



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
 HELD TUESDAY 28 AUGUST 2018 @ 5.15 PM

**PRESENT:** WYNEL RAURETI-GEORGE, BRUCE WALKER, ANGELA CUFF, KIRSTY MITCHELL, FREDDY-RAY COLLIER, TONY SCOTT, JO CHEMIS

**IN ATTENDANCE:** PANI MCLEAN, JO STURME, JAYNE HUMPHRIES

**APOLOGIES:** MOANA HINGSTON, ROSS DUNN

**Matters arising:** Nil

	<b>Action / Ratification</b>
<p><b>1. PRESENTATION FROM SCIENCE DEPARTMENT</b>            Erina Butterworth, Head of Science, presented a report on her Woolf Fisher Trust trip to Australia and a report on the Science Department at RLHS.</p>	
<p><b>2. RESIGNATION FROM BOT MEMBER, CRISPIAN STEWART</b>            The BOT Chair, Wynel Raureti-George advised Crispian Stewart has resigned as a member of the RLHS Board of Trustees. BOT Chair advised there are 2 ways to fill this role according to the Education Act:</p> <ul style="list-style-type: none"> <li>I. By Election</li> <li>II. By selection / co-option</li> </ul> <p>BOT members to consider and discuss at the next BOT Meeting. BOT Chair to send out Crispian Stewart’s resignation.</p>	<b>WYNEL RAURETI-GEORGE</b>
<p><b>3. PRINCIPAL’S REPORT</b>            PB Walker presented his report and further explained some points:</p> <ul style="list-style-type: none"> <li>● Annual Targets</li> <li>● Curriculum</li> <li>● Professional Development</li> <li>● Property/Resources</li> <li>● Finance</li> <li>● Staff Management</li> <li>● Health &amp; Safety</li> <li>● Attendance</li> </ul> <p><b>MATTERS ARISING:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Digital Curriculum</b> – PBW requested permission to purchase a new set of computers for the Art Room approximately \$6000 (this completes the \$100,000 agreed to by the BOT in 2017 for extra technology). The sum of \$15,000.00 (approx.) will be required to set the room up i.e. data and furnishings. This to come from Board Reserves.</li> <li>▪ <b>Property/Resources</b> – PBW advised there is a major electricity problem in “A” Block which is the main teaching area plus the gym. 3 ‘switches’ have been identified as the problem and will require being repaired by an Electricity Engineer as this is now an OSH issue. PBW requested</li> </ul>	<p><b>BOT AS INDIVIDUALS            UNANIMOUSLY RATIFIED            PRINCIPAL’S REPORT</b></p> <p><b>BOT AS INDIVIDUALS            UNANIMOUSLY AGREED</b></p> <p><b>BOT AS INDIVIDUALS            UNANIMOUSLY AGREED</b></p>

permission to use funds in the 10 year property budget as advised by the MOE. PBW to keep the BOT informed of progress.

- **Performance Area** – PBW requested approval to purchase the shading and paving for the new area between the Music Room and Special Needs department. In the sum of \$120,000.00 (approximate) to be sourced from the BOT Reserves.
- **Cover** – PBW requested approval for an overhead cover outside the Canteen which will also serve as a covered Bus Shelter area. In the sum of \$110,000.00 (approximate) to be sourced from the 5 Year Property surplus.
- **School Van** – PBW requested approval to purchase a new School Van and permission to approach one of the 'Trusts' for funding. In the sum of \$30,000 (approximate). BOT gave permission to purchase and to approach a Trust.

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

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UNANIMOUSLY AGREED**

#### 4. REPORT FOR FINANCE – AUGUST 2018

- Payments as at 31 JULY 2018 were ratified as follows:

Payments made: 21/6 – 22/8	\$ 413, 184.36
WAGES: PP 07 3/7/18	\$ 56,273.42
PP 08 17/7/18	\$ 34,059.00
PP 09 31/7/18	\$ 41,854.50
PP 10 14/8/18	\$ 47,930.89
	<b><u>\$ 593,302.17</u></b>

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
FINANCE REPORT**

#### 3. MINUTES

The BOT minutes of 26 JUNE were approved.

##### Matters Arising

- I. **FOTS and Whanau Group** – Mrs Pani McLean will send minutes of this meeting for the next BOT meeting.
- II. BOT noted that the BOT Meeting in July was cancelled due to the school holidays

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
MINUTES**

**MRS PANI McLEAN**

#### 4. CORRESPONDENCE

##### **Inward**

- i. Letter from Kimiora Insley – permission to approach Sovereign Trust for funding re airfares for the Netball Trip to Fiji.
- ii. Letter from Kimiora Insley – permission to run a quiz night in the Auditorium.
- iii. Submission documents from Kimiora Insley re the Senior A netball trip to Mount Maunganui.
- iv. Audit Fee proposal from Crowe Horwath – 31 December 2018 to 2020 to be tabled and approved. BOT Chair to sign.
- v. MITA allowance support letter for Rea Martin RTLB. Letters to be sent
- vi. MITA allowance support letter for Te Wharau Walker RTLB.
- vii. Letter from the Rotorua Energy Charitable Trust regarding funding approval in the sum of \$8000 for the RLHS school production.
- viii. Email from Leigh Richards, Mokoia Community Association – permission to utilize RLHS carpark.
- ix. Permission for Te Puawaitanga Unit School trip to Auckland & Hamilton.

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED  
TO MS INSLEY 3  
REQUESTS**

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

#### TABLED REQUESTS

- Letters of reply to be sent to Rea Martin and Te Wharau Walker
- Letter of thanks to be sent to the Rotorua Energy Charitable Trust plus a report outlining the success of RLHS school production
- Maurice Pomare to be informed of the Mokoia Community Association utilizing RLHS carpark on 4 November 2018

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

#### ***Outward***

- I. Letter to Aneta Heke regarding approval of leave re TeachNZ 2019
- II. Letter to Erina Butterworth approving the Wolf Fisher Trust Fellowship leave (23/7/18 to 12/8/18).
- III. Letter to Puti Mareroa from the BOT supporting her application to receive a Maori Immersion Teachers' Allowance
- IV. Letter to Awhina Rangitauira from the BOT supporting her application to receive a Maori Immersion Teachers' Allowance

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

#### **5. GENERAL BUSINESS**

- 1) Change of venue for the Ski Championships. Ski Champ venue has been changed to Whakapapa ski Area. BOT noted.
- 2) Health & Safety Minutes of 3 July 2018.
- 3) Ngati Whakaue Education Endowment Trust Milestone Report June 2018.
- 4) RTLB Report July / August 2018 – The report was tabled and ratified by the BOT. BOT approved attestation and policies which have been updated following the advice and outcome of the ERO Report.
- 5) PBW advised the school supported the Westbrook relief day by donating \$300. The RLHS staff also donated a morning tea.

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
MILESTONE REPORT &  
RTLB JULY / AUGUST 2018  
REPORT**

#### **6. BOT meeting closed at 6.30 pm**

#### **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.

#### **8. OUT OF COMMITTEE**

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

**Next BOT Meeting will be held on Tuesday 25 September 2018 at 5.15pm.**

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

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