



**MINUTES OF ROTORUA LAKES HIGH SCHOOL
COMBINED BOARD OF TRUSTEES & AUDIT SUB COMMITTEE MINUTES
HELD TUESDAY 29 NOVEMBER 2016 @ 5.15 PM**

PRESENT: Tony Scott, Kirsty Mitchell, Liam Dixon, Jo Chemis, PB Walker

APOLOGIES: Wynel Raureti-George, Crispian Stewart, Moana Hingston, Angela Cuff, Jo Sturme

IN ATTENDANCE: Minute Secretary Jayne Humphries, Ross Dunn

CONFLICT OF INTEREST: Nil

		Carried / Ratified
1.	<p>PRESENTATION</p> <p>1.1 Ross Dunn/Jayne Humphries presented a preview of the new RLHS website. The BOT were invited to view the link http://rlhstestsite.com/ for any feedback or suggestions. Work will continue on the site until February 2018. Ross Dunn/Jayne Humphries to keep the BOT informed of progress.</p> <p>1.2 Bruce Walker advised that Ross Dunn has accepted the responsibility of Marketing for International Students. Ross will select a team in Term 1 and work on a Marketing Plan with a view to visiting the Asian region in 2018 to promote RLHS. Ross Dunn to keep the BOT informed of progress.</p>	<p>Action: Ross Dunn Jayne Humphries</p> <p>Action : Ross Dunn</p>
2.	<p>CONFIRMATION OF MINUTES</p> <p>2.1 BOT MINUTES 25 OCTOBER 2016 Minutes were ratified.</p> <p>2.2 IN COMMITTEE MINUTES 25 OCTOBER 2016 Minutes were ratified.</p>	<p style="text-align: center;">Tony Scott/ Bruce Walker</p> <p style="text-align: center;">Tony Scott/ Bruce Walker</p>
3.	<p>PRINCIPAL'S REPORT NOVEMBER 2016</p> <p>3.1 Bruce Walker presented the Principal's report and further explained some points:</p> <ul style="list-style-type: none"> • Assurance report on Strategic Goals and Targets • Finance • Staff Management • Asset Protection • Health & Safety • Legal Compliance • Significant Events / Successes • Attendance, Absences & Truancy report <p>3.2 ARTs - Bruce Walker advised that the 22 out of 26 ARTs students now have NCEA level 2 and the remaining 4 are between 4 and 10 credits. Bruce Walker acknowledged the hard work and diligence of Mrs Pani McLean and her team.</p> <p>3.3 GATEWAY - Bruce Walker further advised that next year the TEC has raised our places from 106 to 112 due to the success of our placements. Bruce Walker acknowledged the hard work and dedication of Mrs Barbara Walker and her team.</p> <p>3.4 OSH – Ross Dunn advised that all OSH teams have now been trained creating a more knowledgeable base for staff in Health and Safety. Ross Dunn reported to the BOT that some members of RTLB were unclear as to their individual roles and also policies and procedures. Ross Dunn further advised the BOT that he had clarified these points with RTLB staff in the hopes of</p>	<p>Kirsty Mitchell/ Tony Scott</p>

	<ul style="list-style-type: none"> ✓ Review of Policies and procedures ✓ Concerns & Complaints ✓ RTLB Practice ✓ Liaison RTLB Role ✓ Accessing RTLB Service ✓ RTLB Casework ✓ Transition ✓ Case Closures ✓ Working with External Professionals ✓ Term 4 Casework and Case Closures ✓ Incredible years Teacher (IYT) Programmes ✓ Gateway Requests for Education Profiles ✓ Children’s Team ✓ Documentation & Record Keeping ✓ Study Leave <p>BOT approved the following RTLB Policies to go out for consultation:</p> <ul style="list-style-type: none"> ● Finances ● Property & Equipment ● Purchasing ● RTLB Debit Card ● RTLB Travel ● Vehicle Insurance ● Student Support Funding ● RTLB Offices ● RTLB Equipment & Resources <p>Bruce Walker clarified that Wayne Gribble and Deb Palmer have met to discuss all policies. All RTLB staff have been included in this process including Practice Leaders and Cluster Managers.</p> <p>6.2 RLHS Policies Bruce Walker requested that the RLHS policies: Homework Guidelines and New Programmes be held until Term 1 to facilitate further clarification with staff. Bruce Walker to re-submit at the next BOT meeting. BOT agreed.</p> <p>6.3 Dental Services Bruce Walker, on behalf of Jo Sturme, requested permission to proceed with the free dental health services to our students on school grounds from the Lakes District Health Board. BOT granted permission to proceed. Jo Sturme to keep the BOT informed.</p> <p>6.4 Staff Christmas Party Bruce Walker reminded all members of the BOT that the Christmas party is Friday 9 December at Abracadabra 5 .30 pm. For any BOT member wishing to attend please contact Jayne Humphries by Monday 5 December to ensure reservation.</p>	<p>Kirsty Mitchell/ Tony Scott</p> <p>Kirsty Mitchell/ Tony Scott</p> <p>Action: Bruce Walker</p> <p>Tony Scott/ Kirsty Mitchell Action: Jo Sturme</p>
7.	<p>BOT Meeting It was clarified that this was the final BOT meeting for 2017. Bruce Walker advised that for any pressing matters an email will be sent to all members. Bruce Walker thanked the BOT for their hard work and invaluable input and wished everyone a happy holiday.</p> <p>The BOT thanked all staff at RLHS for their hard work and dedication. The BOT wished everyone a happy holiday and great New Year.</p>	

	Next AUDIT Meeting - TBA Next BOT Meeting - TBA	
	CLOSURE Meeting closed at 6.05 pm	

Signed: _____
BOT Chair

Date: _____