



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MEETING - MINUTES**  
HELD TUESDAY 25 AUGUST 2015 @ 5.00 PM

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**PRESENT:** Helen Tarei, Jo Sturme, Ross Dunn, Jo Chemis, Angela Cuff, Mary-Ann Liley, Wynel Raureti-George, Janelle Brunton

**IN ATTENDANCE:** Jayne Humphries Minute Secretary

**APOLOGIES:** PB Walker on sabbatical, Ngahaki Gardiner, Kelly Stevens

**Conflict of Interest:** Nil

**1. ASB – Presentation for Banking Services**

Phillipa Bennyworth, Steven Greer and Selina Wallis from ASB Bank addressed the BOT. The BOT thanked everyone for the presentation and elected to discuss the possible change of banks from Westpac to ASB at the next audit meeting on 15<sup>th</sup> September 2015. BOT decided to extend an invitation to Lilian Gilbert, EO to be present at this meeting.

**To be discussed @ Audit on 15/9/15**

**2. Principal's Report**

2.1 Jo Sturme presented Acting 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

2.2 **Attendance** – Jo highlighted our excellent attendance of 84.8%

2.3 **Curriculum** Jo advised that HOD meetings regarding achievement in NCEA classes are progressing well and will be completed this week.

2.4 Jo further clarified that HODS full day meeting on 18/8/15 with Margaret Malcom (Waikato University) was extremely beneficial with HODS preparing for regular 4 minute 'walk throughs' on all relevant classes. This provides continued support to teaching staff within curriculum areas to accelerate achievement from Year 9.

**Carried:  
Angela Cuff/  
Helen Tarei**

**3. Property / Resources**

- Wheelchair access toilets in the auditorium are being fixed.

**3. Confirmation of 18 AUGUST 2015 Audit Meeting**

Minutes of the AUDIT meeting held on Tuesday 18 August 2015 were confirmed.

**Carried:  
Angela Cuff/  
Wynel Raureti-George**

**4. Confirmation 28 JULY 2015 BOT Meeting**

Minutes of BOT meeting held 28 July 2015 were confirmed.

**Carried:  
Jo Chemis/  
Mary-Ann Liley**

## 5. Correspondence

- Letter of 11 August – leave request S Carlan-Ridell – **To be discussed In Committee**
- Letter of 12<sup>th</sup> August – P McLean and A Barakat – Trip to Wellington Manu Korero Nationals. BOT unanimously approved the trip and permission was given. Cost of vans for the trip was queried.
- Letter of 19<sup>th</sup> August – PPTA response re Sharlene Easthope-Harper – **To be discussed In Committee**
- Letter of 24 August – Resignation from F Ruawai-Hamilton – BOT accepted the resignation. Francis has been approached and is considering, with her new employer, whether she can stay on longer to minimise disruption for her students.

**Carried:  
Helen Tarei/Jo Chemis**

## 6. General Business

- **Policies** were accepted notices to go into the newsletter
- **RTL Cluster 20 Report** – BOT noted and tabled
- **EOTC Application Yr 12 PE Camp** – BOT unanimously approved the trip and permission was given.
- **Duke of Edinburgh Trip** – BOT unanimously approved the trip and permission was given.
- **Ski Camp Application** – BOT unanimously approved the trip and permission was given with the following provision:
  - As this is a crucial time at school for Tony Renshaw BOT decided nominate a responsible parent to be person in charge. Jo Sturme to investigate and send an email to the BOT for approval once this person has been chosen.
- Jo Sturme advised a 'CACTUS' Programme meeting took place today. Alana Sincock and Dana Frost have volunteered their services to lead the programme. Leigh from Mokoia Community association is currently working on funding. Jo Sturme will keep BOT informed.
- BOT requested a copy of the Charter Bus Policy to be reviewed at the next meeting.
- Jo Sturme advised that the quote for the roof on the netball court has gone well over original quote. This is due mainly to currency fluctuations. Lilian Gilbert, EO will need to request a higher amount from the MOE which will also enable lighting for the court. BOT to be kept informed.
- **Next BOT and Audit Meeting.** Due to sports prize giving and term 3 holidays the BOT agreed to combine both meetings. Therefore the BOT & Audit meeting will be on **15 September 2015.**

**Jayne Humphries**

**Jo Sturme**

**Jayne Humphries**

**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 6.45 pm

Signed: \_\_\_\_\_

BOT Chair

Date: 25/8/15