



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 24 SEPTEMBER 2019 @ 5.15 PM

A. **PRESENT:** Bill Lawson (BL), Jon Ward (JW), Kirsty Mitchell (KM), Todd Cheesman (TC), Henry Weston (HW), Berkie Kapa (BK), Isidora Gonzales-Diaz (ID), Jo Chemis (JC), BOT Secretary Jayne Humphries

B. **APOLOGIES:** Megan Wheeler (MW)

**Action / Ratification**

C. **BOT OFFICIAL PHOTOGRAPH**

- Mr Berkie Kapa was welcomed to the RLHS Board of Trustees Meeting.
- Bot official photograph was taken. Jayne Humphries to upload onto the RLHS website.
- As advised earlier with apologies, MW left the meeting.

JAYNE HUMPHRIES

D. **PRINCIPAL'S REPORT**

JW presented his report and further explained some points:

- Performance Against Annual Targets
- Property
- Finance
- Pastoral
- Academic
- Community
- Health & Safety
- Staff PLD
- Current School Roll
- Attendance

**MATTERS ARISING:**

i. **Attendance tracking**

- a. It was noted that Year 13 students have poor attendance possibly due to exam stress.
- b. Truancy is more prevalent amongst Yr. 9 and 10 girls.
- c. By Ethnicity, our Maori students have attendance issues
- d. All teachers are dedicated to encourage student attendance and will continue to focus on this area.

ii. **Truancy Officer** – it was noted that this role is 7.5 hours which, given the growth in the roll, is under resourced.

iii. **Academic tracking** – JW circulated a schematic outlining level 1, 2 & 3 breakdown in merit and excellence. This is a global review for each department and not indicative of a teacher review.

iv. **Programme** - JW advised the 'Mates and Dates' programme was extremely beneficial and we have received very positive feedback.

v. **Property** – As the school roll is trending upwards, JW proposed an expansion of space to allow school-wide assemblies. JW proposed two spaces: the gym and the auditorium. JW to submit a feasibility report for both areas to include all approximate costings and to make recommendations to the BOT at next meeting.

BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
PRINCIPAL'S REPORT

JON WARD

- vi. **C block roofs** - sign off on tenders will be next term. JW to write to the MOE and seek clarification for the BOT at next meeting.
- vii. Mwrawa Kairaoi was appointed Year 10 Dean. BOT sent their congratulations.
- viii. New report format from 'Assay 3' regarding Health & Safety was discussed. H&S audit progression to be discussed at the next BOT meeting.
- ix. Current School Roll is 666 students.

JON WARD

JON WARD

#### E. FINANCE REPORT

- With EO Officer Lilian Gilbert on leave, there were no financial matters.
- Finance Committee Panel to report at the next BOT meeting.

#### F. NGATI WHAKAUE FUNDING DISCUSSION

- JW referred the BOT to the Ngai Whakaue Education Endowment fund application. JW acknowledged the excellent support and funding we received from Ngati Whakaue. It is very much appreciated and invaluable to RLHS.
- JW advised he attended at a meeting with Ngati Whakaue and Reserve Bank on Thursday 19 September.

#### G. STAFFING 2020

- i. Initial MOE figures released have predicted we will receive funding for 45.9 staff currently we have 53 staff. This means an overstaffing by five staff that is absorbed by BOT funding once additional external funding for staffing is allocated. JW to submit a report outlining positive and negative impacts on classes in regards to staffing with recommendations at the next BOT meeting.
- ii. One Maths teacher has resigned and is leaving at the end of term.
- iii. For 2020, RLHS is not offering Spanish due to a depletion in numbers. Hoping to offer students Correspondence Courses via Te Kura.
- iv. JW advised the meeting with Sarah Davis from Girls High school went very well. Discussion took place regarding focusing on building relationships and reciprocal events / programmes. JW to keep the BOT informed.

JON WARD

JON WARD

#### H. HOUSE-KEEPING

Minutes: BOT Meeting 3 SEPTEMBER 2019  
Correspondence Inwards / Outwards – as listed

#### MATTERS ARISING

JH to set up an Action Schedule and update regularly

#### Inward

- Annual report 2019 re Ngati Whakaue Education Endowment Trust Board was tabled.
- Leave request from RTLB Ms S Piatek was tabled.
- Leave request from RTLB Ms A Heke was tabled.

#### Outward

- None

BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
MINUTES OF 3/9/19  
CARRIED: TODD CHEESEMAN  
SECONDED: KIRSTY MITCHELL

JAYNE HUMPHRIES

- i. **GENERAL BUSINESS**
- ii. **RTLB Report** – SEPTEMBER 2019 tabled –

- a. JW advised regular meetings have taken place with RTLB in the last month.
  - b. RTLB Gina Geros is back to work from sick leave.
  - c. Meeting took place at Mountain View school. A number of safety issues were resolved.
- iii. **Policies** – minor amendments made to the Crisis Management plan by JW, which were accepted by the BOT. Global Reporting and Police Safety Checking remain the same. BOT approved policies to go out for consultation.
- iv. **School fees** – JW advised more information has been received from the MOE. JW strongly recommended the selection of \$150 per student from the government. Selection to be officially made on 14 November 2019. Kirsty Mitchell and Jon Ward to meet and submit recommendations at the next BOT meeting.
- v. **Electrical contract** – BL advised this is still an ongoing issue regarding the clause indemnifying the school. BL requested the written directive from the MOE outlining their requirements for this clause. It is hoped that this will resolve matters. JW to request this information from the MOE.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
POLICIES**

**JON WARD  
KIRSTY MITCHELL**

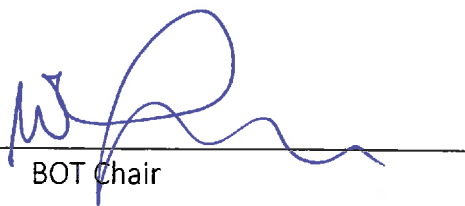
**JON WARD**

**J. 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 6.10 pm
- Next BOT **Tuesday 22 OCTOBER 2019**

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

  
BOT Chair

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

