



**MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 25 SEPTEMBER 2018 @ 5.15 PM**

PRESENT: WYNEL RAURETI-GEORGE, BRUCE WALKER, ANGELA CUFF, KIRSTY MITCHELL, REGGAE HEPI-RITETE, TONY SCOTT, PANI McLEAN, ROSS DUNN

IN ATTENDANCE: PANI McLEAN, ROSS DUNN, JAYNE HUMPHRIES (minute secretary)

APOLOGIES: MOANA HINGSTON, JO STURME, JO CHEMIS (Europe Trip)

| | | Action / Ratification |
|--|--|--|
| 1. PRESENTATION FROM MUSIC DEPARTMENT | Marcy Stunell, TIC, Music, presented a report on the music department. Ms Stunell left the meeting at 5.25 pm. | |
| 2. NEW STUDENT BOT STUDENT REPRESENTATIVE | The BOT welcomed and congratulated the new student BOT Student Representative Reggae Hepi-Ritete. BOT Chair advised Reggae on confidentiality at all times regarding the BOT meetings. BOT chair to send out the BOT student handbook. | WYNEL RAURETI-GEORGE |
| 3. PRINCIPAL'S REPORT | <p>PB Walker presented his report and further explained some points:</p> <ul style="list-style-type: none"> ● Annual Targets ● Curriculum ● Professional Development ● Property/Resources ● Finance ● Staff Management ● Health & Safety ● Attendance <p>MATTERS ARISING:</p> <ul style="list-style-type: none"> ▪ Condition Assessment of Electrical Infrastructure at RLHS – PBW referred to the Gmail from Electrical Engineer, Edwin de Beun. PBW requested that the amount of \$7,800 + GST as mentioned in Stage 1 of the work be approved by the BOT. This amount to be taken from the RESERVES funds. ▪ Maths Teacher – PBW advised this position has been advertised in the Education Gazette website. PBW to keep the BOT informed. ▪ Mrs Pani McLean – PBW acknowledged the hard work and dedication of Mrs Pani McLean and her team in monitoring and mentoring Year 11 students who are at risk of not achieving NCEA Level 1. Through Mrs McLean monitoring and mentoring programme 85% of students will now pass at Level 1. ▪ School Counsellor – The BOT acknowledged the challenges and hard work of the school counsellor. It was further discussed to ensure the school counsellor has professional assistance support if required. BOT | <p style="text-align: right;">BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED PRINCIPAL'S REPORT</p> <p style="text-align: right;">BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> |

KIRSTY MITCHELL

member, Kirsty Mitchell to provide contact details of support at the next meeting.

- **ESOL / Special Needs** – BOT discussed student numbers for these areas. To be re-assessed at the beginning of Term 1 2019.
- **Health & Safety** – Two new courses from Kimiora Insley and Seiina Savage were tabled, Health & Well-being and Fitness Studies. BOT approved.
- **Whanau Hui** – Mrs McLean advised this meeting had been very successful and a great group of interested parents has been established.
- **FOTS meeting** – Ross Dunn advised the first FOTS meeting is Thursday 27 Sep at 5.15 pm.
- **KAPA HAKA at RLHS** – Mrs McLean advised that the KAPA HAKA have been invited to perform at Young Achievers as a tribute to Aunty Bea - a great achievement for our students.
- **COL Minutes of SEPTEMBER 2018** – were tabled.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

4. REPORT FOR FINANCE – AUGUST 2018

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

| | |
|----------------------------|----------------------|
| Payments made: 23/8 – 20/9 | \$ 232,179.19 |
| WAGES: PP 11 28/8/18 | \$ 45,496.87 |
| PP 12 11/9/18 | \$ 44,180.62 |
| | <u>\$ 321,856.68</u> |

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
FINANCE REPORT**

MATTERS ARISING:

Cover for Music to Special Needs & Canteen – 2 quotes have now been obtained by Property Manager, Lilian Gilbert. The cheapest quote is from Shade Systems which the school has used before. The sum of, \$103,500.00 (performance area) and \$99,500.00 (canteen/bus shelter area) The BOT approved.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

3. MINUTES

The BOT minutes of 28 AUGUST were approved.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
MINUTES**

Matters Arising

BOT COMPOSITION

- a. BOT discussed the composition of the BOT and interests from different community groupings to have a member co-opted. The BOT decided to co-opt Bill Lawson as the Board felt having a lawyer with experience would be beneficial. BOT chair to approach Bill Lawson.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED**

WYNEL RAURETI-GEORGE

4. CORRESPONDENCE

Inward

- i. Letter from Mahaveen Syeda regarding student Mohammed Naif being required to be clean shaven.
- ii. Letter of thanks from the Mokoia Community Association.
- iii. Email of thanks regarding Lakes High Senior A Netball and teacher Kimiora Insley.

Outward

Letters to Rea Martin and Te Wharau Walker re MITA tabled.

5. GENERAL BUSINESS

- 1) RTLB September Report – tabled

MATTERS ARISING:

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
RTLB SEP REPORT**

Office Move: Ross Dunn to make a Health & Safety visit to ensure safety issues have been upheld / safe working environment for all staff.

6. BOT meeting closed at 6.15 pm

Next BOT Meeting will be held on Tuesday 23 October 2018 at 5.15pm.

Signed:  _____
BOT Chair

Date: 23-10-2018