



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
 HELD TUESDAY 11 FEBRUARY 2020 @ 5.15 PM

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

Action / Ratification

D. **MEETING WITH FAMILY RE CLEAN SHAVEN RULES**

- A scheduled meeting with a parent regarding the boys' clean shaven rules was set for 5.15 pm. The family did not attend the meeting. Mrs Humphries left a message at 5.25 pm.
- The BOT discussed the clean shaven rules as follows:
 - i. **Background** - A Year 9 student was requested by staff to be clean shaven by the following day. His family met with the Principal to discuss the rules and then requested a meeting with the BOT. This was organised as above.
 - ii. BOT agreed that the school rules were clear requiring all boys to be clean shaven (excluding religious reasons) as outlined in the enrolment form and signed by the parent.
 - iii. BOT further agreed this to be a management issue and any decisions regarding these matters to be addressed by the Principal and Senior Lead Team.
 - iv. JW to send a letter outlining BOT decision to the parent.

TO NOTE

E. **FINANCE REPORT**

Lilian Gilbert, Executive Officer, joined the meeting at 5.35 pm. Finance Sub Committee meeting held Wednesday 5 February 2020. BOT ratified the minutes. Payments made for 31 December 2019 were ratified as follows:

| | | |
|----------------|-----------------|---------------|
| Payments made: | 20/11 – 31/12 | \$ 171,678.43 |
| WAGES: | PP18 3/12/2019 | \$ 51,534.11 |
| | PP19 17/12/2019 | \$ 73,394.99 |
| | PP20 31/12/2019 | |
| | | \$ 321,714.42 |

BOT AS INDIVIDUALS
 UNANIMOUSLY RATIFIED THE
 MINUTES OF FINANCE DATED
 5/2/2020

MATTERS ARISING:

- i) Final 2020 Budget tabled and ratified by the BOT.
- ii) A new budget area for staff welli being has been created, guidelines around this will be supplied.
- iii) The budget is balanced but at the expense of our budget for repairs and maintenance. However, we do have sufficient reserves and no required maintenance / servicing will be postponed.
- iv) Assets to the value of \$120,185 were purchased in 2019 along with \$103,446 to the music suite canopy.
- v) New class room furniture required. Ms Lilian Gilbert to get quotes and report back to the BOT.
- vi) One new year 9 class has been introduced. One further staff member has been hired. This has been reflected in the budget.
- vii) Food tech department requires a new fridge. A quote for \$5,260 was circulated to the BOT. BOT approved.

BOT UNANIMOUSLY AGREED
 AND RATIFIED THE 2020
 BUDGET
 Proposed: Bill Lawson
 Seconded: Jo Chemis

LILIAN GILBERT

BOT UNANIMOUSLY APPROVED
 PURCHASE OF A NEW FRIDGE
 (TECH DEPARTMENT)

F. PROPERTY

- i) **Electrical work** - in the dark room and dean's offices. Work is complete.
- ii) **Distribution board** - work is complete.
- iii) **Storm water drains** - have been flushed – work is complete.
- iv) **Health & Wellness centre** - due to be painted this year, this is dependent on other factors.
- v) **Drinking fountain** - at S block has been turned off due to weather related water stagnation. A new water fountain proposed - to be fitted near the canteen. Price to buy and instal 2,500 + GST. BOT approved.
- vi) **School Water** - Lilian Gilbert to approach Rotorua Lakes Council for a testing kit to double check the affected water fountains.
- vii) **Cyclical maintenance** - reviewed and approved by the BOT.
- viii) **Donations scheme** (payment instead of seeking donations from parents) - Constraints now in place by the MOE that the \$400,00.00 has to be spent in the next 2 years. All staff were invited to list their possible areas for development. The majority of staff listed entire school air conditioning as the main area of development. BOT approved air conditioning in principal. (This is to include the potential cost of removing the boiler in the school).
- ix) **Fans** - Will be bought for classrooms / offices in the interim.
- x) **Outline of 5-year property plan** - Lilian Gilbert clarified that every 5 years the school identify projects within the school which are put into the 5 Year Property Plan. The list / report is then sent to the MOE for approval / advice. The school is due to produce a list for the next 5-year plan before June 2020. The property meeting to discuss at the next meeting and to produce a list.

UNANIMOUSLY AGREED THE
PURCHASE OF A WATER
FOUNTAIN

LILIAN GILBERT

ADDENDUM
COSTING TO BE DISCUSSED AT
THE NEXT BOT MEETING

LIST TO BE GENERATED BY
PROPERTY MEETING
COMMITTEE –
TIMEFRAME ONGOING

There being no further Finance / Property matters to discuss Lilian Gilbert left the meeting at 6.15 pm

G. DRAFT GOVERNANCE MANUAL 2020

BOT to review and report at the next meeting.

ALL BOT

H. DELEGATION OF AUTHORITY 2020

BOT agreed to adopt the delegation of authority again for this year.

BOT UNANIMOUSLY AGREED
AND RATIFIED DELEGATION OF
AUTHORITY

Proposed: Bill Lawson
Seconded: Todd Cheeseman

I. PRINCIPAL'S REPORT

JW presented his report and further explained some points:

- Analysis of Variance against 2019 Annual Targets
- Finance (as above)
- Property (as above)
- Pastoral
- Attendance
- Community
- Staffing
- Health & Safety
- SLT Job Descriptions 2020
- 2020 Charter
- School Inquiries

MATTERS ARISING:

- i) **Achievements in NCEA** - were circulated.
- ii) **Attendance** – over all year levels equates to 78% of our students have an attendance of over 85%, 13% between 75% and 85% and 8% below 75% attendance. In 2020 the school will focus on identifying interventions for specific students.
- iii) **Staffing** –
 - Teacher aide position has been advertised.
 - A yr 9 mainstream class and associated staffing has been implemented
 - Learning Support Coordinators have been appointed.
 - Coverage for Health – position has been advertised – reliever covering at the moment.
 - SLT job descriptions – Portfolio Alignment
- iv) **Property** –
 - Student reception – re-designing to create office spaces for Learning Support Coordinators.
 - 5ya board aspirations to be discussed in detail at the next property meeting.
 - Deans area is completed
 - Gateway Office now in the Library
 - Awaiting building report on Health & Wellbeing Centre
 - Gateway office now in the library.
- v) **Pastoral** - 6 stand downs. 0 suspensions.
- vi) **Kahui Ako** – The Lead Principal has resigned. JW to keep the BOT informed when the position has been filled.
- vii) **New parents evening** - 4 – 6 pm on 19 February. An invitation to be sent to the BOT.
- viii) **Kokiri** - it was clarified that RLHS is the contract school. Contract due to be renewed shortly. JW to keep the BOT informed.
- ix) **School inquiries** – in conjunction with our SLT's and all staff. Ongoing process.
- x) **Health and safety audit** - completed. Awaiting Reports and recommendations. JW to report when reports are in.
- xi) **Corona virus** – 2 students are currently off school for 2 weeks - coming from Asia.
- xii) **Draft 2020 charter** – This is a collaborative document between the BOT and school. BOT to review and report at next meeting.

JAYNE HUMPHRIES

ALL BOT

J. ACTION SCHEDULE

Action schedule of the 11 February 2020 – TABLED

K. HOUSE-KEEPING

Minutes: BOT Meeting 26 NOVEMBER 2019

MATTERS ARISING

- None

Correspondence Inwards / Outwards – as listed

Inward

- i. NZSTA President & NZSTA Board Election information – TABLED.
- ii. Email from the office of Hon Tracey Martin with attachments Child & Youth Wellbeing, Sexuality education in secondary schools & Sexuality education in primary schools – TABLED
- iii. Permission to apply for funding re Boys 1st XI Hockey team to attend Hockey tournament from Jo Sturme.

BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED THE
MINUTES OF 26/11/19

BOT UNANIMOUSLY AGREED
AND RATIFIED MS STURME TO
APPLY FOR FUNDING

Outward

None.

L. GENERAL BUSINESS

- i. Report from Health & Wellness 2019 – TABLED. It was noted that JW is managing the Health & Wellness center and school Nurse Ms R Smith.
- ii. Black out Blinds for the school – It was clarified that this is a Health & Safety matter regarding lockdowns. The BOT agreed in principal. JW to organise quotes and report to the BOT. JON WARD
- iii. SLT appraisals – It was agreed to use the same appraiser for the SLT, Graeme McFayden for consistency. BOT advised that this is a leadership inquiry which is under 'management'. To be organised and lead by the Principal. JON WARD
- iv. There have been complaints regarding the unisex toilets being extremely unhygienic and also not enough toilets. BOT advised that this is a management issue. The Principal to investigate. JON WARD

Isidora Gonzalez-Diaz left the meeting at 7.05 pm

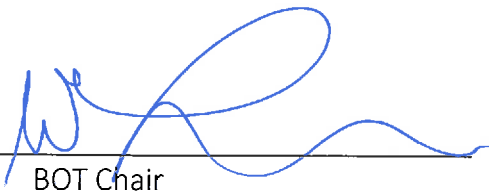
M. IN COMMITTEE

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 7.07 pm

Next BOT Meeting **10 March 2020**

Signed: _____



BOT Chair

Date: _____

