



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 27 OCTOBER 2015 @ 5.00 PM

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

IN ATTENDANCE: Jayne Humphries Minute Secretary

APOLOGIES: Mary-Ann Liley

Conflict of Interest: Nil

1. Principal's Sabbatical

- Bruce Walker thanked the BOT for their permission and support to enable his recent sabbatical. Bruce also acknowledged and thanked Ms Jo Sturme for stepping in as Acting Principal.
- The BOT also expressed their thanks to Ms Sturme for a fantastic job.

2. Principal's Report

2.1 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

2.2 **Attendance** – Bruce highlighted our excellent attendance of 86.2% Bruce acknowledged the hard work and dedication of Mrs Pani McLean regarding her careers guidance and excellent student academic monitoring.

2.3 **Junior Exams** – Bruce advised the junior exams are on 9th and 10th November. A letter has been sent home to all parents/caregivers advising of dates and encouraging students to prepare for exams.

2.4 **Appraisal.** 2nd appraisal round taking place. Ross Dunn is working with staff, departments and HODs.

2.5 **NZQA.** 4-5 yr review period given to school by NZQA after the Managing National Assessment Report. Bruce thanked Ms Jo Sturme for her hard work and organisation and also to all HODs and staff involvement. RHLS is the only secondary school in the region at this level.

2.6 **Roll** – Bruce advised there are a number of issues with Mokoia regarding student numbers and maintaining the roll. Bruce highlighted the hard work of Tony Renshaw regarding RLHS Year 9 enrolments.

2.7 **Health & Safety** – Bruce thanked Ross Dunn for organising the recent earth quake drill.

2.8 **OSH Committee Meeting.** The meeting was held on 9 September 2015.

Carried:
Bruce Walker/Helen Tarei

3. Correspondence

- **Inward**

Letter of Resignation – Deena Theobald, Special Needs Unit
BOT noted.

Letter of Resignation – Robin Leersnijder (Dibble) RTLB
BOT noted.

Letter of Resignation – Tania Cliffe, HOD Maori Department
BOT noted. Position has been advertised Bruce to keep BOT informed.

Bruce Walker

Overnight Trip – Rypen Camp from Ms Glenda Curtis
BOT approved the trip.

Letter re Staff Christmas function from Ms Haana Howard
Jayne Humphries to send an email confirming BOT 2014 approval/contribution.

**Jayne Humphries
Carried:
Helen Tarei/Jo Chemis**

- **Outward**

Letter to Angela Betterton-Quaife .6 maternity leave job share position.
BOT noted.

Carried:

Letter to Tracy Utting .6 maternity leave job share position
BOT noted.

Helen Tarei/Allison Brailey

4. General Business

- **Tourism, Geography & Social Studies Teaching Position**

Bruce advised Haley Hodge has been hired and will commence Term 1 2016.

- **Archive Disposal**

This was approved at the previous Audit Meeting of 20 October 2015.

- **Policies**

Policies have gone out for consultation

- **Music Department**

Jo advised Tim Smith and Kathryn Lauder, new teachers in the music department are a great asset to RLHS and are supporting Chris Pascoe extremely well.

- **Cactus Programme**

Jo Sturme reported that students have been selected and a meeting has taken place with Mokoia Community Association, Police, staff and parents. Will take place Week 3 next term. Jo Sturme to keep BOT informed.

Jo Sturme

- **Non-Payment of Bus Fees**

Letter to Mrs Hartigan has now been sent to the debt collectors. Jo Sturme to keep BOT up-dated. Mrs Hartigan has purchased fortnightly tickets thereby incurring no further debt.

Jo Sturme

- **Canteen Services**

Bruce advised that tenders have gone out to run the canteen. We are working in conjunction with JPC. Tenders close on 13 November. Bruce to keep BOT informed.

Bruce Walker

- **School Vans**

Bruce circulated a cost sheet regarding the school vans which are now 15 years old. Bruce requested approval to investigate either purchasing 1 new vehicle or preferably leasing. This would mean 1 van would be kept for caretaker use and as an urgent vehicle for student runs. In acquiring a new van RLHS would have up-to-date safety features and extra seating (11 persons + driver). BOT approved Bruce to report at next BOT.

Bruce Walker

- **School Van Valet**

Bruce suggested hiring a student to clean the school vans, 3 – 4 hours per week. BOT approved. Bruce to organise.

- **Netball Roof**

Bruce advised the plans are now in Auckland with the builders and we are now waiting Rotorua council approval. Time frame for completion is approximately February 2016.

- **Student Representative**

The BOT welcomed Allison Brailey to the meeting. Allison advised she will be attending BOT training on Friday 20 October 2015.

Bruce Walker

Next BOT and Audit Meeting.

AUDIT MEETING – Tuesday 17 NOVEMBER 2015

BOT MEETING – Tuesday 24 NOVEMBER 2015

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

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:

8. Out of Committee

It was moved that members come out of committee and confirm matters in committee.

Carried:

CLOSURE

Meeting closed at 6 pm

Signed: _____
BOT Chair

Date: 27/10/15