



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 24 OCTOBER 2017 @ 5.15 PM

PRESENT: Wynel Raureti-George, PB Walker, Tony Scott, Jo Chemis, Freddy-Ray Collier, Crispian Stewart, Angela Cuff, Kirsty Mitchell

IN ATTENDANCE: Jo Sturme, Jayne Humphries Minute Secretary

APOLOGIES: Moana Hingston, Kura Hingston, Ross Dunn (at an International Student meeting)

Conflict of Interest: Nil

ACTION / RATIFICATION

1. PRINCIPAL'S REPORT

1.1 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

1.2 **'S' Block** - PB Walker advised that work will commence in Jan / Feb 2018. 'A' Block toilets – PB Walker advised work will commence the same time as 'S' Block'. The girls toilets will be removed – students to use 'S' toilets. This area will be utilised as a classroom space. 3 new individual unisex toilets will be installed.

2. REPORT FOR FINANCE – 31 AUGUST 2017

2.1 PAYMENTS WERE RATIFIED AS FOLLOWS:

Payments made: 21/9 – 20/10	\$118,438.31
WAGES: PP13 26/9	\$ 47,121.47
PP14 10/10/17	\$ 30,446.22
	\$196,006.00

2.2 **DEPRECIATION & ASSET RATES** – BOT agreed the rate of \$2000 for 2018 and depreciation at recommended MOE levels.

2.3 **Auditor** – The new auditors have arrived.

Angela Cuff / Jo Chemis

3. CONFIRMATION - BOT MINUTES

3.1 Minutes were confirmed with the following correction:

Under "CLOSURE" time should read 5.50 pm

3.2 Point 2.9 School colour scheme – BOT were reminded to discuss and nominate 1 person from the board to 'head' a committee. Jo Chemis to also discuss with staff and report any suggestions / nominations at next BOT meeting.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

Jo Chemis

4. CORRESPONDENCE

Inward

1.1 **Letter from Ms Niki Silao requesting Leave Without Pay for 2018.** PB Walker clarified that Ms Silao has an opportunity to work for the MOE in the Cook Islands as an Advisor in Inclusive Education. BOT acknowledged this was a great opportunity and supports Ms Silao's request.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

1.2 Letter of resignation – Mr Malcom Frost resigned as Hard Technology Teacher. A new position has been advertised in the Education Gazette.

1.3 Archives destruction request for December 2017. Tabled, BOT Chair signed.

1.4 RTLB October 2017 report – tabled and noted.

Outward

1.1 Letter of employment to Morgan Aperahama for English & Media Studies Teacher – tabled.

1.2 Letter of employment to Marcella Stunell for Music Teacher – tabled.

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

5. GENERAL BUSINESS

1. Police Vetting & Safety Checking – following full discussion, paragraph 2 under “Police Vetting of other Personnel” new bullet point “Anyone else who works in conjunction with other adults with a student or group of students will be required to be Police Vetted. Exemptions to this can be granted at the discretion of the BOT. Jayne Humphries to change policy.

2. RTLB Debit Card – PB Walker clarified that the RTLB Debit card will be phased out at the end of 2017. All stationery items will now be purchased by Practice Leaders and will be stored at Aorangi and Mountview Practice leaders to be issued with RLHS order books.

3. Staff Christmas Party – Jo Chemis to email staff regarding the costing and report to the BOT Chair.

4. Student Rep Training – Freddy-Ray Collier confirmed he will be attending Student Rep training on Friday 27 October 2017. BOT Chair also reminded Freddy-Ray about the ‘Spirit of Adventure’.

Jayne Humphries

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

Jo Chemis

Meeting concluded at 5.55 pm

NEXT MEETING

Next meeting 28 November 2017.

6. 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.

7. Out of Committee

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

CLOSURE

Meeting closed at 5.55 pm

Signed: W. R. [Signature]
BOT Chair

Date: 28-11-2017