

RAPHAEL HOUSE RUDOLF STEINER SCHOOL



BOARD OF TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

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RAPHAEL HOUSE MISSION STATEMENT

To help each and every student progress towards becoming a free, responsible and caring individual able to impart purpose and direction in his or her own life and as a citizen able to contribute in manifold as well as unique ways to human society.

“In thinking, clarity;
In feeling, warmth of heart;
In willing, thoughtfulness.”

Rudolf Steiner (1861-1925)

ORGANISATION AND MANAGEMENT

RAPHAEL STEINER SCHOOL TRUST (WELLINGTON)

(“THE PROPRIETORS”)

Peter Butchers
Paul Denford
Janet Thomson
Tana Lyons

COLLEGE OF TEACHERS

Karen Brice-Geard – School Co-ordinator/Principal
David Stephenson – Upper School Co-ordinator
Julia Sherriff
Ray Shore
Deirdre Reid
Norbert Mulholland
Tana Lyons
Adam Ricketts

PROPRIETOR’S EXECUTIVE GROUP

Alan Chapman - Chairperson
Paul Denford - Rudolf Steiner School Trust Representative
Karen Brice-Geard - College of Teachers Representative
Mike McCombie
Chris Penman
Steve Brown
Doris Zuur
Helena Tobin
John Rutten

BOARD OF TRUSTEES

Catherine Ross - Parent Representative - Chairperson
Toni Weir - Parent Representative
Anne Schofield - Parent Representative
Bruce Mitchell - Parent Representative
Deirdre Reid - Staff Representative
Karen Brice-Geard - School Co-ordinator/Principal
Alan Chapman - PEG Representative
Chris Penman - PEG Representative
Loren Gibbs - Student Representative
Wendy Daals - Secretary (Resigned Term 2)
Judy Randall - Secretary

Board of Trustee Elections held April 2007

Catherine Ross	-	Parent Representative - Chairperson
Toni Weir	-	Parent Representative
Glen McCauley	-	Parent Representative
Deirdre Reid	-	Staff Representative
Karen Brice-Geard	-	School Co-ordinator/Principal
Alan Chapman	-	PEG Representative
Chris Penman	-	PEG Representative
Loren Gibbs	-	Student Representative (Jan to Sept)
Robert Patchett	-	Student Representative (After student elections Oct - Dec)
Judy Randall	-	Secretary

TEACHING STAFF

NAME	POSITION
Alan Chapman	Bone carving
Adam Ricketts	Class 2
Annemarie Butler	Clay modelling
Annette Terlau	Lower School Co-ordinator
Claudia Schwalm	German Class 1-7
David Stephenson	Upper School Co-ordinator
David Simpson	Class 8
Deirdre Reid	Class 1
Fiona Smythe	Class 12, S, Japanese US
Gail Claridge	Learning Support LS
Grant Rossiter	Class 11 Upper School Maths/Science
Heinz Sobiecki	Photography
Isabelle Lefrancq	Class 5
James Harris	Woodwork Class 11, S (Term 1 and 2)
Janet Thomson	Curative eurythmy
Jen Lyons	Class 4
Jo-Anna Eikenbroek	Craft cl 7-12, International Students
Julia Sherriff	Kindergartner
Julian Thomson	Class 10, S
Julian Raphael	Music Singing US
Karen Brice-Geard	Eurythmy, School Co-ordinator/Principal
Ken Issac	Class 12, S, English/Horticulture
Leone Pitt	Kindergartener
Lindy Peters	Learning Support Extra Lesson
Lut Hermans	Artistic Therapy
Lyn Vigrass	Folk Dancing L/S,
Margaret Sweaney	Kindergartner
Norbert Mulholland	Raphael Class

TEACHING STAFF (Cont'd)

Pairoj Prommer	Class 3
Pamela Prior	Learning Support L.S and U.S.
Pat Sviatko	Orchestra – Private Violin lessons
Pauline Mann	Class 12, S , Art
Philip Mirkin	Class 10, S, Maths/Science/Tech
Rae Clarke	Gardening CI 3 and 4
Ray Shore	Class 9, Upper School specialist and Religion LS
Robin Hinkley	Class 6
Robyn Williamson	Maths Upper School
Rodney Evans	Class 7
Ruth Kunz	Raphael Class
Sanne van der Meer	Class 9, S Games/Sports
Samantha Fawcett	Woodwork Term 3 and 4
Shirley-Anne Thornbury	Part-time English C11 U/School Class 10, S
Sue Robinson	Music/Singing Term 1
Stefan Fricke	Physics/Chemistry/Maths
Tana Lyons	Handwork 1-6,
Wolfgang Kusterer	Eurythmy
Verena Smkatz-Kloss	German Upper School

SUPPORT STAFF

NAME	POSITION
Amanda Swanepoel	Upper School secretary (Term 1)
Brendan Henehan	Gardening Class 3 and 4
Brett Whincup	Part-time Maintenance
Colin Hawthorn	Maintenance
Caroline Sprenkeling	Library
Fiona Downs	Receptionist
Janet Thomson	Curative Eurythmy
Jill Sobiecki	Library/Careers Advisor
Jo Collins	Kindergartner Assistant/Teacher Aide
Judie Fishendon	Upper School Secretary
Kari Gray	Kindergartner Assistant/Teacher Aide
Kay Braid	Fundraising Co-ordinator, office
Laura Bishop	Teacher Aide Raphael Class
Lyn Vigrass	Library
Margot McDonald	Kindergarten Assistant/Teacher Aide
Maria Christensen	Teacher Aide Raphael Class
Nesta Cable	Kindergarten Assistant/Teacher Aide
Robyn Futter	Kindergarten Assistant/Teacher Aide
Suzanne Stewart	Teacher Aide CI 2
Tanya Zanetti	Class 5 Term 1
Tom Pickett	Teacher Aide Raphael Class
Tracey Hawthorn	Finance Officer
Wendy Daals	Secretary CoT and School Co-ordinator/Principal

ANNUAL REPORT
FROM THE SCHOOL CO-ORDINATOR/PRINCIPAL
FOR THE YEAR ENDING 31 DECEMBER 2007

Introduction

2007 has been an enormously rewarding year.

A great deal has taken place through the year which includes:-

A Strategic Planning Process which included community consultation.

Review of the College of Teachers Mandate and new job descriptions for all the College Mandates.

Development of the Upper School Co-ordinator position with Deputy Principal Responsibilities.

Review of the Governance and Administration of the school including Financial Reporting.

A full review of the Enrolment guidelines, procedures and processes.

Review of the Lower and Upper School Behaviour Support Programmes.

Work has continued to be developed in strengthening the Class Support Team which includes Health References and Tracking Sheets for each class.

An appointment of a Whole School Music Co-ordinator in connection with a whole school approach to the development of Music within the school.

Roll

Our school roll at 31 March 2007 was:

Ministry Roll = 336

Foreign Fee Paying Students = 6

Exchange Students = 5

Early Childhood Roll 13

Curriculum

Maths Scheme Lower School and Upper School.

In 2007 a huge amount of work was done on the Lower School and Upper School Maths Scheme. This is now completed and will be implemented in 2008.

Further moderation has been focused on the Steiner Certificate and moderation is taking place between Raphael House and the other four Steiner Schools.

Outdoor Education

Class Camps are held each year from Classes 3 to 12.

Class 3	-	Brookefield Camp
Class 4	-	Castle Point Camp
Class 5	-	Kaitoke Regional Park
Class 6	-	Ruakokopatuna
Class 7	-	Totara Flats
Class 8	-	Cycling and Abseiling in the Wairapa
Class 9	-	Climbed Mt Ruapheu and Naraho and walked the Tongariro Crossing
Class 10	-	Canoed down the Wanganui River
Class 11	-	Walked the Able Tasman track
Class 12	-	Walked the Lake Waikaremoana Tramp

Adult Education 2007

- Further development of the Journey Folder
- Beginning of the development of the Parent Curriculum
- Comprehensive Adult Education Programme including weekend workshops
- Class Teachers meet with parents individually at least once per year in addition to the termly meetings with all of the class parents
- Upper School Parent/Teacher Meeting evening (individual meetings) in addition to the termly meetings with all of the class parents

Student Achievement

Student's progress and achievement levels are closely monitored through formative and summative assessments.

Progress and Achievement Tests (P.A.T.s) were carried out in classes 4, 5, 6, 7, 8 and 9. The results have been analyzed and discussed with the class teachers, so that the teachers can adapt their lesson programme to achieve the best possible learning outcome for their students. The extensive 9 - year old assessments were carried out in class 3 early in term 1. The outcome has been analysed together with the teacher, and a report given to each parent.

The Upper School has continued to improve its recording and reporting system. Class sponsors now organize parent-teacher meetings each term for all year/levels and reports are sent to parents for the end of each term early the following term. Individual meetings are held when needed. Records of Credits gained for classes 10, 11, and 12 are available for students, and the teachers track progress of all individual students in their class and report this to parents termly, or half yearly in the case of year long courses.

To obtain the Steiner Certificate in classes 10, 11 and 12 (Level 1, 2 and 3) students must complete all courses of study offered for a particular level, and gain at least 90% of the available credits for the year. Reports for individual courses indicate how well the student has achieved: Achieved, Achieved with Merit, or Achieved with Excellence.

Steiner Certificate Results for 2007

Weighted Grade Average of 1.75- 2.24 gives Highly Commended
 Weighted Grade Average of 2.25 and greater gives Distinction
 Class 10's WGA based on 100% of the students grades
 Class 11 &12's WGA based on 75% of the student's best grades

STEINER CERTIFICATE RESULTS 2007 FINAL

SUMMARY OF RESULTS 2007

Class	Level	Awarded	Highly Commended	Distinction	Total Awarded	Participation & Completion	Not Gained	Total no. of students
Class 10	1	5	6	4	15	2	4	21
Class 11	2	2	3	8	13	0	0	13
Class 12	3	1	5	17	23	0	1	24
Totals		8	14	29	51	2	5	58
Percentages		14%	24%	50%	88%	3%	9%	

*Not Gained excludes students who participated in the Foreign Exchange Programme (absent for ½ year) or those who left the school before the end of the year.

Comparison of Results with Previous Years		
Year	Percentage of Students gaining Certificate	Percentage of Students gaining Certificate with Distinction
2004	86%	20%
2005	84%	43%
2006	80%	31%
2007	88%	50%

ANALYSIS OF VARIANCE FOR THE PERIOD – 1 JANUARY 2007 – 31 DECEMBER 2007

STRATEGIC GOAL 2

To develop the teaching resource to the highest to the highest possible standard, to enable the teaching of the fullest Rudolf Steiner/Waldorf curriculum by the best teachers possible, in accordance with the school's special character.

Closely monitor student achievements to identify areas where improvement is required.

Measure	2007 Target	Action taken
Support teachers to develop a wide range of assessment tools.	Train teachers in the use of the asTTle assessment tool and implement in Class 7 (Year 8)	<p>A workshop has been organised; the workshop will be led by Helen Jackman from Victoria University.</p> <p>Implement the assessment in Class 7 (Year 8)</p> <p>Evaluate/report on the use of asTTle</p>

STRATEGIES AND PROCESSES

ACTIONS	2007	Progress report/action taken
Professional Development	In-Service training programme reflects school-wide needs.	<p>A workshop on asTTle assessment was held in Term 1 for all staff.</p> <p>The College have discussed the workshop and decided to implement the assessment for Classes 6 and 7. Further training will be given to both Robin Hinkley and Rodney Evans, and Karen Brice-Geard will attend this training in Term 3.</p> <p>Further training has taken place on asTTle and implementation and further Professional Development will take place in 2008 for all Lower School Teachers.</p>

STRATEGIC GOAL 2

To develop the teaching resource to the highest to the highest possible standard, top enable the teaching of the fullest Rudolf Steiner/Waldorf curriculum by the best teachers possible, in accordance with the school's special character.

Closely monitor student achievements to identify areas where improvement is required.

MEASURES AND TARGETS:

Measure	2007 Target	Action taken
<p>To give computerized data on Steiner Certificate achievement Classes 10, 11 and 12.</p> <p>Professional Development and training for Upper School Staff.</p>	<p>To put in place a computerised system to track and compare levels of achievement within Steiner Certificate subjects and years</p>	<p>A computer programmer will work closely with the Upper School Co-ordinator and write a suitable computer program.</p>
	<p>To put in place a computerised system to track and compare levels of achievement within Steiner Certificate subjects and years</p>	<p>Once the tracking system is in place, teachers will be trained in its use</p>
		<p>The tracking system will be used by all Classes 10, 11 and 12 teachers (Years 11, 12, 13)</p>
		<p>The tracking system will be evaluated and any necessary changes made</p>
		<p>Information gathered through the tracking system will inform programme development in 2008</p>

STRATEGIES AND PROCESSES

ACTIONS	2007	Progress report/action taken
<p>People/Upper School Co-ordinator</p>	<p>Steiner Certificate data base being developed further.</p>	<p>There has been a delay in the process of setting up a tracking system for our own Steiner Certificate with a computer programmer due to the Steiner Certificate computer changes being made for the National Moderation process of the Steiner Certificate. Once this has been completed (end of term 2) the tracking system will be put in place. Evaluation and changes will be made as planned for in November/December.</p>
		<p>Action 2</p> <p>Work is proceeding on this but has been slowed by the need to incorporate the changes relating to the national implementation of the Certificate into the database and the fact that Mark Lewis who is providing the computer programming support has been overseas. Work will continue on this when Mark is back in Term 4</p>
		<p>Mark Lewis, who is incorporating the tracking system into the assessment database, returned from England during Week 3 of Term 4. He will be continuing his work in Week 5 and 6 of this term after which time teachers will be introduced to the new facilities. The new system will then be used to inform our developmental programmes for 2008 as part of the general development of the Steiner Certificate.</p>

STRATEGIC GOAL 2

To develop the teaching resource to the highest to the highest possible standard, top enable the teaching of the fullest Rudolf Steiner/Waldorf curriculum by the best teachers possible, in accordance with the school's special character.

Completion of the Upper School History and Math's curriculum including cross-links to the New Zealand Curriculum.

MEASURES AND TARGETS:

Measure	2007 Targets	Action Taken
People – Upper School team.	To complete history and math's curriculum development.	With the help of history and math's teachers, complete documentation of the History and Math's scheme.
To develop and complete full History and Math's Scheme.		History and Math's scheme is fully implemented in classes 8-12(Years 9 – 13)

STRATEGIES AND PROCESSES

ACTIONS	2007	Progress Report/Action Taken
People/Upper School Co-ordinator and Upper School teachers.	<ul style="list-style-type: none"> Draft History Scheme completed Math's Scheme completed 	<p>The curriculum development work for the History scheme will be further developed and compiled by Mark McGavock. He will be here in term 2 and 3 and will work closely with David Simpson and Ray Shore (History teachers).</p> <p>The curriculum development work for the Math's scheme is behind schedule. Work will begin again in term 2.</p>
		<p>History Mark McGavock from Taikura Rudolf Steiner School was employed at the end of Term 2 to work on documentation of the History main lessons in the Upper School. He completed this work however further work is now required by way of documenting the context for these main lessons in an integrated History curriculum. It had been hoped that Mark would be available to do more work however this is not now possible and so I am currently looking for someone else to complete the documentation.</p>
		<p>Completion of the documentation of the Upper School History and Maths curriculum has been completed including links to the N.Z Curriculum.</p>

STRATEGIC GOAL 2

To develop the teaching resource to the highest to the highest possible standard, top enable the teaching of the fullest Rudolf Steiner/Waldorf curriculum by the best teachers possible, in accordance with the school's special character.

Ensure good Sponsorship protocol and guidelines
MEASURES AND TARGETS:

Measure	2007 Targets	Action Taken
To strengthen mentor and sponsorship skills for staff. Professional Development Reviewed 2007	To review the current sponsorship protocol and guidelines and strengthen sponsorship practices in order to communicate effectively.	Review the sponsorship protocol and guidelines.
		Implement any changes indicated by the review
		Evaluate the effectiveness of the protocol and guidelines

STRATEGIES AND PROCESSES

ACTIONS	2007	Progress Report/Action Taken
Professional Development to foster the development of mentoring skills.	<ul style="list-style-type: none"> In-Service training programme reflects the school- wide needs Professional Development group identifies courses for staff and for individuals 	The staff focused on Sponsorship in their In-Service training prior to the school year commencing.
		This was beneficial and helped to refocus on the different aspects of sponsorship.
		Monitoring of the sponsorship school wide is in place with David Stevenson for Upper School and Annette Terlau for Lower School and Julia Sherriff for Kindergarten.
		Sponsorship protocol and guidelines have been worked on and some minor changes made.
		A review of the effectiveness is in progress.
		All new staff to be given 2 sponsor/mentor spells per week in the first year.

STRATEGIC GOAL 2

To develop the teaching resource to the highest to the highest possible standard, top enable the teaching of the fullest Rudolf Steiner/Waldorf curriculum by the best teachers possible, in accordance with the school's special character.

To ensure that the teaching resource is developed to the highest possible standard, enabling the teaching of the fullest Rudolf Steiner/Waldorf curriculum.

MEASURES AND TARGETS:

Measure	2007 Targets	Action Taken
People and Proprietors Executive Group	To complete the school's site plan	A person will be appointed to complete the site plan
		After consulting with the proprietors, staff, board and school community a building plan will be developed to cater for present and future needs of the school

STRATEGIES AND PROCESSES

ACTIONS	2007	Progress Report/Action Taken
People and Proprietors Executive Group, College of Teachers and Proprietors	Community Meeting – November 2007	<p>Within PEG a property development portfolio has been given out, and PEG is now also represented on Development Group. The Development Group liaises with PEG as and when required. A site plan is being developed within the Development Group, Architects and College of Teachers.</p> <p>Due to report to the community May 2007.</p>
		<p>The Stage 1 Upper School expansion brief has now been fully developed and is with Craig Roberts of Stapleton Architects, who will report back to the group by the 10th September with a developed design for the completion of the Upper School. We anticipate some interaction with Craig before we go to budget projections and contract documentation.</p> <p>A revised timeline will be established once a final drawing set is available and, if needed, the staging of the project has been agreed.</p> <p>Arthur Park of Clendon, Park and Burns has been advising on the stability and widening potential of the driveway, and has issued an interim report with suggestions for options to mitigate the difficulties our access presents.</p> <p>I anticipate that we will have some acceptable recommendations in a month.</p> <p>Malcolm Halley - Building Development Group</p>
Community Consultation November 2007	Consultation has been made with the College of Teachers and the school community	Site Plan completion and presentation to the community will be taking place on 18 November 2007

