



- Pastoral
- Academic
- Community
- Health & Safety
- Staff PLD
- Current School Roll

**MATTERS ARISING:**

- i. **Finance Committee Meeting** - It was suggested that from a governance perspective, a BOT member should attend these meetings. Todd Cheeseman agreed to attend. JW to advise Todd when the meetings will occur.
- ii. **Community Relationships** - JW advised meetings with local contributing school principals had gone well. Meetings with various schools, RTLB, Kahui Ako etc will be ongoing. JW welcomes any suggestions from the BOT.
- iii. **Health & Safety** – It was clarified that Ross Dunn is Chair of the Health and Safety committee. There are also 3 school reps on board with Jo Chemis representing the BOT. The following was decided:
  - a. To form a sub-committee for Health and Safety, with Jon Ward and Megan Wheeler joining the committee.
  - b. A health and safety audit of the school to be carried out by a professional company.
  - c. Any outcomes be filtered back to the BOT

TODD CHEESEMAN  
JON WARD

JON WARD  
MEGAN WHEELER  
ROSS DUNN

**F. POLICY REVIEW TIMETABLE**

The following was clarified:

- i. There will be 2 policies due for review in August; Child Protection Policy and Appointment of Staff.
- ii. JW to send polices to relevant staff for comments
- iii. Jayne Humphries to send policies to all BOT for comments.
- iv. Process for review; polices due for review are sent to relevant staff and BOT for comments; out for consultation to the public (3 weeks); BOT informed if there are any additions/amendments; BOT ratify. Polices updated and uploaded to web page by Jayne Humphries

JON WARD  
JAYNE HUMPHRIES

**G. PRINCIPAL DELEGATIONS – AS TABLED**

Formal Delegation of Authority to the Principal by the Board of Trustees – Amendments:

- Second bullet point word ‘College’ should read School
- Third bullet point (clarification only); \$5000 spending i.e. furniture can only be spent on furniture which has already apportioned

With the amendments made  
Carried: Bill Lawson  
Seconded: Megan Wheeler

**H. FINANCE REPORT – 30 JUNE 2019**

- Payments for JUNE 2019 were ratified as follows:

Payments made:	21/6 – 25/7	184,040.82
WAGES:	PP07 2/7/19	51,672.37
	PP08 16/7/19	38,505.13
		<b>274,218.32</b>

Carried: Bill Lawson  
Seconded: Jon Ward

**MATTERS ARISING:**

- i. Profit and loss – variances are as at the end of the year
- ii. Year to date budget is the full year’s budget
- iii. MOE adjusts operations grant quarterly
- iv. Invoices – finance committee to sign off on invoices


<ul style="list-style-type: none"> <li>v. international students – code of conduct is governance and is signed off with the MOE</li> <li>vi. BOT to approve 2019 Balance Sheet and Cashflow Budgets</li> </ul>	<p style="text-align: center;">BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED FINANCE REPORT</p>
<p><b>I. STUDENT REPRESENTATIVE ON THE BOARD</b></p> <ul style="list-style-type: none"> <li>i. Returning officer appointed - Lilian Gilbert</li> <li>ii. Call for nominations this week with election (if required) being 29 August</li> </ul>	<p style="text-align: center;">BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p>
<p><b>J. PRINCIPAL APPRAISAL</b></p> <p>It was proposed that:</p> <ul style="list-style-type: none"> <li>i. An external appraiser be hired to appraise for the next year.</li> <li>ii. JW to send name of proposed appraiser to the BOT for approval.</li> <li>iii. Chair of the BOT to be involved in appraisal meetings.</li> <li>iv. DP's to be reviewed by external appraiser. JW to send name of proposed appraiser to the BOT for approval</li> </ul>	<p style="text-align: center;">BOT AS INDIVIDUALS UNANIMOUSLY AGREED</p> <p style="text-align: center;">JON WARD</p>
<p><b>K. STRATEGIC DIRECTION FOR SCHOOL</b></p> <p>Strategic development and direction for the school for the next 5 – 10 years was discussed and the following agreed:</p> <ul style="list-style-type: none"> <li>i. BOT, Principal and Senior Management attend a Strategic Direction meeting on Wednesday 14 August from 4 pm to 8 pm (approx.)</li> <li>ii. Jayne Humphries email proposed meeting date to BOT for approval. Venue RLHS Boardroom.</li> <li>iii. BOT to send suggested topics of discussion to JW</li> <li>iv. JW to create an agenda.</li> </ul>	<p style="text-align: center;">JAYNE HUMPHRIES JON WARD</p>
<p><b>L. HOUSE-KEEPING</b></p> <p>Minutes: BOT Meeting 25 June 2019 Correspondence Inwards / Outwards – as listed</p> <p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• Letter of Resignation from Morgan Aperahama – English &amp; Media Studies</li> <li>• EOTC – Overnight Ski trip from Shaun English</li> </ul> <p><b>Outward</b></p> <p>None</p>	<p style="text-align: center;">Carried: Kristy Mitchell Seconded: Bill Lawson</p> <p style="text-align: center;">BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE JUNE 2019 MINUTES/CORRESPONDENCE</p>
<p><b>M. GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Secondment of Maori representative to the Board - With Julie Wenham's resignation as a member of the BOT, it was discussed to use the format 'casual vacancy' by selection option.</li> <li>• With the support of the Whanau Group and the full support of the BOT, it was decided to approach Berkie Kapa to join the BOT.</li> <li>• Henry Weston to formally ask Berkie Kapa to join the BOT.</li> <li>• BOT noted that an advertisement would be in the paper to this effect. Mr Kapa cannot officially join the BOT until 28 days after advertisement is posted.</li> <li>• BOT meeting to be postponed until Tuesday 3 September enabling the new selected representative to the BOT to attend the next BOT meeting</li> <li>• Lilian Gilbert appointed as returning officer</li> <li>• <b>RTL B Report</b> – June 2019 tabled</li> <li>• <b>New distribution boards</b> – BOT Chair to deal with Project Manager and the MOE regarding indemnity issues from proposed contractor.</li> </ul>	<p style="text-align: center;">BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE INWARD &amp; OUTWARD CORRESPONDENCE</p> <p style="text-align: center;">HENRY WESTON</p> <p style="text-align: center;">BILL LAWSON</p>

**N. 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 6.55 pm
- Next BOT Meeting **TUES 3 SEPTEMBER 2019**

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



BOT Chair

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

3/9/19