



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
 HELD TUESDAY 26 FEBRUARY 2019 @ 5.15 PM

**PRESENT:** Wynel Raureti-George, Kirsty Mitchell, Tony Scott, Moana Hingston, Bill Lawson

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

**APOLOGIES:** PB Walker, Angela Cuff, Reggae Hepi-Ritete, Jo Chemis

**Action / Ratification**

**1. FINANCE & PROPERTY BUDGETS**

Wynel Raureti-George welcomed Lilian Gilbert, Executive Officer to present the school budgets. Lilian presented:

- 2019 Budget tabled with a zero surplus
- Cyclical Maintenance Budget
- 5 Year Property Plan
- 2018 Draft Accounts available
  - a) Lilian clarified that the painting work on the A Block exterior and S Block exterior is in progress.
  - b) Work on C Block is now complete
  - c) Work on the bus shelter will commence next month
  - d) Work on the music canopy will commence next month
  - e) Lilian clarified that all on-going painting work is carried out by our Grounds staff
  - f) Lilian advised that roofs in all Blocks continue to leak – due to the skylights being old. These are being temporarily fixed and will be replaced once funding is available.

There being no further matters Lilian Gilbert left the meeting at 5.35 pm

**BOT AS INDIVIDUALS  
 UNANIMOUSLY RATIFIED  
 ALL FINANCE AND  
 PROPERTY BUDGETS**

**2. REPORT FOR FINANCE – 31 DECEMBER 2018**

- Payments for Dec 2018 were ratified as follows:

Payments made: 22/11 to 31/12	\$ 375,378.35
WAGES: PP 18 4/12/18	\$ 42,169.87
PP19 18/12/18	\$ 74,880.78
PP 20 28/12/18	\$ 23,419.00
	<b>\$505,848.00</b>

**BOT AS INDIVIDUALS  
 UNANIMOUSLY RATIFIED  
 ALL REPORTS FOR  
 FINANCE**

**REPORT FOR FINANCE – 31 JANUARY 2019**

- Payments for last month were ratified as follows:

Payments made: 1/1 – 20/2	\$ 267,029.99
WAGES: PP21 15/1/19	\$ 123,302.41
PP22 29/1/19	\$ 32,282.41
PP23 12/2/19	\$ 43,926.29
	<b>\$ 366,541.10</b>

### 3. PRINCIPAL'S REPORT

On behalf of PB Walker, Ms J Sturme presented the February 2019 principal's report which included the following:

- Staffing Employment / Resignations / Replacements /Salary Budgets for 2018 & beginning 2019
- Operational Funding for teacher salaries above GMFS

#### MATTERS ARISING:

- NEW TEACHER POSITIONS:** Jo Sturme advised that there were 2 new teachers this year – Gavin Porima, Maths teacher, Kay Akerman, ESOL teacher. Both teachers are working out well.
- ESOL:** Ross Dunn advised there was a drop in the international student numbers from China due to the current political climate. However, our international student numbers from Japan have risen. International students have increased to 13 in 2019 with more expected later in the year.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
THE PRINCIPAL'S REPORT  
OF FEBRUARY 2019**

### 4. MINUTES

The BOT minutes of 27 November 2018 were approved.

#### MATTERS ARISING:

- HEALTH & SAFETY AUDIT:** Discussion took place around unsafe behaviour regarding students, risk to other students, to staff and our steps for suspension. BOT requested a review of our risk assessment steps criteria with a view to a new Risk Assessment Policy being introduced. BOT further requested a review of the general Health & Safety for staff and students at school. Ross Dunn to review / organise a professional 'walk-through' to assess our policies. Ross Dunn to report at next BOT meeting.
- NGATI WHAKAUE EDUCATION ENDOWMENT TRUST BOARD:** Wynel Raureti-George advised the first meeting has taken place. Wynel was impressed with the organisation and the current grants being offered.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
THE NOVEMBER 2018  
MINUTES**

**ROSS DUNN**

### 5. CORRESPONDENCE

#### Inward

- RETURNING OFFICER APPOINTMENT:** BOT approved and appointed Lilian Gilbert for the 2019 School Trustee Triennial Elections.
- ELECTION DATE:** BOT approved the election date of **Friday 7 June 2019** for the 2019 School Trustee Triennial Elections.
- REQUEST APPROVAL FOR A SAW AND 3D PRINTER FOR TECH DEPARTMENT:** BOT approved quotes for a saw to be purchased from Carba-Tec and a 3D Printer from 3Design Ltd.
- PERMISSION FOR YR 10 CAMP:** – BOT approved previously
- PERMISSION for Yr 13 CAMP:** - BOT approved previously
- PERMISSION REQUEST SENIOR A NETBALL TEAM ATTENDING UNISS:** BOT approved and granted permission for the team to attend and Ms K Insley to apply for funding.
- PERMISSION REQUEST FOR GEOGRAPHY TRIP:** BOT approved and granted permission for Yr 13 Geography students to Tongariro National Park. BOT approved and granted permission.
- RESIGNATIONS:** Resignation from RTLB Kelly Shallow and Annie Russell tabled.
- LEAVE REQUEST:** Puti Mareroa (RTLB) previously sent via email for BOT approval.

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

- j) **EMAIL REGARDING THE RUGBY SHOP:** BOT requested Liandra Ailen to respond to this email and to submit other options in writing regarding the uniform supplier to the BOT. Wynel Raureti-George to contact Liandra Allen.
- k) **ROTORUA EAST KĀHUI AKO 2019 / 2020 PLAN:** Email from Lorraine Taylor, Principal, Lynmore Primary School, outlining the goals of Kāhui Ako. BOT requested Lorraine to attend the next BOT meeting on Tuesday 26<sup>th</sup> March 2019 to discuss. Wynel Raureti-George to invite Lorraine Taylor.
- l) **CONTRACT RENEWAL LETTERS:** BOT approved as listed in the agenda.

**WYNEL RAURETI-GEORGE**

**WYNEL RAURETI-GEORGE**

### **Outward**

- a) **LETTER TO NGATI WHAKAUE EDUCATION ENDOWMENT TRUST BOARD:** As referred to in point 4ii above
- b) **LETTER TO PUTI MAREROA (RTL B):** BOT granted leave to Puti Mareroa for 1 year returning in 2020.

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

### **6. LATE ADDITIONS**

- I. **PERMISSION FOR HISTORY AND ECONOMICS TRIP TO WELLINGTON:** Ms J Chemis requested permission for funding to Sovereign Community Trust and to take approximately 30 Yr 12 students on an overnight trip to Wellington 7 – 10 May 2019. BOT granted permission.
- II. **PERMISSION TO RUN A FUNDRAISING IN APRIL SCHOOL HOLIDAYS:** Ms K Insley requested permission to run a netball skills program in the April school holidays to fundraise for the team. BOT granted permission.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED  
THE LATE ADDITIONS**

### **7. GENERAL BUSINESS**

- a) **ELECTION OF BOT CHAIR:** Ms K Mitchell queried whether a chair election was to take place. It was clarified that the appointment must be made at the board's first meeting in any year, unless it is an election year, in which case it must be at the first meeting held after the election.
- b) **RLHS TRIPS:** BOT requested Ms J Chemis 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.
- c) **CHARTER 2019:** BOT tabled and ratified the 2019 Charter. Mrs J Humphries to upload to the MOE data portal site. BOT to consider holding separate meetings to discuss the charter in depth for 2020.
- d) **RTL B FEBRUARY 2019 REPORT:** BOT tabled and ratified the Feb 2019 RTL B report.
- e) **NOVEMBER 2018 MILESTONE REPORT:** BOT tabled and ratified the 2018 November Milestone report.
- f) **MOU PRIMARY INDUSTRY TRAINING ORGANISATION AND RLHS:** BOT tabled and ratified the 2019 MOU.
- g) **ATTENDANCE ADVISOR / GUIDANCE COUNSELLOR REPORT 2018 –** BOT tabled and ratified the 2018 Attendance / Guidance report.
- h) **HEALTH & WELLNESS CENTRE –** BOT tabled and ratified the 2018 Health & Wellness report. Ms J Sturme to review with School Nurse the aged equipment mentioned in 'lowlights' 2<sup>nd</sup> bullet point.
- i) **BOT MEETING DATES –** The BOT agreed to hold Board Meetings on the 4<sup>th</sup> Tuesday of every month excluding holidays.
- j) **POLICIES:** BOT approved the following polices to go out for consultation: Disposal of Assets, Privacy, Special Leave for Teachers,

**JO CHEMIS**

**JAYNE HUMPHRIES**

**BOARD TO CONSIDER**

**JO STURME**

Reimbursement of Co-curricular Expenses, Communication of Information held on staff and students at RLHS, Equity, Equal Employment Opportunities, Student use of Charter Bus, Community Consultation, Communication & Reporting, Review & Reporting to the BOT.

**8. 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.

**9. OUT OF COMMITTEE**

It was moved that members come out of committee and confirm matters in committee.

**MEETING CLOSED AT 6.45 pm**

**Next BOT Meeting 26 March 2019**

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



BOT Chair

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

26-3-2019