

# Minutes of Board meeting – Raphael House Rudolf Steiner School

**Monday 24 November 2025**

**Via Zoom 6.30pm**

## **Attendance**

Karyn Gray (Principal), Matthias Vest (parent representative), Ivo Vest (student representative); Niels Hunefeld (parent representative); Merlin Führhop (teacher representative); Christine Nicholls (Proprietors' Trust representative)

Karyn opened the meeting with a karakia.

Matthias assumed the Chair.

## **Apologies:**

Apologies were received from Karen Thrumble, Kyle Gibson and Janet Molloy.

## **Conflicts of Interest**

There were no conflicts of interest.

## **Principal's report**

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

- The school's financial performance is tracking as expected.
- Administration staff costs are higher than expected due to a staff member taking annual leave mid-year and the cost of employing a relief staff member during that time.
- The Board's expenses are higher than usual due to election costs. The expense is reimbursed by the Ministry of Education, however the school does not receive reimbursement until after the election.
- There are currently 21 students enrolled for Class 1 in 2026.

Members agreed to express their appreciation to staff for their hard work that contributed to the positive ERO feedback.

Members approved the proposed Board meeting dates for 2026

Members approved the school camps planned for 2026.

*Moved by Christine. Seconded by Matthias.*

## **Actions**

- Karyn will investigate why the Board pays rates for the Matuhi Street property, given it is owned by the Proprietors' Trust (the Trust).
- Christine will add the Matuhi Street property rates to the Trust's meeting agenda for 2 December 2025.
- Karen will prepare a summary of the the ERO verbal feedback and include it in the Bush Telegraph, pending the Board's approval. She will also include a thank you to teachers for their efforts.
- Karyn will arrange \$100 vouchers for staff as a token of appreciation.

- Karyn will arrange a meeting to induct Niels to the Board in accordance with clause 15 of the *Board Roles and Responsibilities Policy*.
- Karyn will send calendar placeholders to members for the 2026 Board meetings.

### **Annual Planning 2026**

Karyn elaborated on the Annual Implementation Plan for 2026. Discussion points were as follows:

- Karyn will incorporate the school's achievement data into the Plan by the end of 2025. The final Plan will be presented to the Board's February 2026 meeting for approval.
- Karyn agreed the *Student Voice* Survey can be uploaded to the school's website.
- Annual planning requirements will change from 2026 when a new template is expected from the Ministry of Education.
- The school may need to reconsider its expectations on parental engagement to ensure they are still achievable in today's world. It will work with the community to find out what is realistic.

### **Budget 2026**

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

- The school expects fewer international students in 2026 as some will attend for just one term, and the school also limits the number of international students to maintain a balance in classrooms. Karyn will review international student numbers at the end of 2026 when two long-term international students are due to leave.
- Total income from international students has decreased as fees depend on students' age, and higher fees apply to older students.
- The planned \$100K reduction in learning resource spending for 2026 is considered realistic due to fewer students needing the resources.

Members agreed to approve the Annual Plan and Annual Budget.

*Moved by Matthias. Seconded by Christine.*

### **Te Tiriti discussion**

#### **Actions:**

- Niels will create a statement expressing the Board's commitment to upholding the school's Te Tiriti o Waitangi obligations. He will email it to Board members for their approval.
- Once approved, the statement will be posted to the Bush Telegraph, shared on the school's Facebook page, and sent to the school's lawyer.
- Karyn will reply to the parents who sent a letter urging action, advising that the Board is preparing a statement that will be released next week.

### **Proprietors' Trust update**

Christine provided the following update:

- The Trust is expected to enter 2026 with tight financial constraints.

- In 2026 a collaborative discussion between the Trust and the Board will be required before setting the 2027 attendance dues and donation requests. A review of both budgets will be required.
- Income from attendance dues is tracking positively and interest rates have decreased.
- The Trust continues to seek a new member with fundraising and alumni-related expertise and aims to appoint someone within the next 12 months.
- The Trust will hold its meeting next week and will email the Board if there are further updates from that meeting.

Members discussed misinformation about the school circulating online.

#### **Actions:**

- Karyn will liaise with Niels to begin planning FAQs for the school's website to help manage online misinformation.
- Agenda item for 2026: The Board and Trust will begin discussions on 2027 attendance dues and donations at their respective meetings near the end of Term 2.

#### **PTFA update**

There was no update.

#### **Student update**

Ivo provided the following update:

- The school ball was a success thanks to a significant amount of student leadership.
- The Fair was also successful with plenty of student involvement.
- Class 10 students have recently been engaged in Community Service experience. There were many positive comments from the community service organisations where students spent their time.

#### **13 October 2025 minutes**

The minutes of the Board meeting held on 13 October 2025 were agreed as a true and correct record subject to the following amendments:

- A spelling correction for Niels name.
- Change: *Merlin was elected unopposed; To: Matthias was elected unopposed.*

**Action:** Karyn will organise an induction meeting with Niels before the February 2026 meeting.

#### **Communication points for the Bush Telegraph**

(Subject to approval by the Board):

- A summary of the ERO verbal feedback and a thank you to teachers for their hard work.
- A statement that commits to upholding the school's Te Tiriti o Waitangi obligations.

#### **Closing verse**

Karyn closed the meeting with a karakia.

The meeting closed at 7.26 pm.

These minutes were approved as correct at the March 2 2026 board meeting



Kyle Gibson

Presiding Member