



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 24 NOVEMBER 2015 @ 5.00 PM

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

**IN ATTENDANCE:** Jo Sturme, Jayne Humphries Minute Secretary

**APOLOGIES:** Ross Dunn

**Conflict of Interest:** Nil

**1. PRINCIPAL'S REPORT**

1.1 Bruce Walker presented the Principal's report and further explained some points:

- Strategic Results
- Curriculum
- Professional Development
- Property/Resources
- Finance NAG 4
- Staff management NAG 3
- Attendance, Absences & Truancy Report

1.2 **TEACHERS' COUNCIL** – Bruce advised that the teachers' council will now audit 10% of renewals of teacher registration each year and will ask for evidence re teacher's practices. Bruce circulated the new 'Registered Teacher Criteria Self Assessment Tool' and informed the BOT that in order to support the new criteria an 'End of Year Review' form has been sent out to all staff. In addition the Review & Reporting to the BOT policy has been recently up-dated along with the Three Year Cycle of Departmental Audit/Review. Bruce to keep the BOT informed of any developments.

1.3 **CATCH UP PROGRAMME** – A total of 38 students were invited to participate in the Catch Up programme. These students were identified as at risk of not achieving full NCEA at their level. A monitor system around student achievement was put into place through the Senior Dean System as well as Senior Management. Bruce recognized the dedication and hard work of Mrs Pani McLean. A letter of thanks to be sent to Mrs McLean.

1.4 **EASTERN ROTORUA COMMUNITY OF LEARNERS (CoL)**. The action plan has been submitted to the MOE for approval.

1.5 **ATTENDANCE**. Attendance is 86%.

1.6 **SECONDARY TRIAL SCHOOL**– Bruce advised that RLHS has been invited by the MOE to become a secondary trial school in 2016 re learning progression frameworks (for reading, writing & mathematics). The objective is to support year 9 and 10 students. Bruce circulated The Learning Progression Frameworks document.

**PROPERTY / RESOURCES** – Bruce informed the BOT that:

- 2.
- The Auditorium floor will be repaired during the holidays
  - The exterior wall admin block will be painted shortly.
  - The netball court roof will be installed January 2016.
  - The Gym walls will be repaired shortly.

**Bruce Walker**

**Carried Angela Cuff/  
Helen Tarei**

### CONFIRMATION OF MINUTES 27 OCTOBER 2015

Carried Helen Tarei/  
Janelle Brunton

3. Minutes were confirmed.

#### 4. CORRESPONDENCE

- *Inward*

**CAG report from RTLB Cluster Manager** – from Christina Phillips (Booklet). BOT noted.

Registered Teacher Criteria – Self Assessment Tool (booklet) Letter of **Resignation** – Mrs Erna Cullen

BOT noted.

**Request for extra maternity leave – Hildegardt Young**

BOT approved a 2<sup>nd</sup> year of Maternity Leave and to Term 1 2017 with the understanding that this will be discretionary leave without pay.

**Email of approval from Christina Phillips.** BOT noted

**Letter of acceptance for Tourism, Geography & Social Studies teacher** BOT noted. Ms Hodge will commence Term 1 2016

**Letter requesting permission for overnight electives (electives booklet inc.)**

BOT approved all trips; Mt Maunganui (2 days), Pauanui (3 days), Wellington Arts (2 days) and Salt/Fresh Fishing (1 day).

*Outward*

None

Carried Angela Cuff/  
Allison Brailey

#### 4. GENERAL BUSINESS

- **HOD Maori**

Bruce advised discussions are taking place re HOD Maori.

- **Policies**

Policies were approved at the Audit Committee meeting and are now out for consultation:

- Disposal of Assets
- Privacy Policy
- Special Leave for Teachers
- Reimbursement of Co-curricular Expenses
- Communication of Information held on Staff & Students at RLHS
- Equity
- Equal Employment Opportunities
- Community Consultation, Communication & Reporting
- Review & Reporting to the BOT
- Student Use of Charter Bus **(new policy)**

The following policies were disestablished upon approval at the Audit Committee meeting:

- **Financial Support for Students and Special Funding.** To be removed from the policy folder

The following policies have been out for consultation and were approved by the BOT. To be updated in the policy folder:

- Foreign Fee Paying Students
- Refunds To International Fee Paying Students
- Visitor Safety
- Protected Disclosures

- **Music Department**

Tim Smith has resigned his position with the music department due to business commitments.

- **Canteen Services**  
BOT approved the Libelle Group (2 year contract). Lilian Gilbert to liaise and organize. A letter of thanks to be sent to Karen.
- **Principal's Sabbatical**  
A letter of thanks to be sent to Jo Sturme for her role as Acting Principal last term.
- **School Vans**  
Awaiting approval from the trust.
- **Teacher Aide**  
Jo Chemis recently met with Deena Theobald (teacher aide) who resigned from RLHS. Deena was very happy at RLHS and commented that it was a great place to work and that she misses working at RLHS. She resigned due to lack of job security.
- **Website**  
The RLHS website is currently down. Linda Tolentino is currently updating. A new website to be designed next year. Ross Dunn in charge of developments.
- **Enrolments**  
Bruce commented that there are approximately 70 enrolments for year 9. Although the numbers are disappointing it is hoped these will rise nearer end of term.
- **CACTUS Programme**  
Jo requested approval from the BOT to submit an application to the Southern Trust to purchase uniforms for the CACTUS programme in the sum of \$2,727.17. BOT approved.

**Bruce Walker**

**Bruce Walker**

Next BOT and Audit Meeting.

TBA

**7. In Committee**

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.

**Carried:  
Helen Tarei**

**8. 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 pm

Signed: \_\_\_\_\_  
BOT Chair

Date: 24/11/2015

