



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
 HELD TUESDAY 4 MAY 2020 @ 5 PM
VIRTUAL MEETING DUE TO COVID 19

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

B. APOLOGIES: None

C. BOT CHAIRPERSON	JW advised MOE regulations require, at the board’s first meeting in any year except an election year, the BOT to appoint a Chairperson. Nominations were called. There being one nomination, Bill Lawson, it was declared Bill Lawson elected unopposed.	Action / Ratification BOT AS INDIVIDUALS UNANIMOUSLY VOTED BILL LAWSON AS BOT CHAIR
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D. FINANCE & PROPERTY REPORT
 Payments made for May 2020 were ratified as follows:

Payments made:	514,300.83		BOT AS INDIVIDUALS
WAGES:	PP 25 10/3/20	50,938.65	UNANIMOUSLY RATIFIED
	PP 26 24/3/20	56,501.98	THE FINANCE & PROPERTY
	PP 01 7/4/20	40,809.88	REPORTS
	PP 02 21/4/20	40,588.63	
		703,139.97	

MATTERS ARISING FROM FINANCE & PROPERTY:

- i) Support staff pay increases pegged at 6% for those at the top of scale
- ii) 5YA variation with MOE for approval – heatpumps and landscaping – approximately 16 units.
- iii) Container now on site
- iv) S Block Blinds installed, A Block will be installed in batches
- v) Temporary fencing has been erected
- vi) C Block roof project - snagging will be completed this week
- vii) Meeting with 2 landscapers re SIP funding will be 5 May 2020. JW and Lilian Gilbert will lead onsite tour. BOT approved.
- viii) RTLB requested approval to purchase a replacement car. This is to be paid from RTLB budget. Motion passed by the BOT providing best deal has been thoroughly investigated.
- ix) Expenses during lockdown – Lilian Gilbert advised there has been a lot less curriculum wise. Main extra expense was for digital products for home school learning. This amount came out of capital budget for IT and Replacing Assets.
- x) Expenditure over \$5000. JW acknowledged and thanked KM for outlining due process for expenditures over \$5000. JW to implement a policy outlining the correct procedures.
- xi) Finance Committee - TC and JW acknowledge receipt of payments / invoices sent to them as part of the finance committee meeting. The payments / invoices were approved by the finance committee meeting.
- xii) JW advised one on site learning ‘pod’ for students has been set up in the music room. Students attending during level 3 lockdown remains low.

BOT AS INDIVIDUALS
UNANIMOUSLY AGREED JON WARD TO BE ON SITE

BOT AS INDIVIDUALS
UNANIMOUSLY AGREED THE PURCHASE OF A CAR FOR RTLB

JON WARD

xiii) Ministry funding is designated to upgrade areas for Learning Support Coordinators. We have two employed by RLHS. The admin block is being reconfigured to allow appropriate workspaces to be developed and other modifications to spaces to facilitate this process. JW will forward designs to Board to review.

JON WARD

There being no further matters to discuss Lilian Gilbert left the meeting at 5.23 pm

E. PRINCIPAL'S REPORT

JW presented his report and further explained some points:

INDICATORS AGAINST ANNUAL OBJECTIVES

- Objective 1: Identified Academic & Retention Rates will be achieved in 2020.
- Objective 2: Wellbeing / Hauora will be a school wide focus for 2020.
- Objective 3: Connections with Feeder Schools to RLHS will be strengthened in 2020.

OTHER AREAS OF ACTIVITY

- Staffing
- Finance (as above)
- Property (as above)
- Pastoral
- Community
- School Role vs Ministry Forecasts
- Health & Safety

MATTERS ARISING:

Objective 1: Identified Academic & Retention Rates will be achieved in 2020 -

- i. JW acknowledged the incredibly hard work and dedication of all teaching staff during this very challenging period. BOT are very proud of all staff.
- ii. Alert Level 3 saw a small number of students return to school requiring 'one bubble'.
- iii. The school sent out 160 netbooks to students identified as not having a device. MOE promised delivery of the devices but were unable to do so. MOE further advised devices were sent to Decile 1-4 schools Yr 9 upwards. This caused significant frustration as RLHS has a split of Decile 1 and Decile 10 communities giving RLHS a Decile 5 rating. RLHS was informed devices would be distributed on an Equity Index scale rather than Decile rating – this was not the case. Consequently, our Yr 11 – 13 who live in Decile 1 areas have had no central government support whilst Yr 9 students in a Decile 4 school have received devices. Objections and concerns have been raised with the MOE regarding inequity issues.
- iv. Deans, School Counsellor and School Nurse have been in contact with stressed students. ID advised that the school organisation and teacher support has been extremely good and is very much appreciated.
- v. **Objective 2: Wellbeing / Hauora will be a school wide focus for 2020 -**
- vi. Pastoral – students who are not engaging are noted on a disengagement data base. SLT's and Deans' follow up with these students.
- vii. **Staffing** – Tau Soloman has resigned. The positions of HOD Maori and one ground staff have been advertised. JW to keep BOT informed.

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

JON WARD

Objective 3: Connections with Feeder Schools to RLHS will be strengthened in 2020

- viii. **Community** – there has been positive feedback regarding distance learning.
- ix. **Health & Safety** – Health & Safety dated 25 April 2020 report was emailed to the BOT tabled at the meeting.

F. HOUSE-KEEPING

Minutes: BOT Meeting 10 March 2020

MATTERS ARISING

- None

Correspondence Inwards / Outwards – as listed

Inward

None.

Outward

None.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE MINUTES OF 10/3/20
Proposed: Megan Wheeler
Seconded: Jo Chemis**

G. GENERAL BUSINESS

- i. RTLB Report April 2020 was circulated via email and tabled at the meeting.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE APRIL 2020 RTLB
REPORT**

H. 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 5.39 pm

Next BOT Meeting **TBA**

Signed: _____

BOT Chair

Date: _____

9 June 2020