



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
 HELD TUESDAY 24 MAY 2016 @ 5.00 PM

PRESENT: Helen Tarei, Bruce Walker, Wynel Raureti-George, Janelle Brunton, Angela Cuff, Kelly Stevens, Mary Ann Liley, Allison Brailey, Ross Dunn, Jo Sturme, Jo Chemis

IN ATTENDANCE: Jo Sturme, Ross Dunn, Jayne Humphries Minute Secretary

APOLOGIES: None

Conflict of Interest: Nil

Confirmed / Carried

<p>1. CONFIRMATION - Tuesday 19 2016 BOT MINUTES Clarification – <i>Point 4 (b) PB Walker advised Professional Development was included in the budget.</i> Change – <i>Point 5 in the Confirmed/Carried column J Sturme should read J Chemis</i> Change – <i>Present section should include Mary Ann Liley</i></p>	<p>Angela Cuff / Janelle Brunton</p>
<p>3. REPORT FOR FINANCE Confirmed and carried. PB Walker advised that Mrs Lesley Hughes is currently on sick leave. The BOT send their best wishes. PB Walker further clarified that Mrs Lilian Gilbert has been combining her role as well as accounts. PB Walker acknowledged Lilian’s hard work and dedication. BOT also acknowledged and thanked Lilian for her invaluable contribution.</p>	<p>Janelle Brunton / Mary Ann Liley</p>
<p>2. GENERAL BUSINESS</p> <ul style="list-style-type: none"> ➤ Canteen – PB Walker advised there had been minor improvements but in general the food quality is inconsistent. Allison Brailey also advised that students have complained about price, inconsistency and felt the food overall was average. BOT noted. ➤ ASH - Bruce circulated the latest figures. ➤ Policies – The following policies have been approved and carried by the BOT: Curriculum, Education Outside the Classroom, Education Outside the Classroom (Curriculum), Sexual Harassment Protection Guidelines, Internet Safety and Acceptable Use, Gifted and Talented Students, Students with Special Education Needs, Correspondence School Policy, Learning Support Policy, Enrolment Policy, School Socials, Discipline / Behaviour Management, Drug, Alcohol & Tobacco, Crisis Management, Statement on Principle of Natural Justice, Non-Contact Time for Staff, Appointment of Staff, Professional Development, Confiscation Impounding of Student Property. ➤ Auditor – PB Walker advised the Auditor has been into school and was satisfied with all matters. A report will be issued in the next 2 months (approximately). ➤ 5 – 10 Year property report – PB Walker circulated this report and advised we are waiting approval from the MOE. Included in this report are integrated classrooms, upgrade the canteen, install a number of student lockers. Mary Ann Liley advised, following a conversation with 	<p>Angela Cuff / Helen Tarei</p>

	<p>her son, the number of boy's toilets was raised. Mary Ann requested if more toilets for boys could be included in this report. PB Walker advised this was included. BOT approved.</p> <ul style="list-style-type: none"> ➤ Professional Sound & Light System – PB Walker advised that 'Dynamics Lighting Company' has been chosen to install the new systems. The final amount will be \$57,108.70 without GST. This includes training for all staff, upgrade to our current sound desk and will be implemented before out school production. BOT approved. ➤ Nga Pumanawa e Waru – PB Walker outlined that the Nga Pumanawa e Waru Trust requested to work alongside schools, whanau, the community and iwi to make Rotorua a great place to learn with all of learners engaged and excelling. BOT approved participation in this initiative. ➤ Attendance – PB Walker noted attendance was average and advised that currently 25 students are being monitored. Ross Dunn further advised that attendance reports are printed daily and are being closely monitored and investigated. ➤ Principal's Appraisal – Helen Tarei informed the BOT that a recent performance appraisal had been completed for Bruce Walker. Helen advised that during the process she acknowledged Bruce's invaluable contribution and dedication in many areas. Helen also highlighted Bruce's expertise in Student Achievement/Success, Staff Recruitment, Staff PD, Eastside Cluster, Health & Safety, OHS Meetings, Cultural Matters, his high standing in the Community and his drive behind the Rumaki with Tania Cliff. Helen advised she is proud of RHLS and thanked Bruce for his high work ethic and dedication to the school. <ul style="list-style-type: none"> ○ Bruce Walker accepted and agreed with Helen's appraisal. BOT noted. 	Helen Tarei / Janelle Brunton
3.	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • <i>Health and Safety Training Course</i> – PB Walker advised Martin Godfrey would be attending this course on Tues 7 and Wed 8 June 2016. BOT noted. • <i>Day Trip for Year 13 Biology students</i> – BOT approved the trip and noted that Elizabeth Helu and Victoria Macann would be teachers in charge. • <i>Request for leave, Dawn Mitai-Pehi</i> – PB Walker advised this matter has been discussed with Gina Geros; leave has been approved and is to be 'Leave Without Pay'. It was duly noted that Dawn has been given a large amount of leave over the previous 2 years. • <i>Study Award Letters</i> – Victoria Mcann applied for a 2017 Secondary Teacher's Study award to enable the completion of a Master of Education. Ainslie Howie applied for a PPTA Study Award 2017, to enable the completion of a Masters in Specialist Teaching. BOT approved. • <i>Resignation Letter RTLB Danielle Unuwai and RTLB Tracy Utting</i> – BOT noted. PB Walker advised 2 permanent positions have been advertised; one in Rotorua and one in Taupo. Applications are currently being collated BOT to be advised when these positions have been filled. • <i>Resignation letter Ann Hall</i> – BOT noted. PB Walker advised Mrs Mayham would continue in her part-time role until the end of the year. 	Janelle Brunton / Angela Cuff
5.	<p>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</p>	Carried: Helen Tarei

	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.	
6. Out of Committee	It was moved that members come out of committee and confirm matters in committee.	Carried: Helen Tarei
CLOSURE	Meeting closed at 6.30pm	

Signed: _____
BOT Chair

Date: 24 MAY 2016