

Minutes of Board meeting – Raphael House Rudolf Steiner School

Monday 1 September 2025

Sopranos, Petone 6.30pm

Attendance

Karyn Gray (Principal), Tim Angus (staff representative), Matthias Vest (parent representative), Andrea Wakelin (parent representative), Kyle Gibson (Chair), Christine Nicholls (Proprietors' representative) and Ivo Vest (student representative).

Karyn opened the meeting with a verse.

Apologies:

Apologies were received from Janet Molloy and Karen Thrumble.

Conflicts of Interest

There were no conflicts of interest.

Principal's report

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

- Members expressed appreciation for the graph illustrating trends in student enrolment.
- Children entering the school from Years 2 to 6 often have high needs, requiring more teacher support. Because of this, class sizes are kept intentionally small.
- Approximately 60 applications have been received for the upper school mathematics teacher position, with only five applicants based in New Zealand.
- Karyn has received approval from the Ministry of Education for a sabbatical during Term 3 of 2026.
- It is anticipated that the school will have enough teaching staff for the Lower School in 2026.
- Payments to two Spark accounts which include charges for old mobile phones, are due to a historical issue. The accounts cannot be closed without assistance from the original account holder, who is unknown. If Gita is unable to resolve the matter with Spark, she will look to switch all services to a different provider.
- Student sports achievements will be included in the Board's report for the *Bush Telegraph*.
- The Education Review Office (ERO) will visit the school in Term 4. It will review documentation and observe classroom activities under current government requirements. ERO typically requests a meeting with the School Board.

The Board approved the six Term 4 camps and the process for assigning teachers, as detailed in the Principal's report.

Moved by Kyle Gibson.

Actions:

- The Board will make a decision on Karyn's leave application in the first meeting of 2026.
- Karyn will confirm ERO dates once they are received.

Financial statement – purchases

- Members reviewed Karyn's draft document titled *Update on School Finances* for the Bush Telegraph.
- The school should be able to complete the year without needing to break its largest term deposit. There is a possibility that the smaller term deposit may need to be accessed in 2026.
- In answer to a question, Karyn explained that teacher placements are made collaboratively, after considering teachers' strengths and suitability for various age groups. Teachers are not moved between classes unless there is a good reason for doing so.
- A concern was raised about parental expectations of support for children with high needs. Karyn acknowledged that while the school aims to provide good support, expectations cannot always be met due to the difficulty in securing funding.
- The \$30,000 overspend on maintenance is expected to be a combination of incorrect coding, internal painting and work not included in the budget.
- The school has begun involving more parents in school camps due to not having enough teachers to fully staff all camps. This has become necessary to ensure camps are well supported, especially those that include students with high needs. To date the school has been able to find parent support when needed for students with high needs.
- Although changes to the Education Outside the Classroom (EOTC) curriculum no longer include school camps, the school's Integration Agreement with the Ministry of Education specifically does. This agreement is legally binding and ensures that school camps can continue as part of the school curriculum.

Actions:

- Karyn will ensure PTFA funding for cognitive assessments is clearly mentioned in the *Update on School Finances* document.
- A more specific reference will be added to the *Update on School Finances* document regarding the contingency fund the Board has built to help safeguard the school's finances.
- The list of '*recent improvements made possible through donations*' will be revised to prioritise those directly related to teaching and learning. The Board's additional funding for classrooms will be included and moved to the top of the list.
- Karen will re-write the '*Update on School Finances*' statement with the changes requested and send it to the Board for review. It will be sent to parents with pledge forms at the end of Term 4.

Health, Safety, and Welfare Policy reviews

The following policies were reviewed and approved by the Board:

- Child Protection policy
- Abuse Recognition and Reporting

- Safety Checking

Moved by Karyn Gray. Seconded by Matthias Vest.

Trust update

There was no update. There had been no Trust meeting since the last Board meeting.

PTFA update

There was no update.

Student update

Ivo provided the following update:

Some students had asked for more frequent assemblies to be held so that students are kept informed on school rules, events and announcements.

Karyn advised that Ivo talk to Grant Rossiter who organises assemblies.

28 July 2025 Minutes

The minutes of the Board meeting held on 28 July 2025 were agreed as a true and correct record.

Moved by Christine Nicholls. Seconded by Kyle Gibson.

Communication points for the Bush Telegraph

- Celebrate student sports achievements.
- A logo design has been selected for the side of the new school van and the work will be underway soon.
- Remind families to get involved in the organisation of the school fair and to attend working bees prior to the fair.

Closing verse

Karyn closed the meeting with a karakia.

The meeting closed at 7.09 pm

These minutes were approved at the October 13 meeting



Kyle Gibson, Presiding Member