



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 28 MAY 2019 @ 5.15 PM

**PRESENT:** Wynel Raureti-George, PB Walker, Tony Scott, Angela Cuff, Reggae Hepi-Ritete, Jo Chemis, Kirsty Mitchell

**IN ATTENDANCE:** Jo Sturme, Pani McLean, Jayne Humphries Minute Secretary

**APOLOGIES:** Moana Hingston, Bill Lawson, Ross Dunn

**Action / Ratification**

**1. PRINCIPAL'S REPORT**

PB Walker presented his report and further explained some points:

- Years 9 & 10 Data
- NCEA Results
- Attendance
- Health & Safety Meeting minutes dated 21/5/19
- Health and Wellness Report dated Dec 2018.

**MATTERS ARISING:**

- a) **NCEA** – PBW clarified that our NCEA results are excellent and are statistically the highest marks of all local high schools.
- b) **Attendance** – is 83.2% PBW explained that this is again the highest school statistically for attendance.
- c) **Numeracy & Literacy** - The BOT noted that extra literacy and numeracy classes are now in place for Yr 9 & 10 students.
- d) **Programmes** – BOT noted that the Yr 9 Travellers program has begun and Yr 12 "Loves me Not" program has taken place. Jo Sturme advised there is a new program "Mates & Dates funded by ACC for Yr 9 & 10. This program is schedule as a 5 week programme; one per week for 50 minutes. The program addresses relationships such as: Whanau, Boyfriend, Girlfriend, Friendships and how to treat one another etc. This will be introduced next term (term 3). Jo Sturme to keep the BOT informed of progress.
- e) **Curriculum** – Next year's curriculum is already being planned with PBW outlining that the changes to NCEA are over a 3 year period. PBW advised that it is critical RLHS remains a cutting edge school for NCEA delivery, assessment and achievement.
- f) **Property** – Roofs / canopies between music and SNU outside canteen / Duty Dean will begin construction in June 2019. Maths resource is ongoing and Science Lab is in final remedial work.

**Jo Sturme**

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

**2. FINANCE REPORT – 30 APRIL 2019**

- Payments for APRIL 2019 were ratified as follows:

Payments made: 22/3 to 22/5	\$ 344,357.04
WAGES: PP 26 26/3/19	\$ 50,844.20
PP 01 09/4/19	\$ 51,384.44
PP 02 23/4/19	\$ 40,661.98
PP 03 7/5/19	\$ 41,268.22

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
FINANCE REPORT**

PP 04 21/5/19

\$ 52,258.75

\$ 580,774.63

**MATTERS ARISING:**

- a) PBW congratulated RLHS's EO, Lilian Gilbert for all her hard work in keeping the school accounts healthy and ensuring all funds are correctly allocated.
- b) Quote from Secure Tech for the purchase of extra security cameras in the sum of \$13,139.87 was approved by the BOT.
- c) BOT agreed that an extra amount of \$120,000 to complete the school's COWS be allocated.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
QUOTE FOR EXTRA  
SECURITY CAMERAS**

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
QUOTE FOR 4 x COWS**

**3. MINUTES**

The BOT minutes of 26 March 2019 were approved.

**MATTERS ARISING:**

- i. **HEALTH & SAFETY AUDIT:** BOT referred to the email sent by Ross Dunn regarding health and safety audits. BOT approved using Work Safety Investigations (WorksI). Ross Dunn to organise and include training for staff, policy updates, outside contractor policies and requirements whilst on school grounds, MOE requirements. Ross Dunn to keep the BOT informed.
- ii. **EMERGENCY EVACUATION PROCEDURES:** Ross Dunn advised this document is currently being up-dated. Ross Dunn to keep the BOT updated.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
THE MARCH 2019 MINUTES**

**ROSS DUNN**

**ROSS DUNN**

**4. CORRESPONDENCE**

**Inward**

- a) Notice of Strike action from PPTA. PBW clarified that although there has been no official confirmation from PPTA, there will be a 'rolling' strike action starting next Tuesday (Yr 9 followed by Yr 10 per week etc).
- b) Helen Gainsford letter - re-graded food technology position
- c) Heidi Blackmore letter- re-graded science position
- d) Letter from Rea Martin regarding extended leave to take up a teaching position at Kaitao Intermediate School from 27 May 2019 to 28 January 2020. BOT agreed to approve leave.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
THE INWARD AND  
OUTWARD  
CORRESPONDENCE**

**Outward**

- a) Offer letter to Mary Webster being one fixed term Management unit for 2019 to facilitate technology curriculum implementation.
- b) Offer letter to Sharon Harris being one MMA permanent for Drama department.
- c) Offer of employment to Val Isherwood 8 hours per week Term 2 only covering sick leave.
- d) Offer letter to Helen Gainsford
- e) Offer letter to Heidi Blackmore
- f) Offer letter to Jacqueline McIntyre
- g) Offer letter to Judith McLeod

**5. GENERAL BUSINESS**

- I. **NEW POLICY:** A new policy "Gifts and Koha" was approved by the BOT – to go out to consultation.
- II. The BOT approved and agreed the following policies go out for consultation:- Approval for the following policies to go out for consultation: Education Outside the Classroom (Curriculum), Education Outside the Classroom (Policy), Curriculum Professional

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
GENERAL BUSINESS**

Development, Non-contact Time for Staff, Sexual Harassment Protection, Statement on Principle of Natural Justice, Internet Safety and Acceptable Use, Confiscation/Impounding of Student Property, Drug, Alcohol & Tobacco, Discipline/Behaviour Management, School Socials, Gifted & Talented Students, Students with Special Needs, Enrolment, Learning Support, Correspondence School.

- III. **RLHS TRIPS:** BOT reminded Ms J Chemis to advise all staff, that from this point on, those staff members who have requested permission for trips or funding write a brief report on their experiences & successes on each trip and submit to the BOT.
- IV. **RTLB REPORT 26/5/19** – Ratified and tabled.
- V. **NGATI WHAKAUE EDUCATION ENDOWMENT TRUST GIFT** – Wynel Raureti-George presented the school with the book, Ake Ake Kia Kaha E! Forever Brave! By author Wira Gardiner. It is a wonderful historical book about the B Company 28 (Maori) Battalion 1939 – 1945. PBW recognised this book and advised RLHS history department would be delighted to receive and use this book. A thank you letter to be sent from the school.
- VI. **UNIFORM** – Discussion took place regarding RLHS uniform procedures.

**JO CHEMIS**

**6. BRUCE WALKER RETIRING**

Bruce Walker thanked the BOT for their support and commitment to Rotorua Lakes High School. Mr Walker acknowledged the wonderful support, hard work and comradery of his Senior Management Team, Ms Jo Sturme, Mrs Pani McLean and Mr Ross Dunn. Mr Walker wishes the very best for the school and will look forward to the school growing and retaining the high esteem within the community.


**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.

**MEETING CLOSED AT 5.55 pm**

**Next BOT Meeting 25 June 2019**

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



BOT Chair

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

25 June 2019