



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 27 NOVEMBER 2018 @ 5.15 PM

PRESENT: WYNEL RAURETI-GEORGE, BRUCE WALKER (PBW), ANGELA CUFF, TONY SCOTT, BILL LAWSON, KIRSTY MITCHEL RAGGAE HEPI-RITETE, JO CHEMIS

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

APOLOGIES: MOANA HINGSTON

Action / Ratification

1. 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. **DRAFT 2019 BUDGET** – PBW circulated the draft 2019 Budget. The final budget will be presented in March 2019.
- ii. **SCHOOL ROLL** – PBW advised the year 9 roll for 2019 is currently 135 students.
- iii. **MATHS TEACHER POSITION** - PBW advised a new maths teacher has been hired and will start Term 1 2019.
- iv. **RE-GRADED POSITIONS - TIC PERFORMING ARTS + TIC VISUAL ARTS (1 MU)**. PBW advised these positions have been advertised as re-graded and all staff have been informed.
- v. **HEALTH & SAFETY MINUTES 13 NOVEMBER 2018** – Ross Dunn advised the re-scheduled Health & Safety visit to the RTLB Taupo office has taken place. First Aid upskilling for staff was successful. Potential 'slip' zones have been identified around RLHS. These areas are to be painted with 'Epirez Safe Step'.
- vi. **WHANAU HUI & FOTS MEETING** – Pani McLean advised Whanau meetings are going well and will submit the minutes at next BOT meeting. Ross Dunn advised next FOTS meeting is Wed 28 November. Minutes to be submitted at next BOT meeting.
- vii. **YOUNG ACHIEVERS** – Pani McLean advised that the RLHS Kapa Haka group performed at the Young Achievers ceremony November 2018. Pani added the Groups' performance was very successful and they were invited to represent the school to welcome the Duke and Duchess of Sussex.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
DRAFT 2019 BUDGET**

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE HEALTH & SAFETY
MINUTES**

2. REPORT FOR FINANCE – NOVEMBER 2018

- Payments as at 27 NOVEMBER 2018 were ratified as follows:

Payments made: 21/10 – 21/11	\$ 217,117.38
WAGES: PP 15 23/10/18	\$ 34,707.39
PP 16 6/11/18	\$ 49,728.70
PP 17 20/11/18	\$ 44,017.42
	<u>\$ 345,570.89</u>

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
FINANCE REPORT**

MATTERS ARISING:

None.

3. MINUTES

The BOT minutes of 23 OCTOBER 2018 were approved.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
MINUTES**

4. CORRESPONDENCE

Inward

- I. Letter of resignation from RTLB Niki Silao
- II. Contract renewal letter - Barbara Hiha, fixed term part time
- III. Contract renewal letter - Makere Kapene, fixed term part time
- IV. Contract renewal letter - Maree Van Leeuwen, fixed term part time
- V. Contract renewal letter – Barbara Walker, fixed term part-time
- VI. Contract renewal letter - Senila Savage, fixed term full time
- VII. Letter of new appointment to Gavin Porima, permanent full time maths
- VIII. Leave request for RTLB Michele Terrell – BOT granted leave.

Outward

None

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
CORRESPONDENCE**

5. GENERAL BUSINESS

- 1) **RTLB NOVEMBER 2018 Report** – tabled and approved
- 2) **RLHS REPRESENTATIVE FOR THE NGATI WHAKAUE ENDOWMENT TRUST BOARD.** Pani McLean proposed Wynel Raureti-George to be the RLHS Representative for the Ngati Whakaue Endowment Trust Board. The BOT unanimously agreed. Wynel Raureti-George expressed her thanks and advised it would be a privilege. Pani McLean to advise the Ngati Whakaue Endowment Trust Board.
- 3) **Policies** - have been out for consultation. BOT approved the following policies: (Jayne Humphries to update policy files)
 - Health & Safety
 - Visitor Safety
 - Protected Disclosures
 - 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 advised the Christmas Party will be held at The Arawa Bowling Club on Friday 7 December. On behalf

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED
GENERAL BUSINESS**

JAYNE HUMPHRIES

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
GENERAL BUSINESS**

of all staff Jo Chemis thanked the BOT for their generosity in paying for the Christmas party.

- 5) **Archives destruction request for December 2018** – The BOT approved – Chairperson signed.
- 6) **School Wide Electrical Assessment document from Power Solutions Ltd** – PBW circulated a summary of the Power Solutions Ltd document. PBW clarified that it was recommended to complete Priority 'A' and 'B' together – the sum of \$73,450. Work to commence during the school holidays. Priority 'C' and 'D' to be scheduled for next year. **For clarification:** At the Sept. meeting the BOT approved PSL Ltd to carry out their assessment at a cost of \$8500. PSL's assessment then gets approved by the Ministry of Education and we await the Ministry's decision as to how we continue. This is because the cost is over \$50 000 and is classified by the MOE as 'emergency procurement'. As it is MOE funded through the 5 year property agreement we are guided by what they tell us. The BOT **provisionally approved** subject to quotes being clarified. When Lilian Gilbert, EO, receives information from the MOE – the BOT will be advised.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
ARCHIVES DESTRUCTION
REQUEST FOR DEC 2018**

**BOT AS INDIVIDUALS
UNANIMOUSLY
PROVISIONALLY RATIFIED
ELECTRICAL WORKS**

6. BOT meeting closed at 5.55 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.

This was the last BOT Meeting for 2018.

Next BOT Meeting TBA for 2019

Signed: _____

BOT Chair

Date: _____

26-2-2018