



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MEETING - MINUTES
HELD TUESDAY 28 JULY 2015 AT 5.00 PM

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

IN ATTENDANCE: Jayne Humphries Minute Secretary

APOLOGIES: PB Walker on sabbatical

Conflict of Interest: Nil

1. Principal's Report

1.1 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
- Health & Safety NAG 5
- Significant Events / Successes
- Attendance, Absences & Truancy Report

1.2 **Attendance** – Jo highlighted our excellent attendance of 87.5%.

1.3 **Curriculum** – Curriculum Guide developed for 2016 and is now online. There are a number of new courses and we are awaiting student option choice. Subject choice evening has been set and option forms have been sent out.

1.4 Property / Resources

- The tree at 'hort' block is awaiting removal. MOE to approve in terms of OSH issues.
- The toilets in the auditorium will be fixed before open evening on 12 August.
- The heating in P5 during period 1 – 2 is still an ongoing problem due to poor insulation. This building may be removed before next winter. BOT to be kept informed.

1.5 Staff

- Frances Ruawai-Hamilton has returned for Term 3
- Lucille Yates Wright has returned for Term 3
- Mrs Tups Wright is off for an indefinite period due to a severe back injury

1.6 **Point 4.4** in Acting Principal's report should read 2016 not 2015.

Carried:
Helen Tarei /
Kelly Stevens

2. Report for Finance 28 July 2015

(addressed at BOT meeting as previous Audit meeting postponed)

Payments for this month were ratified as follows:

Payments made:	18/6/2015 – 23/7/2015	\$ 288, 821.91
WAGES:	23/6/15	\$ 49,009.11
	7/7/15	\$ 50,278.19
	21/7/15	\$ 23,180.59

The following invoices were queried:

- 25th June reimbursement of \$537.15
- 3rd July 7 travel invoices
- 20 July to clarify Skywell expenses

Jo Sturme to clarify and report at next AUDIT meeting.

Carried:
**Angela Cuff/
Janelle Brunton**

Jo Sturme

3. Confirmation of 22nd JUNE 2015 Audit Meeting

Minutes of the AUDIT meeting held on 22nd June were confirmed.

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

4. Confirmation 30 JUNE 2015 BOT Meeting

Minutes of BOT meeting held 26 MAY were confirmed.

**Carried: Mary-Ann Liley /
Wynell Raureti-George**

5. Correspondence

- Quote from Amalgamated Roofing re Health & Wellness Roof was approved by the BOT. Quote to be forwarded to MOE for approval.
- MOE letter re 2014 Audited Financial Statements – BOT noted.
- Letter from Auditor-General re School Audit Arrangements 2015-2017 – BOT noted.
- Letter from Barbara Hiha re request for one-off re-grade. To be discussed in detail 'In Committee'.

Carried:
Helen Tarei

6. General Business

- Book from PPTS "Guidelines to Assist Boards of Trustees to meet their good employer obligations to Maori – tabled to BOT. The Board agreed to discuss further at the next Audit meeting. Jayne Humphries to copy and send to the BOT - "A checklist for the implementation of good employer responsibilities in schools" from the book.
- Lilian Gibert was appointed as returning officer for BOT Student Election on Friday 18th September 2015.
- Due to RHLS's phenomenal success at the National Kapa Haka Championships there will 2 performances in the gymnasium RLHS on Friday 31 July 2015: 1st performance @ 1.30 pm to our contributing schools and 2nd @ 2.30 pm for RLHS.
- Jo Sturme advised discussions are taking place regarding the 'CACTUS' Programme being implemented for RHLS. Jo Sturme to keep BOT informed of developments.

Jayne Humphries

Jo Sturme

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 5.35 pm

Signed: _____
BOT Chair

Date: 28 JULY 2015