



MINUTES OF ROTORUA LAKES HIGH SCHOOL

BOARD OF TRUSTEES MINUTES

HELD TUESDAY 27 JUNE 2017 @ 5.15 PM

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

IN ATTENDANCE: Jayne Humphries Minute Secretary

APOLOGIES: Jo Sturme, Kura Hingston, Ross Dunn (at parent/teacher meetings)

Conflict of Interest: Nil

| | | ACTION / RATIFICATION | | | | | | | | | | |
|----------------------------|---|---|--------------|----------------------|--------------|-------------|--------------|--------------|--------------|--|---------------------|---------------------------------------|
| 1. | <p>PRESENTATION FROM HOD TE PUĀWAITANGA – LUCILLE YATES-WRIGHT Ms Lucille Yates-Wright, HOD Te Puāwaitanga, delivered a report and presentation regarding Te Puāwaitanga courses and achievements.</p> <p>Presentation concluded at 5.50 pm</p> | | | | | | | | | | | |
| 2. | <p>OFFICIAL PHOTOGRAPH OF THE CURRENT BOT Ms Haana Howard took an official photograph of the current RLHS BOT. This is to be uploaded into the website.</p> | JAYNE HUMPHRIES | | | | | | | | | | |
| 3. | <p>PRINCIPAL'S REPORT</p> <p>2.1 Bruce Walker presented the Principal's report and further explained some points:</p> <ul style="list-style-type: none"> • Annual Targets 2017 • Curriculum • Professional Development • Property / Resources • Attendance, Absences and Truancy Report <p>2.2 CHANGE TO MOE TARGETS - PB Walker clarified that there had been a change to the MOE national targets by the new education minister, Nikki Kaye. Student well-being is now being promoted as a pre-cursor of student achievement.</p> <p>2.3 OSH TRAINING - PB Walker advised that all OSH training has now been completed for the 2nd year regarding elected and appointed safety reps.</p> <p>2.4 PROPERTY/RESOURCES –</p> <ol style="list-style-type: none"> i. PB Walker outlined that the new lab & teacher resource room in the science block is out to tender. PB Walker to keep the BOT informed. ii. 30 laptops + 1 COW – As per the BOT agreement via email – all laptops have now arrived. iii. Refurbishment of the internal canteen and toilets will be carried out during the July school holidays. <p>2.5 PRINCIPAL'S REPORT of June 2017 - was ratified.</p> | <p>PB WALKER</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> | | | | | | | | | | |
| 3. | <p>REPORT FOR FINANCE – 27 JUNE 2017</p> <ul style="list-style-type: none"> • Payments were ratified as follows: <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Payments made: 19/5 – 22/6</td> <td style="text-align: right;">\$270,493.47</td> </tr> <tr> <td>WAGES: PP04 23 /5/17</td> <td style="text-align: right;">\$ 48,300.32</td> </tr> <tr> <td>PP05 6/6/17</td> <td style="text-align: right;">\$ 50,903.47</td> </tr> <tr> <td>PP01 20/6/17</td> <td style="text-align: right;">\$ 49,737.61</td> </tr> <tr> <td></td> <td style="text-align: right;">\$419,434.87</td> </tr> </table> | Payments made: 19/5 – 22/6 | \$270,493.47 | WAGES: PP04 23 /5/17 | \$ 48,300.32 | PP05 6/6/17 | \$ 50,903.47 | PP01 20/6/17 | \$ 49,737.61 | | \$419,434.87 | MOANA HINGSTON/ TONY SCOTT |
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| 4. | <p>CONFIRMATION - BOT MINUTES 4.1 The minutes of 23 May were ratified.</p> | <p>KIRSTY MITCHELL / CRISPIAN STEWART</p> |
| 5. | <p>CORRESPONDENCE <i>Inward</i></p> <p>1) <i>The following policies will be re-submitted at the next BOT meeting for approval:</i></p> <ul style="list-style-type: none"> • <i>Fundraising for the School Community & Refund Procedures</i> • <i>Career Education & Guidance</i> • <i>School Wide Assessment</i> • <i>Sexual Abuse</i> • <i>Sports Prizegiving</i> <p>2) <i>MOE letter re School Risk Management Scheme – refund of \$1,692.00 noted.</i></p> <p>3) <i>Documents from Katherine Beijeman (Yr 10 Dean) requesting approval to proceed for a grant application – BOT approved</i></p> <p><i>Outward</i></p> <p>1) <i>Letter of appointment to Michelle van Wyk, Teacher Aide, Special Needs. BOT noted.</i></p> <p><i>All above matters were tabled - BOT ratified all inward and outward correspondence</i></p> | <p>JO CHEMIS / KIRSTY MITCHELL</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> |
| 6. | <p>GENERAL BUSINESS</p> <p>6.1 RTLB Cluster Management Report JUNE 2017 – tabled. PB Walker clarified that the ‘ERO’ section of the report is not a review of effectiveness of the RTLB cluster but a nationwide assessment of effectiveness. PB Walker advised he will be meeting with ERO to discuss issues.</p> <p>6.2 Appraisal consultant. Wynel Raureti-George advised external consultant Tony Pope will conduct the next appraisal for the Principal. It was noted that Mr Pope is currently the education consultant for 30 schools in the BOP region including Lynmore school and formerly Principal of Selwyn Primary. Jayne Humphries to send out documentation “scope of work” from Mr Pope to the BOT.</p> <p>6.3 Chair Residential – Wynel Raureti-George advised that the conference for new board chairs held in Auckland recently was very informative. There were over 200 BOT Chairpersons’ in attendance nationwide with the main keynote speaker being secretary of the MOE, Iona Holsted. Wynel advised this was a very beneficial presentation / conference with discussions taking place around the running of Boards in schools.</p> <p>6.4 Website – The new website is now ‘live’. Wynel Raureti-George advised that when using the ‘search’ button old information appears regarding the BOT. In ‘contacts’ for the BOT all email addresses are to be removed with the exception of the BOT Chair. Jayne Humphries to update.</p> <p>6.5 ACTING PRINCIPAL – PB Walker advised that Ms Jo Sturme would be Acting Principal from Monday 24 July to Monday 7 August whilst he is on leave.</p> <p>6.6 NEXT BOT MEETING – It was decided that due to the school holidays the July BOT meeting would be cancelled. <u>Next BOT meeting is Tuesday August 22nd 2017.</u></p> | <p>JAYNE HUMPHRIES</p> <p>JAYNE HUMPHRIES</p> |

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| 7. | <p>In Committee</p> <p>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.</p> | <p>Carried: WYNEL RAURETI GEORGE</p> |
| 8. | <p>Out of Committee</p> <p>It was moved that members come out of committee and confirm matters in committee.</p> | <p>Carried: WYNEL RAURETI GEORGE</p> |
| <p>CLOSURE Meeting closed at 6.22 PM</p> | | |

Signed: _____
BOT Chair

Date: _____