



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 26 SEPTEMBER 2017 @ 5.15 PM

PRESENT: Wynel Raureti-George, PB Walker, Tony Scott, Jo Chemis, Freddy-Ray Collier, Moana Hingston, Crispian Stewart

IN ATTENDANCE: Jo Sturme, Jayne Humphries Minute Secretary

APOLOGIES: Kirsty Mitchell, Kura Hingston, Ross Dunn, Angela Cuff

Conflict of Interest: Nil

ACTION / RATIFICATION

1. MRS LESLEY HUGHES

PB Walker advised that the school was extremely well represented at Mrs Hughes's funeral with most staff attending and our 4 Head Prefects. The BOT extended their heartfelt condolences to Mrs Hughes family.

2. PRINCIPAL'S REPORT

2.1 Bruce Walker presented the Principal's report and further explained some points:

- Annual Targets 2017
- Curriculum
- Professional Development
- Property / Resources
- Attendance, Absences and Truancy Report

2.2 PB Walker acknowledged and thanked Mrs Pani McLean for her hard work and dedication in regards to the Catch Up Programme. Pani has worked extensively with Level 1, 2 & 3 students and their families and will also work over the holidays. The BOT expressed their gratitude and recognised Mrs McLean's hard work.

2.3 **Computers** – PB Walker advised there is a shortage of computer suites and COWS. It is estimated that approx. \$100,000 will need to be injected into this resource to enable purchase of further COWS. BOT agreed and requested PB Walker to further advise at the next BOT Meeting.

PB WALKER

2.4 **Health & Safety** – A fire drill was carried out early September 2017.

2.5 **Attendance** – Attendance is up 0.5% from last month.

2.6 **Ngati Whakaue Education Endowment Trust** – The June 2017 Ngati Whakaue Trust Milestone report was presented to the BOT. The report was approved by the BOT. This will now be sent to the Trust. PB Walker expressed his gratitude to Aunty Bea for her invaluable input and hard work in checking all Whakapapa for our students. Through her exceptional knowledge Aunty Bea has identified 70 – 80% of our students who will benefit from the Trust. The BOT acknowledged and expressed their gratitude to Aunty Bea.

PB WALKER

**JO CHEMIS
TONY SCOTT**

2.7 **Property Plans** - PB Walker advised that the architectural drawings are back for 'S' block extension. This has now gone out to tender. PB Walker to report progress at the next BOT meeting.

'C' block extraction fans are to be installed in the metal workshop in December 2017.

2.8 PB Walker clarified that a 3rd caretaker has been hired to assist with external painting of the school.

2.9 **School Colour scheme** – The BOT agreed that the school was in need of a 'facelift'. BOT recommended stronger colours to be used, extra planting etc.

BOT members to make suggestions and come up with ideas as to a coordinated plan perhaps 1 BOT member being in charge.

ALL BOT MEMBERS

2.10 PRINCIPAL'S REPORT of September 2017 - was ratified by the BOT.

**TONY SCOTT /
JO CHEMIS**

3. REPORT FOR FINANCE – 31 AUGUST 2017

3.1 PAYMENTS WERE RATIFIED AS FOLLOWS:

| | |
|----------------------------|--------------|
| Payments made: 21/8 – 20/9 | \$138,947.21 |
| WAGES: PP11 29/817 | \$ 46,319.41 |
| PP12 12/9/17 | \$ 47,482.70 |
| | \$232,749.32 |

**MOANA HINGSTON /
JO CHEMIS**

3.2 Auditor – The new auditors have been in contact with EO, Lilian Gilbert. They will commence a completely new audit in the school holidays. PB Walker to keep the BOT updated with progress.

4. CONFIRMATION - BOT MINUTES

4.1 BOT Chair referred staff to point 6.1 of the previous minutes. All BOT members to complete the audit requirement table and send to the BOT Chair,

**ALL BOT MEMBERS TO
ACTION**

4.2 The minutes of 22 August 2017 were ratified.

**WYNEL RAURETI-GEORGE /
TONY SCOTT**

5. CORRESPONDENCE

Inward

- a) *Request for Leave of Absence for 2018 from Shana Carlan-Riddell, HOD Visual Arts* – To be discussed in 'In Committee'.
- b) *To officially approve the North Island Secondary Schools Ski Championships (documents emailed earlier to the BOT)*. Officially approved and ratified by the BOT.
- c) *Letter of resignation from Heather Richardson, Spanish teacher*. Tabled.
- d) *Letter of resignation from Ann Mary Scott, Assistant Teacher English & Media Studies*. Tabled.
- e) *Letter of resignation from Chris Pasco, Music Teacher*. Tabled

**CRISPIAN STEWART /
TONY SCOTT**

Outward

- a) *Appointment letter to Wendy Pressland-Cox for the F/T LTR position of Biology Teacher* – Tabled.
- b) *Appointment letter to Melissa Dawn Ngatai for the position of Teacher Aide* – Tabled.
- c) *Appointment letter to Butch Tarei for the position of Caretaker Permanent F/T*. Tabled
- d) *Appointment letter to Hapi Tansey for the position of Caretaker Permanent F/T*. Tabled

All above matters were tabled - BOT ratified all inward and outward correspondence.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

6. GENERAL BUSINESS

6.1 **A Welcome to the new Student Representative – FREDDY-RAY COLLIER.** The BOT welcomed student, Freddy-Ray Collier to the meeting and congratulated him on his success in gaining the Student Representative.

BOT advised training will be given to Freddy-Ray via STA.

6.2 **Thank you to previous student representative – Liam Dixon.** Wynel Raureti-George on behalf of the BOT thanked student Liam Dixon for his input and work for the BOT.

6.3 **Police Vetting –** PB Walker thanked the BOT for their vigilance regarding a recent 'overnight trip' submission in terms of police vetting. After further discussion it was agreed that the wording to our Police Vetting policy be changed in order to clarify the procedures for all staff. PB Walker to submit the changes at the next BOT for approval.

PB WALKER

6.4 **Recent Vacancies - English & Media Studies – Permanent F/T, Music Performance & Theory - Permanent F/T Science with Biology and / or Physics to Lev 3 – Permanent F/T, Assistant Teacher Spanish & State Supported Teaching subjects Permanent F/T.** PB Walker to advise progress at the next BOT meeting.

6.5 **New letters of appointment –** The BOT agreed and approved implementation of the new employment letters with all references to "Code of Conduct" being removed. Tabled and ratified by the BOT.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

6.6 **Code of Conduct –** Following discussion, the BOT determined further discussion was required and all staff were to be invited for their input.

6.7 **RTLB September 2017 Report –**tabled and ratified by the BOT.

PB WALKER

Meeting concluded at 6.30 pm

NEXT MEETING

Next meeting 24 October 2017.

8. 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**

9. Out of Committee

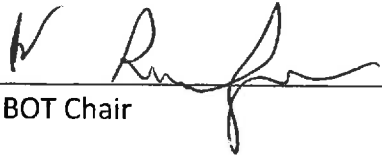
It was moved that members come out of committee and confirm matters in committee.

**Carried:
WYNEL RAURETI GEORGE**

CLOSURE

Meeting closed at 7.50 pm

Signed:


BOT Chair

Date: 17-10-2017