



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 23 OCTOBER 2018 @ 5.15 PM

**PRESENT:** WYNEL RAURETI-GEORGE, BRUCE WALKER (PBW), ANGELA CUFF, TONY SCOTT, BILL LAWSON

**IN ATTENDANCE:** JO STURME, JAYNE HUMPHRIES (minute secretary)

**APOLOGIES:** PANI McLEAN (Attending Young Achievers), JO CHEMIS (Attending Young Achievers), ROSS DUNN (Attending Young Achievers), REGGAE HEPI-RITETE, KIRSTY MITCHELL, MOANA HINGSTON

**Action / Ratification**

**1. PRESENTATION FROM THE ART DEPARTMENT**

Megan Malcolm, presented a report on the Art department which included, photography, sculpture, and design. Ms Malcolm left the meeting at 5.35 pm.

**2. CO-OPTED BOT MEMBER**

The BOT formally welcomed and congratulated the new co-opted BOT member, Bill Lawson to the Board.

**3. PRINCIPAL'S REPORT**

PB Walker presented his report and further explained some points:

- Annual Targets
- Curriculum
- Professional Development
- Property/Resources
- Finance
- Staff Management
- Health & Safety
- Attendance

**MATTERS ARISING:**

- i. **Leavers Data** – PBW explained that all students are tracked to highlight potential at risk students. PBW recognised the hard work and dedication of Pani McLean and her team in ensuring all students are monitored and mentored.
- ii. **Me and My School Survey** – PBW advised this survey will run in Week 3 and 4 for all Year 9 and 10 students. The survey will be online. PBW recognised the commitment and diligence of Jo Sturme in organising and supervising this survey.
- iii. **Maths Teacher position** - PBW advised there are 2 candidates of interest. PBW to keep the BOT informed.
- iv. **School Counsellor** – PBW advised he approached Paula Short, counsellor and attendance officer. Ms Short was very appreciative of the BOT's assistance and will contact Bruce Walker if she requires any support.
- v. **Health & Safety** – Ross Dunn to re-schedule Health & Safety visit to the RTLB Taupo office to ensure safety standards have been upheld due to a recent office move.

**BRUCE WALKER**

**ROSS DUNN**

- vi. **Whanau Hui & FOTS meeting** – FOTS minutes from previous meeting attached. The next Whanau Hui is Wed 24 Oct. Minutes to be attached for next BOT meeting.
- vii. **FRONT DOORS AT MAIN RECEPTION** – PBW informed the BOT the front doors had been damaged during the school holidays. A car had been driven through. Doors are now repaired and were covered by insurance.
- viii. **Property** – all building works are progressing. PBW to keep the BOT informed.
- ix. **NZQA – 2018 External Moderation Passed by Jane Griffin NZQA Quality Assurance and Liaison** – PBW advised that due to our excellent quality assurance processes by Jo Sturme and her team we are monitored every five years instead of three. BOT recognised the hard work of Jo Sturme and her team.
- x. **Numeracy and COL Numeracy Report October 2018.** Report from Karen Kelly was tabled.

**PANI McLEAN**

**BRUCE WALKER**

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
PRINCIPAL'S REPORT**

#### **4. REPORT FOR FINANCE – SEPTEMBER 2018**

- Payments as at 30 SEPTEMBER 2018 were ratified as follows:

Payments made: 21/9 – 20/10	\$ 101,570.95
WAGES: PP 13 25/9/18	\$ 52,186.39
PP 14 9/10/18	\$ 38,647.38
	<u>\$ 192,404.72</u>

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
FINANCE REPORT**

#### **MATTERS ARISING:**

**Auditor Visit** – PBW advised the Auditor will be arriving on Friday 26 October 2018 for a pre-audit visit to go through the books to date. Lilian Gilbert, Property Manager, will supervise this visit.

#### **3. MINUTES**

The BOT minutes of **25 SEPTEMBER 2018** were approved.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
MINUTES**

#### **4. CORRESPONDENCE**

##### ***Inward***

- Letter from Liz Crozier – RTLB requesting One Year's leave without pay – BOT approved. Part-time RTLB will cover this leave. PBW to advise Cluster Manager, Christina Phillips.

##### ***Outward***

- Letter of Employment to Stacey Pomare, Assistant Groundsman and Jackie Cavanagh, Part-time Teacher Aide approved by the BOT

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
CORRESPONDENCE**

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

- 1) **Depreciation and Asset Rates 2019** – The BOT approved the asset rate of \$2000 which is within the MOE Guidelines.
- 2) **RTLB OCTOBER 2018 Report** – tabled and approved
- 3) **Policies** - were approved and agreed to go out for consultation to the community:
  - Health & Safety
  - Visitor Safety
  - Protected Disclosures

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
GENERAL BUSINESS**

- Finance Policy
- Refunds to International Fee Paying Students
- Property Management
- Foreign Fee Paying Students in Compliance with the MOE Code of Practice

- 4) **Christmas Party** – Jo Chemis will report on venue and final costings for this year’s Staff Christmas Party at next BOT meeting.
- 5) **Leave Application** – Anete Heke requested leave without pay for surgery from 9 – 26 November inclusive. BOT approved.

**JO CHEMIS**

**MATTERS ARISING:**

**Policy** - BOT Chair requested information regarding any current policy regarding ‘Money Laundering’. Jayne Humphries to research.

**JAYNE HUMPHRIES**

**6. BOT meeting closed at 6.20 pm**

**7. IN COMMITTEE**

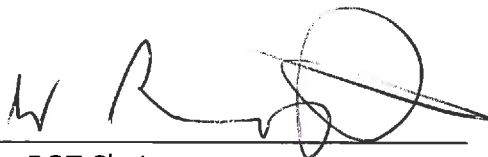
It was moved that, in accordance with the terms of Section 48 of the Local Government Official Information Act 1987, the public be excluded from this part of the meeting for the reason that discussion of these matters would infringe the natural person under Section (2)a of the Local Government Official 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 27 NOVEMBER 2018 at 5.15pm.**

Signed: \_\_\_\_\_



BOT Chair

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

27-11-18