



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 10 MARCH 2020 @ 5.15 PM

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

Action / Ratification

**C. BOYS CLEAN SHAVEN RULES**

- i) BL introduced and welcomed Mrs P Haimona to the meeting at 5.25 pm regarding the boys' clean shaven rules.
- ii) Ms J Green was welcomed by the BOT and joined the meeting in support of her Aunt and as guardian of a current student at RLHS.
- iii) BL introduced the Local Democracy Reporter from the Daily Post, Felix Desmarais. Mr Desmarais observed the meeting to report on the boys clean shaven rules.
- iv) The Board welcomed hearing Mrs Haimona's perspective and agreed a pathway forwards. This is following a formal process of communicating in writing to the Principal, who will then engage in a formal community consultation regarding school rules.
- v) All parties were happy with this approach being followed.
- vi) The BOT thanked Mrs Haimona and Ms Green for attending.

**D. FINANCE REPORT**

- Finance Sub Committee meeting held Wednesday 2 March 2020.
- In attendance: Jon Ward, Todd Cheesman, Lilian Gilbert
- BOT ratified the minutes of 2/3/20.
- Payments made for 2/3/20 were ratified as follows:

Payments made:	1/1 – 29/2	\$ 500,688.31
WAGES:	PP 22 14/1/2020	\$ 25,106.90
	PP 22 28/1/2020	\$ 25,391.00
	PP 23 11/2/2020	\$ 45,905.35
	PP 24 25/2/2020	\$ 47,281.16
		<b>\$ 644,372.72</b>

**MATTERS ARISING FROM FINANCE AND PROPERTY:**

- i) 50 class room chairs have now been ordered.
- ii) Asset purchasing to be anticipated where possible.
- iii) Fencing is complete.
- iv) **Storage for art department** - BOT agreed the purchase of a container to be placed in the far court yard.
- v) **Minimum wage** – raises to 21.15 which is an 18% increase. In recompensing other non teaching staff to review, where possible, using the collective agreement. To be discussed further in the finance committee.
- vi) **School investment package (SIP)**  
There was significant discussion around how to best use the SIP funding. With advice from the Ministry Property Advisor it was noted that air conditioning units would now be available through the school's 5 year cycle. Based on this advice the BOT reflected on how best to use the

**BOT UNANIMOUSLY AGREED TO PURCHASE A CONTAINER FOR THE ART DEPARTMENT**

funding to achieve improvements in the school that would otherwise be unavailable through normal funding streams. The decision of the BOT was as follows:

- To prioritise the creation of Outdoor Learning Environments around the school including shelter, seating and general improvement of the physical school environment.
  - To use excess SIP funding to expedite installation of heating / cooling solutions throughout the school in conjunction with existing and future 5 year funding.
  - The BOT also determined that there should be appropriate school community consultation about how the physical environment will be developed. This will be organised at the direction of the Principal. It was noted that student voice was to be a key element of this consultation.
- vii) Process and approaches to staff and students to be addressed by JW and JC.
- viii) It was agreed by the BOT that RDT Pacific Ltd be hired to project manage the SIP process.

**BOT UNANIMOUSLY AGREED TO RDT PACIFIC BEING HIRED TO MANAGE THE SIP PROCESS SUBJECT TO STAFF / STUDENT CONSULTATION**

**E. DRAFT GOVERNANCE MANUAL 2020**

Governance Manual was tabled and ratified by the BOT.

Bill Lawson left the meeting at 6.15 pm

**BOT UNANIMOUSLY RATIFIED AND AGREED THE GOVERNANCE MANUAL 2020**  
Proposed: Henry Weston  
Seconded : Jo Chemis

**F. DRAFT CHARTER 2020**

- i. JW advised Analysis of Variance has been added.
- ii. SLT were in consultation.
- iii. This will be a working document with regular consultation with SLT and staff where required.
- iv. Jayne Humphries to upload the 2020 Charter to the MOE portal.

**BOT UNANIMOUSLY RATIFIED AND AGREED THE CHARTER 2020**

**G. PRINCIPAL'S REPORT**

JW presented his report and further explained some points:

- 2020 Annual Goals
- Finance (as above)
- Property (as above)
- Pastoral
- Reports by Deputy Principals
- Attendance
- Community
- Staffing
- Health & Safety
- SLT Job Descriptions 2020
- School Inquiries

**MATTERS ARISING:**

- i) **Staffing** – new staff Santi Stanton, Te Puawaitanga and Dana Stevens, PE & Health have joined the school.
- ii) **Pastoral** –
  - a) Significant issues with Yr 9 & 10 students re staged fights. 9 students stood down in 1 day. A hui has been organised for Thursday 12 March 2020 5 pm to 7 pm, to discuss with parents, Police, LSC. This was a

personal invitation not public. JW requested BOT to be in attendance at the Hui.

- b) It is hoped that the school can move forward, engage and provide student programmes, e.g. cactus, cycling, Rotovegas gym. This is a process – JW to keep the BOT informed of progress.
  - c) Community patrols where possible? To be suggested at the community meeting.
- iii) **Deputy Principal's reports.** These reports are part of the fortnightly meetings with JW. BOT thanked the Deputy Principal's for their input – it is appreciated.

#### H. ACTION SCHEDULE

Action schedule of the 10 March 2020 – TABLED

#### I. HOUSE-KEEPING

Minutes: BOT Meeting 11 February 2019

##### MATTERS ARISING

- None

Correspondence Inwards / Outwards – as listed

##### Inward

- i. Letter from Rose Henry (LSC) re approval to seek funding – BOT in agreement with conditions:
  - a. Ensure all safety standards are met with Rotovegas and the school.
  - b. Students to be accompanied by an adult at all times
- ii. Letter from Erina Butterworth re maternity leave 2020 – noted. Mr Parry will be Head of Science until Ms Butterworth's return.

##### Outward

None.

#### J. GENERAL BUSINESS

- i. RTLB documents to be tabled & ratified by the BOT for submission to the Ministry of Education
  - a. Te Hā o Te Manawa Cluster 20 Annual Plan 2020
  - b. RTLB Annual Report 2019
  - c. RTLB Financial Report 2019
  - d. Declaration Form to be signed by Chair
- ii. School Reunion 2021 – 50<sup>th</sup> anniversary next year. Met with Dave Randell as a school need to do. Would like the school to be involved. Megan Wheeler has volunteered to oversee this event with administration assistance BOT thanked Megan Wheeler.

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
MINUTES OF 11/02/20**

**BOT AS INDIVIDUALS  
UNANIMOUSLY APPROVED  
SEEKING FUNDING - WITH  
CONDITIONS**

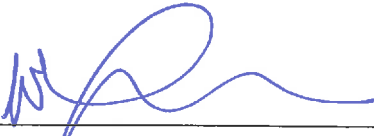
**BOT RATIFIED ALL RTLB  
DOCUMENTION  
Proposed: Megan Wheeler  
Seconded: Todd Cheesman**

#### K. 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 7.05 pm

Next BOT Meeting **7 April 2020**

Signed:   
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BOT Chair

Date: 18 May 2020