

MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 22 OCTOBER 2019 @ 5.15 PM

- A. **PRESENT:** Bill Lawson (BL), Jon Ward (JW), Kirsty Mitchell (KM), Jo Chemis (JC), Henry Weston (HW), Isidora Gonzales-Diaz (ID), Megan Wheeler (MW), Todd Cheesman (TC)
- B. **In attendance:** Jayne Humphries BOT Secretary, Lilian Gilbert Executive Officer
- C. **APOLOGIES:** Berkie Kapa

**Action / Ratification**

**D. PRINCIPAL'S REPORT**

JW presented his report and further explained some points:

- Performance Against Annual Targets
- 2019 NCEA Credits by Department
- Finance
- Property
- Pastoral
- Community
- Staffing
- Health & Safety
- Current School Roll

**MATTERS ARISING:**

- i. **Staffing** – JW advised 4 jobs for the Kahui Ako Learning Support Coordinator roles have been advertised in the Education Gazette. 2 advertised by RLHS and 2 from Lynmore Primary School.
- ii. **Academic** – JW thanked Pani McLean for the Academic Tracking & Review Report. JW clarified we are on target and are tracking towards 84% annual targets.
- iii. **Attendance** – Yr 9 girls are of significant concern. Working on truancy for next year.
- iv. **Stand downs** – working well. JC advised staff reaction to the new structure is generally positive provided there is emphasis on consequences for unacceptable behaviour.
- v. **Maths Teacher** - Bauro Kairaoi resigned his position as Maths teacher. The position of maths teacher has been re-advertised and closes on Monday 4 November. JW to keep the BOT informed.
- vi. **Health & Safety Quote from Worksi** – BOT requested one more quote for comparison purposes. BOT requested Ross Dunn to organise this. BOT unanimously agreed to go for the most cost effective price.
- vii. **School donations** – JW presented a Social Sciences Course related costs breakdown. After further discussions, the following motion was agreed.

**MOTION:** RLHS BOT accept the school donation scheme for 2020.

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

**ROSS DUNN**

**CARRIED : KIRSTY MITCHELL  
SECONDED: JON WARD**

**E. FINANCE REPORT –**

**Finance Sub Committee meeting held Wednesday 16 October 2019.**

- Payments as at 15 October 2019 were ratified as follows:

Payments made:	29/8 – 15/10	\$179,845.00
WAGES:	PP12 10/19	\$49,620.08
	PP13 24/9/19	\$47,984.31
	PP14 8/10/19	\$33,288.73
		<b>\$310,739.11</b>

**MATTERS ARISING:**

- Depreciation and Asset Rates 2020** – 2020 Depreciation rates to remain the same. Minimum asset value to remain at \$2000 as per last year's Financial Statements. School's assets have been reviewed for impairment.
- Auditors** - BOT to note the Auditors are in school next Wednesday 30 October
- Layout of Finance Report** - BOT requested graphs to be included for next year's finance reports.
- Draft Budget** - Draft budget will be presented at the next BOT meeting on 26 November 2019.
- BOT Meeting Dates** - Lilian Gilbert advised that BOT meetings at the beginning of the month would be more beneficial for finance purposes. Proposed: First week of the month Finance Committee to meet. Second week of the month BOT to meet. BOT to discuss further and report at the next meeting.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
FINANCE REPORT**

**F. STAFFING / CLASS SIZES**

- JW referred to the Analysis of Staffing at RLHS and advised we are working towards reducing staffing through natural attrition. Currently we have an overstaffing figure of 3.99 (BOT funded expense).
- JW clarified the overall staffing picture is a more complex issue. It is dependent on the subject areas where there is over and under capacity as well as the ability to implement strategic programmes within the school plus ensuring minimizing spend whilst maximizing educational needs.
- JW advised this is part of the long-term curriculum review / budget review for the entire school.
- BOT agreed that this curriculum / budget review is an ongoing issue and will be reviewed at the beginning of 2021.
- JW to commence the review and report progress to the BOT.

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

**G. ERO 2020**

JW reminded the BOT that RLHS will have an ERO review at the beginning of 2020.

**BOT TO NOTE**

**I. STAFF FUNDING FOR STAFF CHRISTMAS PARTY 2019**

CH requested funding for the Staff Christmas Party 2019. CH clarified that last year the function was funded at \$75 per person with partners paying. BOT approved with a view to discussion next year.

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED**

**J. HOUSE-KEEPING**

Minutes: BOT Meeting 24 September 2019  
Correspondence Inwards / Outwards – as listed

**MATTERS ARISING**

- None
- Inward**
- None
- Outward**

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
MINUTES OF 24/9/19**

- None

**K. UP TO DATE ACTION SCHEDULE**

**MATTERS ARISING**

- Electrical Contract has now been signed.
- A project manager for LED lighting has been hired.
- Strategic Direction next steps – JW advised next steps for 2020 are involving staff, students and community. JW to keep the BOT informed of progress
- Jayne Humphries to update Action Schedule for next meeting.

**JAYNE HUMPHRIES**

**L. GENERAL BUSINESS**

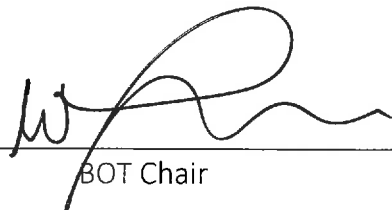
- RTL B Report** – OCTOBER 2019 tabled – ratified by the bot. JW advised he meets regularly with RTL B manager Christina Phillips.

**M. 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 6.25 pm
- Next BOT **Tuesday 26 November 2019**

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



BOT Chair

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

*26 November 19*