



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 22 MAY 2018 @ 5.15 PM

PRESENT: WYNEL RAURETI-GEORGE, ANGELA CUFF, KIRSTY MITCHELL, FREDDY-RAY COLLIER,
TONY SCOTT, MOANA HINGSTON, JO CHEMIS

IN ATTENDANCE: JO STURME, PANI MCLEAN, ROSS DUNN, JUDITH LEWIS
TONY POPE

APOLOGIES: CRISPIAN STEWART (on leave from BOT until August 2018)

Matters arising: Nil

PRESENTATION BY Tony Pope:

- Wynel introduced and welcomed Tony to the meeting to present his Appraisal on the Principal.
- The Board were invited to ask questions and some discussion took place.
- Wynel thanked Tony for his presentation and he left the meeting at 5.30pm
- BRUCE WALKER then joined the meeting at 5.30pm

| | | Action / Ratification |
|-----------|--|--|
| 1. | PRINCIPAL'S REPORT PB Walker presented his report and further explained some points: <ul style="list-style-type: none">● Annual Targets● NCEA Achievement● Attendance● Me & My School Student Survey● Curriculum● Professional Development● Property/Resources● Health & Safety● Ngati Tarawhai Iwi Trust Coaching, Goal Setting, Career Planning Programme● Ngati Pikia – Tautoko/Mentoring Programme 2018● RTL Cluster 20 Report 24 May 2018● RTL Teachers: Learning and Behaviour Annual Narrative Report Feedback 2017 Matters Arising: <ul style="list-style-type: none">• Alarm System discussed. EO to check with insurance company• Update relieving staff on Alarm System process | BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED PRINCIPAL'S REPORT Lilian Gilbert Ross Dunn |

2. REPORT FOR FINANCE – as at 30 April 2018

- Payments for 2018 were ratified as follows:

| | |
|----------------------------|----------------------|
| Payments made: 21/3 – 16/5 | \$ 265,662.36 |
| WAGES: PP 26 27/03/18 | \$ 48,892.18 |
| PP 01 10/04/18 | \$ 46,003.93 |
| PP 02 24/04/18 | \$ 36,364.92 |
| PP 03 08/05/18 | \$ 39,271.97 |
| | <u>\$ 436,195.36</u> |

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
FINANCE REPORT**

3. MINUTES

The BOT minutes of 27 March 2018 were approved.

Matters Arising

- 1) FOTs and Whanau Group. Ross and Pani updated the BOT on parent responses to date. Agreed that another invitation to parents be put in the newsletter
- 2) STA Conference. No Board members attending this conference

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

Ross Dunn/Pani McLean

4. CORRESPONDENCE

Inward

1. Resignation letter – Shana Carlan-Riddell
2. Offer letter to Senila Savage fixed term full time (Maternity Leave) (signed)
3. Offer letter to Erika Smit fixed term part-time Teacher Aide (signed)
4. Offer letter to Judith Lewis, short term part-time (signed)

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

Tabled requests:

- Letter from K Insley requesting permission for a fundraising activity to run a Skills Course for Netball students in the next holidays, aimed at primary and intermediate age students.
- Permission to apply for funding from NZCT for the sum of \$4,661.00, for Netball team to attend the Upper North Island Secondary Schools Netball Tournament

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

***Outward* - Nil**

5. GENERAL BUSINESS

- 1) Permission for the following policies to go out for consultation: Performance Management & Appraisal, Theft & Fraud Prevention, Good Employer, Complaints Against Staff, Attendance, Bullying, Student use of School Buses, Student Vehicles / Motorbikes, Use of Personal Tech at RLHS, Custodial & Non-custodial Parents / Caregivers / Adults, International Student Groups, Sensitive Expenditure Policy
- 2) Annual Narrative Report Feedback 2017 from MOE regarding RTLB Annual Report
- 3) 5YA Project Tenders for S Block Lab, A Block toilets and A Block Maths Resource room renovations
The Quotes were tabled, explained and discussed. Agreed that the Quote from Burtons be accepted.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED
Judith to put list in the
newsletter and have
copies available**

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

| | |
|--|--|
| <p>5YA Property Project Summary Sheet tabled:</p> <ul style="list-style-type: none"> • Discussed and agreed to remove items 11 and 16 from programme <p>4) 2017 Audited Accounts to be approved</p> <p>5) Auditor's Report to BOT (tabled) <i>Audited Accounts to be put on website</i></p> <p>6) RTLB New Vehicle Lease to be approved. Discussed</p> <p>6. Visitor Parone Pirika joined the meeting at 6.05pm Wynel introduced Mr Pirika and asked the BOT if they agreed to him speaking even though his visit was a last minute request. The Board agreed. Mr Pirika spoke to the Board around Iwi/Hapu working with RLHS as part of the Eastside Cluster of Schools. Wynel thanked Mr Pirika for his attendance and he left the meeting at 6.55pm</p> <p>BOT meeting closed at 6.55 pm</p> | <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED Judith Lewis</p> <p>BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> |
| <p>7. 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>8. OUT OF COMMITTEE</p> <p>It was moved that members come out of committee and confirm matters in committee.</p> | |

Next BOT Meeting will be held on Tuesday 26 June 2018 at 5.15pm.

Signed: _____
BOT Chair

Date: _____