



MINUTES OF ROTORUA LAKES HIGH SCHOOL
COMBINED BOARD OF TRUSTEES & AUDIT SUB COMMITTEE MINUTES
 HELD TUESDAY 26 JULY 2016 @ 5.15 PM

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

IN ATTENDANCE: Jo Sturme, Ross Dunn

APOLOGIES: Allison Brailey

Conflict of Interest: Nil

		Carried
1.	CONFIRMATION - BOT MINUTES 28 JUNE 2016 Minutes confirmed and carried.	Moana Hingston / Tony Scott
2.	PRINCIPAL'S REPORT 30 JUNE 2016 2.1 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 – BOT appointed Executive Officer to act on the board's account with Inland Revenue. • Staff Management • Asset Protection • Health & Safety • Legal Compliance • Significant Events / Successes • Attendance, Absences & Truancy report 	PB Walker / Moana Hingston Kirsty Mitchell / Wynel Raureti-George
3.	FINANCE 3.1 Report for Finance 30 June 2016 confirmed and carried. 3.2 Payments for this month were ratified as follows: Payments made: 17/6 to 20/7 258,212.30 Wages: 21/6/16 49,716.30 5/7/16 48,157.39 19/7/16 34,501.64	Moana Hingston / Kirsty Mitchell Tony Scott / Moana Hingston
3.	CORRESPONDENCE <i>Inward</i> <ul style="list-style-type: none"> • Education Review Office Report 2016 – BOT congratulated all staff for their dedication and hard work in achieving an excellent report from ERO. BOT also acknowledged the invaluable input and commitment from the previous Board of Trustees. • In recognition of this achievement BOT agreed and approved a lunch for all staff. BOT to be invited. • Response to unconfirmed School Education Review Report (to be signed by BOT Chair) • Letter of resignation – Caroline Jacobs (RTL B) 	Document signed by BOT chair Angela Cuff/Tony Scott

	<ul style="list-style-type: none"> • Letter from Anderson Accounting re Audit – 31 December 2015 <i>PB Walker to ascertain if a letter of acknowledgement needs to be sent to Anderson Accounting.</i> • Letter from Simone Hamilton accepting TIC Food Tech position • Policy – Global Reporting – was tabled and approved. • Letter to Awhina Rangitauira – The period of LWOP was approved by the Board for Term 3 2016. <p>Outward</p> <ul style="list-style-type: none"> • Letters of offer (RTL) to: Jodee Flynn, Shaaron Piatek, Allyson Morrison, Angela Betterton-Quaife, Elizabeth Minchington 	<p>Tony Scott/Angela Cuff</p> <p>Kirsty Mitchell/Tony Scott</p>
<p>4. GENERAL BUSINESS</p>	<ul style="list-style-type: none"> • NZSTA Conference discussion • Booklets – Making a difference Trustee Handbook (were distributed) • Booklets – Trusteeship – a guide for school trustees 2016 (were distributed) <p>Next AUDIT Meeting - 16 August 2016 Next BOT Meeting - 23 August 2016</p>	
	<p>CLOSURE Meeting closed at 6.14 pm</p>	

Signed: _____
BOT Chair

Date: 26 JULY 2016