



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 23 MAY 2017 @ 5.15 PM

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

IN ATTENDANCE: Jo Sturme, Ross Dunn, Jayne Humphries Minute Secretary

APOLOGIES: Jo Chemis, Kura Hingston

Conflict of Interest: Nil

		ACTION / RATIFICATION
1.	PRESENTATION FROM HOD MAORI – TAU SOLOMAN Mr Taumata Soloman, HOD Maori delivered a report and PowerPoint presentation regarding the Maori Department courses. Moana Hingston left the meeting at 5.45 pm	
2.	PRINCIPAL'S REPORT 2.1 Bruce Walker presented the Principal's report and further explained some points: <ul style="list-style-type: none">• Annual Target 2017• Curriculum• Professional Development• Property / Resources• Attendance, Absences and Truancy Report 2.2 A.R.T. PB Walker clarified that ART monitoring represents Attendance, Retention, Transition. 2.3 SCIENCE LAB - PB Walker advised that there are plans to build another science lab without adding to the square metreage as per MOE specifications. This lab will be utilised as a general Resource Lab. Costings have yet to be finalised, a figure of \$110,000 has been put aside in the 5 year property plan. Any more would have to come from Board reserves. PB Walker to finalise and bring costs to the BOT at the next meeting. PB Walker advised it would be good if work could commence beginning of Term 4 with completion being beginning of Term 1 2018. 2.4 SECURITY CAMERAS UPGRADE QUOTATION FROM SECURE TECH – PB Walker advised that this quotation is to upgrade and complete expansion of the CCTV systems at RLHS. The upgrades will include new software and 21 new High Definition indoor and outdoor (motion censored) cameras. The new software will enable a new monitoring station to be installed at the caretaker's house and the existing monitoring station located at front reception of the school to be upgraded. Total cost is 46,128.24 (inc GST) to be taken from the Capital fund in the 2017 Budget. 2.5 UPGRADE WIRELESS NETWORK – PB Walker advised this is SNUP funded. As many more devices are now using the system than three years ago, RLHS needs more capability for greater stability and ease of access. The cost to the school is \$6,600, which will be from the Cyclical Maintenance & Building Repairs budget. As we require more Wireless Access Points than standard, the extra cost to the school is \$6,300. Therefore, the total amount is \$12,900.	<p>PB WALKER</p> <p>KIRSTY MITCHELL / TONY SCOTT</p> <p>WYNEL RAURETI-GEORGE/ ANGELA CUFF</p>

	<p>2.6 ART MONITORING (SCHOOL LEAVERS) – PB Walker advised ART monitoring has begun. Each teacher of NCEA classes is to send in a class list to the Principal showing the standards being taught, standards that have been assessed and results for each student in the class. The Principal and Pani McLean will monitor lists of students who have not achieved or submitted work closely. Lists to be prepared every 5 weeks and given to the Principal. PB Walker to keep the BOT informed of progress.</p> <p>2.7 NEW COURSES - PB Walker advised there will be new courses implemented next year, which are still in the planning phase. Amongst the proposals to date are:</p> <ul style="list-style-type: none"> • Maori Performing Arts • Extra course in Science for Year 12 & 13 • Legal Studies • Digital Manipulation <p>PB Walker clarified any new courses will be implemented correctly in terms of NZQA requirements, staff and resourcing etc. PB Walker to keep the BOT informed of progress.</p> <p>2.8 PRINCIPAL’S REPORT of May 2017 - was ratified.</p>	<p>PB WALKER</p> <p>PB WALKER</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p>														
<p>3.</p>	<p>REPORT FOR FINANCE – 30 APRIL 2017</p> <ul style="list-style-type: none"> • Payments were ratified as follows: <table border="0"> <tr> <td>Payments made: 1/3 – 18/ 5</td> <td>\$626,482.40</td> </tr> <tr> <td>WAGES: PP25 14 /3/17</td> <td>\$ 43,860.93</td> </tr> <tr> <td>PP26 28/3/17</td> <td>\$ 48,308.66</td> </tr> <tr> <td>PP01 11/4/17</td> <td>\$ 46,727.28</td> </tr> <tr> <td>PP02 25/4/17</td> <td>\$ 36,058.26</td> </tr> <tr> <td>PP03 9/5/17</td> <td>\$ 34,361.20</td> </tr> <tr> <td></td> <td>\$835,798.73</td> </tr> </table> <p>3.1 BOT requested clarification regarding a personal payment to Tendercare. PB Walker advised a staff member had made this payment using the school account and reimbursed the school the following day with the Executive Officer’s permission.</p>	Payments made: 1/3 – 18/ 5	\$626,482.40	WAGES: PP25 14 /3/17	\$ 43,860.93	PP26 28/3/17	\$ 48,308.66	PP01 11/4/17	\$ 46,727.28	PP02 25/4/17	\$ 36,058.26	PP03 9/5/17	\$ 34,361.20		\$835,798.73	<p>WYNEL RAURETI-GEORGE/ CRISPIAN STEWART</p>
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<p>4.</p>	<p>CONFIRMATION - BOT MINUTES</p> <p>4.1 The minutes of 28 March 2017 were ratified. The following issues were discussed</p> <p>4.2 CHARTER BUS – PB Walker advised Ritchies Bus Company will only provide a quote for a full year. Quotes from both companies to be obtained for 2018.</p> <p>4.3 RLHS CHARTER BUS – Kirsty Mitchell advised there was considerable interest in the community of Kaharoa in sending their children to RLHS. However, the Charter Bus route does not extend to Kaharoa, which is causing concern and hesitation with the parents. PB Walker advised that if there are enough numbers of students we could extend the route. Kirsty Mitchell to advise parents where possible.</p> <p>4.4 RLHS WEBSITE – Ross Dunn advised the website has been completed. Training will be on Wednesday 31 May 2017 and it is anticipated the website will go ‘live’ on this date.</p> <p>4.5 CANTEEN – PB Walker noted the canteen has improved slightly. Liam Dixon commented that pricing is still an issue.</p>	<p>ANGELA CUFF / CRISPIAN STEWART</p> <p>PB WALKER</p> <p>KIRSTY MITCHELL</p>														
<p>5.</p>	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Inward <p>1) <i>MOU between RLHS & Torque IP Ltd in relation to MOE’s Wireless School Network Upgrade – tabled. BOT agreed.</i></p>	<p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p>														

	<p>2) <i>RLHS Credit Card Policy <u>has been out for consultation</u> – BOT to ratify – tabled BOT agreed</i></p> <p>3) <i>Letter of resignation Lauren McRae – RTLB - tabled</i></p> <p>4) <i>Resignation email from Gail Hodgkinson – Dean, International Students - tabled</i></p> <p>5) <i>Letter of resignation Nicolette Notnagel RLHS Teacher Aide - tabled</i></p> <p>6) <i>Variation to Outcome Agreement from the MOE to be signed by the Chairperson – signed by Chairperson</i></p> <p>7) <i>Proposal for grant application to NZCT for RLHS 1st XV Rugby from Glenda Curtis – tabled BOT agreed.</i></p> <p>8) <i>BOT to approve the following RLHS policies to go out for consultation: tabled BOT agreed.</i></p> <ul style="list-style-type: none"> • <i>Fundraising for the School Community & Refund Procedures – remove the words ‘Finance Committee of the’</i> • <i>Career Education & Guidance</i> • <i>School Wide Assessment</i> • <i>Sexual Abuse</i> • <i>Sports Prizegiving</i> <p>Outward</p> <p>1) <i>Letter of appointment to Malcolm Frost - re-graded Permanent F/T position of Tech, Science & Physics</i></p> <p>2) <i>Letter of appointment to Bauro Kairaoi - Permanent F/T position of Maths, PE & Social Sciences</i></p> <p>3) <i>Letter of appointment to Homestay Coordinator – Gail Hodgkinson</i></p> <p>4) <i>Letter of appointment to Laurel Ryan – ESOL Tutor</i></p> <p>5) <i>Letter of appointment to Simone Hamilton - Specialised Classroom Teacher</i></p> <p>6) <i>Letter of appointment to Tino Lutz – Assistant Caretaker</i></p> <p>7) <i>Letter of appointment to Karen Kelly – Community of Schools Teacher (within school) specialising in Numeracy across the curriculum</i></p> <p>8) <i>Letter of appointment to Jude McLeod – Community of Schools Teacher (within school) specialising in Literacy across the curriculum</i></p> <p>9) <i>Letter of appointment to Pani McLean – fixed term management</i></p> <p>10) <i>Agreement lease of three cars from Farmers Group for RTLB – to be tabled – agreed by BOT via email.</i></p> <p>11) <i>Letter to Nicole Lisle, Youth Worker, from ‘REAL’ approving Masters’ Degree research.</i></p> <p>12) <i>Letter regarding Pink Shirt Day at RLHS – a student initiative</i></p> <p>13) <i>All above matters were tabled BOT ratified all inward and outward correspondence</i></p>	<p>WYNEL RAURETI-GEORGE KIRSTY MITCHELL</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> <p>ANGELA CUFF / KIRSTY MITCHELL</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> <p>ANGELA CUFF / TONY SCOTT</p>
<p>6. GENERAL BUSINESS</p>	<p>6.1 RTLB Cluster Management Report MAY 2017 – tabled</p> <p>6.2 Letter from Anderson Accounting advising they are unable to meet the 31 May deadline for submission of RLHS Audit Report 2016 to MOE due to staffing issues on their part. THE MOE has been informed. PB Walker to keep BOT informed.</p> <p>Next BOT Meeting Tuesday 27 JUNE 2017</p>	<p>PB WALKER</p>

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: WYNEL RAURETI GEORGE
8. Out of Committee	It was moved that members come out of committee and confirm matters in committee.	Carried: WYNEL RAURETI GEORGE
CLOSURE Meeting closed at 6.50 PM		

Signed: _____
BOT Chair

Date: _____