communication points for the Bush Telegraph

- Announce Tim's resignation and acknowledge his contribution to the school.
- Post a reminder about the Term 3 School Board elections and the closing date for nominations.

Closing verse

Karyn closed the meeting with a karakia.

The meeting closed at 7.40 pm.