



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES + AUDIT MEETING – MINUTES
HELD TUESDAY 15 SEPTEMBER @ 5.00 PM

- PRESENT:** Jo Sturme, Jo Chemis, Angela Cuff, Mary-Ann Liley, Wynel Raureti-George, Kelly Stevens
- IN ATTENDANCE:** Jayne Humphries Minute Secretary
- APOLOGIES:** PB Walker on sabbatical, Helen Tarei, Ngahaki Gardiner, Janelle Brunton, Ross Dunn (organising parent/teacher meetings)
- Conflict of Interest:** Nil

1. ASB – Suggested Banking Services Change

Lilian Gilbert, EO, advised the BOT that a lack of customer service/liaison with Westpac Bank had prompted the decision to consider a change of Banks. Lilian further clarified that having met with representatives of ASB bank and following the presentation to the BOT, was confident that changing Banks would be extremely beneficial to RLHS. The BOT unanimously agreed. Change will take place approximately November 2015.

2. Netball Court Roof

Lilian Gilbert advised that due to the quote for the roof being over budget, mainly due to currency fluctuations and stronger steel being required, a 'permission to re-grant' has been sent to the MOE. Lighting has also been included in the re-grant. Lilian is awaiting approval and will keep the BOT informed.

Lilian Gilbert

Lilian thanked the BOT - left the meeting 5.20 pm

3. CACTUS Presentation

Jo Sturme advised that Police Officer, Steve Sutton was unable to attend the meeting. Jo clarified that staff are currently nominating students for the programme with the intention of submitting 25 names. Jo to keep BOT informed of progress.

Jo Sturme

4. REPORT FOR FINANCE 15 SEPTEMBER 2015

- Payments for this month were ratified as follows:

Payments for approval: 21/8/15 = \$118,706.25

WAGES: 18/8/15 = \$52,938.36

4. Confirmation of Minutes 25 AUGUST 2015

Minutes of 25 August 2015 were confirmed. The following points were noted:

- The Trip to Wellington re Manu Korero Nationals has been cancelled.
- Francis Ruawai-Hamilton's leaving date remains the same i.e. end of Term 3.
- Charter Bus Policy – BOT agreed that a policy should be written for the Charter Bus. Bruce Walker to organise on his return.

**Carried: Mary Ann Liley /
Angela Cuff**

PB Walker

5. Principal's Report

5.1 Jo Sturme presented Acting Principal's report and further explained some points:

- Strategic Results
- Curriculum
- Professional Development
- Property/Resources
- Finance NAG 4
- Staff management NAG 3
- Attendance, Absences & Truancy Report

5.2 **Attendance** – Jo highlighted our excellent attendance of 86.6%

5.3 **Trial for eMCAT** Jo advised that the on line version of external exam for Algebra in Maths was held this week. This was a very successful trial with the students being very engaged and enjoyed the experience.

5.4 **Parent/Teacher meetings.** It was noted that meetings were not as well attended as last term.

5.5 **Timetable.** PB Walker will set up the timetable this Thursday 17 September 2015.

5.6 **Music Department.** Jo advised that 2 new Music Teachers have been hired for 1 day per week. Tim Smith and Kathryn Lauder joined RLHS on 7 September 2015.

**Carried: Mary Ann Liley /
Wynell Raureti-George**

5. Correspondence

- **Inward**

Overnight Trip out of school – Snowboard Team from Tony Renshaw BOT approved the trip with the stipulation that Tony Renshaw contact person in charge, Richard Whitehead to confirm all details. Jo Sturme to inform Tony.

Jo Sturme

- **Outward**

Letter to Mrs Hartigan re non-payment of charter bus fees. Jo advised a letter requesting payment has been couriered plus numerous phone calls. To date no payment has been made. BOT agreed for the matter to be sent to the debt collectors. Jo Sturme to organise.

Jo Sturme

- Offer of Appointment – Kathryn Lauder. BOT agreed.
- Offer of Appointment – Tim Smith. BOT agreed.
- Letter to Jason Smythe re S. Easthope-Harper. To be discussed In Committee.
- Letter to Shana Carlan-Riddell re LWOP request. To be discussed In Committee.

**Carried: Kelly Stevens /
Angela Cuff**

6. General Business

- **Hillary Outdoor 5 Day Challenge – Tongariro**

Jo Sturme clarified this challenge was open to all Year 10 students who expressed an interest. Currently there is good feedback from girls unfortunately not enough boys at present. Jo Sturme will keep the BOT informed.

Jo Sturme

- **Travellers Programme**

Jo Sturme clarified that this programme is open to all Year 9 Students. Students are tested online using a series of questions to ascertain their individual resilience and problem solving abilities. Paula Short and Victoria Mccann, who are in charge of the programme have reported students have gained more confidence and a more positive attitude.

- **Student Representative**

Votes are currently being counted. Once voted in the student will be trained in October 2015. Jo Sturme to keep BOT informed.

Jo Sturme

Next BOT and Audit Meeting.

AUDIT MEETING – Tuesday 20 October 2015

BOT MEETING – Tuesday 27 October 2015

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:
Jo Sturme**

8. Out of Committee

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

**Carried:
Jo Sturme**

CLOSURE

Meeting closed at 6.30 pm

Signed: _____
BOT Chair

Date: 15/9/15