



MINUTES OF ROTORUA LAKES HIGH SCHOOL
COMBINED BOARD OF TRUSTEES & AUDIT SUB COMMITTEE MINUTES
HELD TUESDAY 23 AUGUST 2016 @ 5.15 PM

PRESENT: PB Walker, Wynel Raureti-George, Kirsty Mitchell, Moana Hingston, Tony Scott, Angela Cuff, Jo Chemis, Crispian Stewart, Allison Brailey.

IN ATTENDANCE: Kura Hingston, Ross Dunn, Minute Secretary Jayne Humphries

APOLOGIES: Jo Sturme

CONFLICT OF INTEREST: Nil

TO NOTE: Ms Jo Chemis advised the Chairperson she will be leaving the meeting at 6 pm

Carried

1. HOD OF SCIENCE PRESENTATION Mr David Parry, HOD Science delivered a report and powerpoint presentation regarding the Science Department.	
2. CONFIRMATION - BOT MINUTES 26 JULY 2016 Minutes confirmed and carried clarifying the following point: <ul style="list-style-type: none">• A letter of acknowledgement has been sent to Anderson Accounting re Audit.	Moana Hingston / Crispian Stewart
3. PRINCIPAL'S REPORT AUGUST 2016 3.1 Bruce Walker presented the Principal's report and further explained some points: <ul style="list-style-type: none">• Assurance report on Strategic Goals and Targets• Finance• Staff Management• Asset Protection• Health & Safety• Legal Compliance• Significant Events / Successes• Attendance, Absences & Truancy report 3.2 COL - Bruce Walker advised that there is a meeting at Lynmore School on Wednesday 24 August at 6 pm in the staff room to discuss the Eastern Suburbs – Community of Learning Discussion. All are welcome to attend. 3.3 Attendance has remained the same. All options have now been loaded and work has begun on the timetable for 2017. 3.4 OSH Health & Safety legislation. Courses have been completed by staff member Barbara Hiha for Dept of Science and Dave Whitby for workshops 3.5 Vulnerable Children Act changes and how this will affect the school. To be discussed in further detail. Issues raised from this point: <ul style="list-style-type: none">• Core & Non Core childrens' worker categories• Overnight Camps• Sports Events• Police vets of parents, coaches, volunteers etc.• Announcing change and police vetting requirements to the community	Kirsty Mitchell / Jo Chemis

	<p>3.6 5 Year Property Agreement from the Ministry was tabled. BOT approved. Chairperson, Wynel Raureti-George signed the agreement dated 23 August 2016. Work will begin next school holidays.</p> <p>3.7 ERO Report 2016. Report has been confirmed and is available online.</p>	
<p>4. FINANCE</p>	<p>4.1 Report for Finance confirmed and carried.</p> <p>4.2 Payments for this month were ratified as follows: Payments made: 21/7 – 18/8 \$107,026.52 Wages: PP09 2/8/2016 41,793.14 PP16/8/2016 51,505.26</p> <p>4.3 It was clarified that surf boards have been purchased for Year 13 Camps.</p> <p>4.4 Bruce Walker further outlined he would like to see reserves spent on future development:</p> <ul style="list-style-type: none"> • Sun/Rain shelter areas around 4 areas of the school • Wharenuī – more development with 2 additional spaces to house: <ul style="list-style-type: none"> ➢ 1 Performing Arts area ➢ 1 Carving School • Up-grade and build new toilet areas • Develop “Eat Street” covered canteen area, landscaping etc. 	<p>Wynel Raureti-George/ Angela Cuff</p>
<p>5. ADDITIONS TO AGENDA</p>	<ul style="list-style-type: none"> • PPTA Union Meeting letter 24 Aug – BOT noted and agreed to this being advertised in the newsletter and online. Bruce Walker clarified that supervision would be provided to any students remaining behind by the non-union teaching staff. • Skiing Trip – Mr Tony Renshaw organizes this trip under the name of RLHS. BOT approved • Yr 12 PE Camp – It was clarified this trip is part of the curriculum. BOT approved. • Boys Rugby Tournament Trip – Trip to Papamoa from Wed 24 – Fri 26 Aug 2016. BOT approved • Monthly RTLB Report – Tabled. • Maternity Leave – Bruce Walker requested permission for RTLB Staff member, Lauren McRae to continue covering as DP at Rotokawa for Term 4. BOT approved. 	
<p>6. CORRESPONDENCE</p>	<p><i>Inward</i></p> <ul style="list-style-type: none"> • Letter of Resignation Mrs Lesley Hughes – letter to be sent to Mrs Hughes on behalf of the BOT. BOT agreed to a gift being organized. <p><i>Outward</i></p> <ul style="list-style-type: none"> • ERO Report – signed report sent to ERO 	
<p>7. GENERAL BUSINESS</p>	<ul style="list-style-type: none"> • Student Rep – BOT appointed and approved Lilian Gilbert as returning officer for the student rep to the BOT. Nominations close on Friday 2 Sep 2016. • NZSTA Annual Conference Report submitted by Wynel Raureti-George Wynel advised this conference was a great professional development opportunity and thanked the BOT for their support. • Policies – 3 policies were tabled: <ul style="list-style-type: none"> ➢ Appointment of Staff 	<p>Tony Scott / Angela Cuff</p>

	<ul style="list-style-type: none"> ➤ Police Vetting & Safety Checking for Core Childrens' Workers & Non-Core Childrens' Workers ➤ Child Protection Policy <p>BOT approved the policies to go out for consultation. Notification to go online and into the newsletter.</p> <ul style="list-style-type: none"> ● NZSTA Elections – Wynel Raureti-George reminded the BOT that profiles have been sent out. BOT to return forms by Friday 26 August. ● BOT/ERO Lunch – A reminder of the lunch this Friday 26 August at 1.30 in the auditorium. <p>Next AUDIT Meeting - 18 OCTOBER 2016 Next BOT Meeting - 20 SEPTEMBER 2016</p>	<p>Tony Scott / Angela Cuff</p> <p>Tony Scott / Angela Cuff</p>
	<p>CLOSURE Meeting closed at 6.10 pm</p>	
<p>8. In Committee</p>	<p>It was moved that, in accordance with the terms of Section 48 of the Local Government Official Information Act 1987, the public be excluded from this part of the meeting for the reason that discussion of these matters would infringe the natural person under Section (2)a of the Local Government Official Information Act 1987, we now go into committee.</p> <p><i>6.10 pm</i> <i>Discussed staffing issue and student discipline committee minutes</i></p>	<p>Carried: Kirsty Mitchell</p>
<p>9. Out of Committee <i>6.35 pm</i></p>	<p>It was moved that members come out of committee and confirm matters in committee.</p>	<p>Carried: Wynel Raureti-George</p>
	<p>CLOSURE Meeting closed at 6.35pm</p>	

Signed: _____
 BOT Chair

Date: _____