



	<ul style="list-style-type: none"> <li>x. Policy Property &amp; Equipment</li> <li>xi. Policy RTLB Practice</li> <li>xii. Procedure Accessing RTLB Service</li> <li>xiii. Procedure Appointment of RTLB</li> <li>xiv. Procedure Appraisal</li> <li>xv. Procedure Attestation</li> <li>xvi. Procedure Case Closures</li> <li>xvii. Procedure Child Protection</li> <li>xviii. Procedure Children’s Team</li> <li>xix. Procedure Community Consultation Communication &amp; Reporting</li> <li>xx. Procedure Decommissioning of Cluster Technology</li> <li>xxi. Procedure Documentation and Record Keeping</li> <li>xxii. Procedure Gateway Requests for Education Profiles</li> <li>xxiii. Procedure Health &amp; Safety of RTLB</li> <li>xxiv. Procedure Incredible Years Teacher (IYT) Programme</li> <li>xxv. Procedure Induction</li> <li>xxvi. Procedure Keeping Ourselves Safe</li> <li>xxvii. Procedure Liaison RTLB Role</li> <li>xxviii. Procedure Professional Learning</li> <li>xxix. Procedure Purchasing</li> <li>xxx. Procedure Review of RTLB Policies &amp; Procedures</li> <li>xxxi. Procedure RTLB Casework</li> <li>xxxii. Procedure RTLB Debit Card</li> <li>xxxiii. Procedure RTLB Leave</li> <li>xxxiv. Procedure RTLB Offices</li> <li>xxxv. Procedure RTLB Qualification Training</li> <li>xxxvi. Procedure RTLB Resources and Equipment</li> <li>xxxvii. Procedure RTLB Travel</li> <li>xxxviii. Procedure Social Media &amp; Internet Use</li> <li>xxxix. Procedure Student Information <ul style="list-style-type: none"> <li>xl. Procedure Student Support Funding</li> <li>xli. Procedure Study Leave</li> <li>xl.ii. Procedure Term 4 Casework and Case Closures</li> <li>xl.iii. Procedure Transitions</li> <li>xl. iv. Procedure Use of Cluster Technology</li> <li>xl. v. Procedure Vehicle Insurance</li> <li>xl. vi. Procedure Working With External Professionals</li> </ul> </li> </ul> <p>b. <b>The BOT ratified the following RLHS policies:</b></p> <ul style="list-style-type: none"> <li>• Homework Guidelines</li> <li>• New Programmes</li> </ul> <p>c. <b>Charter 2017</b> The BOT ratified the 2017 Charter with the following additions:</p> <ul style="list-style-type: none"> <li>• Page 2 – third bullet point – omit years ‘2011 and 2012’</li> <li>• Page 23 – Annual Aim should read ‘2016’</li> <li>• Page 23 – ‘(2016)’ to be inserted before Year 10: Reading</li> </ul> <p>d. <b>BOT Meeting Dates</b> BOT agreed and ratified the combination of the Audit and BOT meetings. Schedule to be sent out by Jayne Humphries.</p>	<p><b>THE BOT AS INDIVIDUALS UNANIMOUSLY AGREED TO RATIFICATION OF ALL RTLB POLICES &amp; PROCEDURES</b></p> <p><b>ANGELA CUFF MOANA HINGSTON</b></p> <p><b>TONY SCOTT WYNEL RAURETI-GEORGE</b></p> <p><b>TONY SCOTT WYNEL RAURETI-GEORGE</b></p>
<p><b>4.</b></p>	<p><b>CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• <i>Inward</i> <b>Resignation Letter of Mark Smithells.</b> Mwarawa Kairaoi has been hired and will replace Mark Smithells on 13 March 2017.</li> </ul>	<p><b>WYNEL RAURETI-GEORGE JO CHEMIS</b></p>

	<p><b>Letter from NZEI Te Riuroa re union meetings</b> – PB Walker outlined that this notification advised there are 2 paid union meetings per year and mainly applies to RTLB staff.</p> <p><i>Outward</i></p> <p><b>Offer of appointment letter to Mwarawa Kairaoi</b></p>	
<p><b>5. GENERAL BUSINESS</b></p>	<p>a) <b>RTLB CLUSTER 20 REPORT FEBRUARY 2017</b> – This report was tabled and ratified by the BOT. PB Walker further explained that as Lead School Principal he regularly attends meetings approximately 4 – 5 times per term with management and has attended a number of Hui.</p> <p>b) <b>CANTEEN</b> – PB Walker advised that there are still complaints regarding serving times, quality and variety of food. A meeting is being organised with Libelle Group, EO and PB Walker. PB Walker to advise outcome at next BOT meeting.</p> <p>c) <b>RTLB MAGGIE TAPIATA</b> – Maggie Tapiata has requested a further year of leave. PB Walker advised Maggie had 1 year’s leave to travel overseas and a further year as her husband passed away. The BOT declined to extend any further leave to Maggie Tapiata as this period has already been quite some time.</p> <p>d) <b>LEAVE REQUEST PB WALKER</b> – PB Walker requested leave from 24 July to 4 August 2017 inclusive to travel overseas. DP Ms Jo Sturme will be Acting Principal in his absence. The BOT agreed to grant leave. PB Walker thanked the BOT.</p> <p>e) <b>STUDENT REP LIAM DIXON</b> – Chairperson Wynel Raureti-George congratulated Liam for taking part in The Spirit of Adventure. Wynel further advised that Liam had enjoyed the challenge and experience very much. The BOT recognised the hard work and dedication of Liam’s participation.</p> <p>f) <b>RLHS WEBSITE</b> – Ross Dunn advised the website is progressing extremely well. He acknowledged Jayne Humphries invaluable input and will present at the next meeting.</p> <p><b>Next BOT + AUDIT Meeting 28 March 2017</b></p>	<p><b>PB WALKER</b></p> <p><b>THE BOT AS INDIVIDUALS UNANIMOUSLY DECLINED ANY FURTHER LEAVE TO MS MAGGIE TAPIATA</b></p> <p><b>THE BOT AS INDIVIDUALS UNANIMOUSLY GRANTED LEAVE TO PRINCIPAL PB WALKER</b></p> <p><b>ROSS DUNN JAYNE HUMPHRIES</b></p>
<p><b>CLOSURE</b></p>	<p>Meeting closed at 6.10 pm</p>	

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

Date: \_\_\_\_\_