



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 28 MARCH 2017 @ 5.15 PM

**PRESENT:** Wynel Raureti-George, PB Walker, Jo Chemis, Angela Cuff, Moana Hingston, Crispian Stewart

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

**APOLOGIES:** Tony Scott, Kirsty Mitchell, Kura Hingston, Liam Dixon

**Matters arising:** Nil

		Action / Ratification
<b>1. PRINCIPAL'S REPORT</b>		
a.	PB Walker presented the March principal's report. The report included the following: <b>Student Achievement 2016</b> <ul style="list-style-type: none"><li>• Years 9 &amp; 10 Data</li><li>• NCEA Results</li><li>• Trades Academy</li><li>• Secondary/Tertiary Links and Gateway</li></ul> <b>Years 9 &amp; 10 Literacy and Numeracy Date – February 2017</b>	
b.	PB Walker outlined that there were very few statistical changes from last year.	
c.	PB Walker further clarified that the area of main concern was basic maths / arithmetic i.e. adding, subtracting, multiplication etc. With the official launch of the Rotorua East Community of Learning (COL) on Thursday 30 March, it is an aim that this issue will be addressed with a view to implementing guidance targets. It was also noted that Sue Winters from Nga Pumanawa e Waru (NPeW) has been holding workshops in the school for teachers regarding collaborative teaching and leadership. PB Walker to keep the BOT informed of progress.	<b>PB Walker</b>
d.	Sue Winters will be invited to a Board meeting to discuss the function of NPeW. PB Walker to organise.	<b>PB Walker</b>
e.	Gateway placements have been increased by three to 112.	
f.	PB added that if BOT members would like further information / data to please advise him.	
g.	NCEA results were excellent with percentages up in all categories. The final March figures have not been published yet. The BOT congratulated and thanked all staff for their hard work and dedication in achieving excellent results.	
h.	The first HOD presentation to the BOT for this year will be on 30 May 2017 from Mrs Pani McLean and Mr Tau Soloman regarding Maori and Rumaki.	
i.	PB Walker tabled Principal's report and requested acceptance from the BOT.	<b>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</b>

2.	<p><b>CONFIRMATION – BOT MINUTES 28 FEBRUARY 2017</b>  Minutes were ratified with the following amendment:  Point 5a – <b>GENERAL BUSINESS</b> – 3<sup>rd</sup> line should read approximately 4 – 5 times per term. Jayne Humphries to amend.</p> <p><b>Matters Arising</b></p> <p>a) <b>Canteen</b> – PB Walker advised a meeting has been organised for Wednesday 29 March 2017 for the Libelle Group to meet with a Student advisory Panel to discuss service, timing, cost and menu. PB Walker to keep the BOT informed of the outcome.</p> <p>b) <b>Website</b> – Ross Dunn advised that all feedback has now been received. Changes will be activated with the designer. Wynel Raureti-George suggested the possibility of a ‘search’ function. Ross Dunn to enquire with the designer. Ross Dunn to keep the BOT informed of progress.</p> <p>c) <b>BOT Meeting documents</b> – It was clarified that as the Audit and BOT meetings have been combined it is an expectation that all BOT members read the documents thoroughly and have any questions / queries ready for the meeting. This will facilitate the meeting to progress smoothly and move at a faster pace.</p> <p>d) <b>Principal’s leave request</b> – It was clarified that the Principal’s leave request would be ‘leave with pay’. BOT Chairperson to sign Principal’s leave sheet.</p>	<p><b>PB Walker</b></p> <p><b>Ross Dunn</b></p> <p><b>All BOT Members</b></p> <p><b>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</b></p>
3.	<p><b>REPORT FOR FINANCE – 28 February 2017</b></p> <ul style="list-style-type: none"> <li>• Payments for Feb 2017 were ratified as follows:  Payments made: 1/2 – 28/ 2                    \$101,108.89  WAGES:            PP23 14 /2 2017            \$42,327.00                            PP24 28/2/17            \$ 46,252.89      <b>\$189,688.78</b></li> </ul>	<p><b>Angela Cuff</b> <b>Moana Hingston</b></p>
4.	<p><b>BUDGET</b>  PB Walker advised that the final figures for March 2017 are not in yet. PB Walker further clarified that there will be no substantive changes to the budget which was tabled in December 2016.</p>	
5.	<p><b>CORRESPONDENCE</b>  <b>Inwards</b></p> <p>i. <b>Letter of resignation from RTLB Maggie Tapiata</b> – tabled and accepted by the BOT. PB Walker advised that a temporary member of staff has been hired until the official leaving date of August 21 2017. Following this, the staff member will be hired on a permanent contract.</p> <p>ii. <b>Letter of resignation from Hildegardt Young</b> – tabled and accepted by the BOT.</p> <p>iii. <b>Request for permission to take the annual Year 10 Camp out</b> – tabled and approved by the BOT.</p> <p>iv. <b>Request for permission to attend the National Whitewater Championships</b> – tabled and approved by the BOT.</p> <p>v. <b>Request for permission to attend ‘Cultivate your Career in Te Puke</b> – tabled and approved by the BOT.</p> <p>vi. <b>MOE application to withdraw from the School Asset &amp; Liability insurance</b> – tabled and approved by the BOT. BOT Chairperson signed original.</p> <p>vii. <b>Letter from Crombie &amp; Lockwood</b> – Confirming transfer of school assets and school liability package insurance. Tabled and approved by the BOT.</p> <p>viii. <b>Letter of appointment</b> – Signed by RTLB Allyson Morrison – tabled and approved by the BOT.</p>	

	<ul style="list-style-type: none"> <li>ix. <b>Letter of appointment</b> – Signed by Pania Tarei RLHS temporary position. This is 2 days per week until Butch Tarei returns to the school from surgery. Tabled and approved by the BOT.</li> <li>x. <b>Credit Card Policy</b> – tabled and approved to go out for consultation by the BOT.</li> <li>xi. <b>Charter Bus</b> – permission to raise the amount per term from \$180 to \$200. BOT declined until further investigation has been completed. EO Lilian Gilbert to look into pricing from other bus companies i.e. Ritchies.</li> <li>xii. <b>School Uniform</b> – It was clarified that the current uniform supplier Bill Davies has closed down due to retirement. PB Walker and EO Lilian Gilbert have met with the company Argyle schoolwear. The proposal is to sell via a local retailer, which is the Rugby shop, View Road, Rotorua. BOT requested online shopping be available to parents via the local retailer. PB Walker, Lilian Gilbert to request this function with Argyle. BOT approved Argyle’s proposal.</li> </ul> <p><b>Outwards</b></p> <ul style="list-style-type: none"> <li>i. <b>Offer of appointment to Helen Atkinson</b> - for the position of Year 9 Dean. Helen will commence either beginning of Term 2 or 3 weeks later. Tabled and approved by the BOT.</li> <li>ii. <b>Maggie Tapiata letter</b> – letter declining request for third year’s extended leave.</li> </ul>	
<p><b>6. GENERAL BUSINESS</b></p>	<ul style="list-style-type: none"> <li>a) <b>RTLb CLUSTER 20 REPORT MARCH 2017</b> – This report was tabled and ratified by the BOT. Last page regarding “Would the BOT members like to be included in emails regarding weekly communications re the practice sequence. BOT declined. PB Walker to advise Christina Phillips.</li> <li>b) <b>COL (Easter Rotorua Community of Learners) Launch</b> – PB Walker reminded the BOT of the COL launch on Thursday 30 March at 3.40 to 5 pm at the Novotel Hotel.</li> <li>c) <b>BOT DELEGATED AUTHORITIES 2017</b> – PB Walker clarified this contract refers to the delegations to the Cluster Manager from RLHS Principal and the BOT. BOT approved and Chairperson signed.</li> <li>d) <b>HEALTH &amp; SAFETY</b> – minutes were tabled and approved by the BOT.</li> </ul> <p><b>Next BOT Meeting 30 MAY 2017</b>  <b>CLOSURE</b>  Meeting closed at 6.29 pm</p>	<p style="text-align: center;"><b>PB Walker</b></p>
<p><b>7. In Committee</b></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><b>8. Out of Committee</b></p>	<p>It was moved that members come out of committee and confirm matters in committee.</p>	

Signed: \_\_\_\_\_  
BOT Chair

Date: \_\_\_\_\_