



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
 HELD TUESDAY 25 JUNE 2019 @ 5.15 PM

PRESENT: Bruce Walker, Bill Lawson, Henry Weston, Kirsty Mitchell, Jo Chemis, Julie Wenham, Megan Wheeler, Todd Cheesman

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

APOLOGIES: Reggae Hepi-Ritete

		Action / Ratification
1. DOCUMENTS DISTRIBUTED TO THE BOT	<ul style="list-style-type: none"> • Trusteeship – A guide for school trustees 2019 from NZSTA • Charter 2019 • BOT Governance Manual 2019 • ERO Report 2019 • Minutes of 26 February 2019 	
2. CHAIR VOTE	<p>PBW welcomed the new board and called for nominations for Chairperson 2019 to 2020.</p> <p>One BOT member was nominated for Chairperson: Bill Lawson – nominated by Henry Weston & seconded by Jo Chemis</p> <p>Vote – Bill Lawson was voted in as Chairperson.</p>	
3. LITERACY REPORT TO THE BOARD OF TRUSTEES 2019	<p>PBW introduced Ms Jude McLeod, Literacy teacher, to the BOT and invited her to present her Literacy 2019 report.</p> <p>A large percentage of students are below average in terms of literacy and numeracy. Ms McLeod left the meeting at 5.45 pm</p>	BOT TO DISCUSS FURTHER
4. NCEA 2019 RESULTS	<p>Ms Jo Sturme presented the RLHS 2019 NCEA Results. It was noted that RLHS is 90% at Level 2 which is above average nationally and the highest in the BOP. Level 1 is above 85%. Those students who were identified as struggling with numeracy and literacy in year 9 have significantly progressed due to mentoring programmes, pathways implemented and teaching strategies.</p>	

<p>5. PRINCIPAL'S REPORT PB Walker presented his report and further explained some points:</p> <ul style="list-style-type: none"> ● Years 9 & 10 Data ● NCEA Results ● Attendance ● Property <p>MATTERS ARISING:</p> <ol style="list-style-type: none"> i. Attendance – is 82%. For clarification, it was explained that any student falling below 80% attendance is identified by teachers, the mentoring system and deans. Any problems are discussed and letters sent to the parents. Support systems are put in place where necessary. ii. Property - PBW advised new BOT members that there is a significant electrical problem within the school. This will be an ongoing project. iii. PBW advised the government has announced the new proposal of paying schools \$150 per student. The schools would receive approx. \$105,000 per year. PBW further clarified that schools would not be able to charge for curriculum trips, workbooks etc. In order to make a more informed decision the BOT requested: <ul style="list-style-type: none"> ● An analysis of both options ● A Teacher recommendation ● An indication for the criteria date BOT agreed to wait for the criteria date to be announced and will discuss further. iv. Safety Glasses – PBW requested prescription glasses for the hard technology teachers be ordered. Price \$500 each. School to cover half the cost. 	<p>BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED PRINCIPAL'S REPORT</p> <p>PRINCIPAL TO KEEP BOT INFORMED</p>												
<p>6. FINANCE REPORT – 31 MAY 2019</p> <ul style="list-style-type: none"> ● Payments for MAY 2019 were ratified as follows: <table style="margin-left: 40px;"> <tr> <td>Payments made:</td> <td>23/5 – 20/6</td> <td>\$ 260,143.67</td> </tr> <tr> <td>WAGES:</td> <td>PP05 4/6/19</td> <td>\$ 53,038.69</td> </tr> <tr> <td></td> <td>PP06 18/6/19</td> <td>\$ 46,189.36</td> </tr> <tr> <td></td> <td></td> <td>\$ 1,324,780.00</td> </tr> </table> <p>MATTERS ARISING:</p> <ol style="list-style-type: none"> i. BOT invited Executive Officer, Ms Lilian Gilbert to attend the next BOT meeting - 30 July 2019. ii. Fixed Assets – Ms Gilbert to clarify at the next BOT meeting. iii. LIBRARY – PBW requested permission to purchase a new heat pump for the library from ElectriServ in the sum of \$7,624.00 	Payments made:	23/5 – 20/6	\$ 260,143.67	WAGES:	PP05 4/6/19	\$ 53,038.69		PP06 18/6/19	\$ 46,189.36			\$ 1,324,780.00	<p>BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED FINANCE REPORT</p>
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		\$ 1,324,780.00											
<p>7. MINUTES The BOT minutes of 28 May 2019 were approved.</p>	<p>BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE MAY 2019 MINUTES</p>												
<p>8. CORRESPONDENCE Inward</p> <ol style="list-style-type: none"> a) Letter from NZSTA advising the Annual General Meeting – tabled b) Letter from PPTA regarding Notice of Strike - tabled c) Permission for an overnight trip re Hillary Outdoors Centre from Katherine Goodrick – BOT approved d) Permission for an overnight trip re Boys Football Tournament from Katherine Goodrick – BOT approved e) Permission for an overnight trip re Yr12 / 13 Accounting from Glenda Curtis – BOT approved 	<p>BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE INWARD AND OUTWARD CORRESPONDENCE</p>												

- f) Letter from Phil Palfrey re Lead School Principal for Rotorua Cluster – tabled
- g) Email from Erika Locke (RTLb) regarding approval for leave – BOT approved

Outward

- h) Letter to Ms R Martin regarding leave – tabled
- i) Reply to Phil Palfrey regarding Lead School Principal for Rotorua Cluster – tabled.

9. GENERAL BUSINESS

- a) **POLICIES:** The following policies have been out for consultation. The policy amended was the new policy “Gifts and Koha” thanks to Ms Ramari Raureti. All other policies remain the same. Education Outside the Classroom (Curriculum), Education Outside the Classroom (Policy), Curriculum Professional 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.
- b) **RTLb REPORT JUNE 2019** – Ratified and tabled. PBW gave some background of RTLb. Resource Teachers of Learning and Behaviour (RTLb) working for Te Hā o Te Manawa, Cluster 20 are employed by Rotorua Lakes High School. The 30 RTLb are based at a variety of schools in the Rotorua, Taupo, Turangi, Murupara and Mangakino areas. RTLb teams are groups of itinerant, fully registered specialist teachers who have the training and skills to provide the RTLb service. RTLb work with Kaiako/teachers and kura/schools to find solutions that support students with substantial barriers to learning, and build kaiako/teacher and kura/school inclusive practice capability.
- c) **NGATI WHAKAUE EDUCATION ENDOWMENT JUNE 2019 MILESTONE REPORT**– Tabled. PBW further advised that the RLHS rep to The Ngati Whakaue Education Trust Board is Wynel Raureti-George.
- d) **MAORI BOARD MEMBER** – Bill Lawson suggested a Maori member be co-opted onto the RLHS BOT. Ms Pani McLean and Mr Henry Weston to put forward suggestions at the next BOT meeting.
- e) **SUGGESTIONS** – Bill Lawson advised any suggestions for future BOT meetings are most welcome.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
GENERAL BUSINESS**

**PANI McLEAN
HENRY WESTON**

10. BRUCE WALKER RETIRING

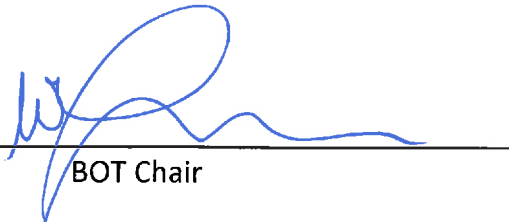
Bill Lawson acknowledged the wonderful support, hard work and dedication of Bruce Walker in his role of Principal. The Board wish Mr Walker all the very best in his retirement.

11. 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 6.45 pm

Next BOT Meeting 30 JULY 2019

Signed: 
BOT Chair

Date: 30 July 2019