



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 9 JUNE 2020 @ 5 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), Kirsty Mitchell (KM), Berkie Kapa (BK)
- IN ATTENDANCE:** Jayne Humphries, BOT Secretary; Lilian Gilbert, Executive Officer

- B. APOLOGIES:** None

C. SCHOOL DONATIONS

BOT officially voted to continue to Opt In to the MOE donations scheme.

Action / Ratification
**BOT AS INDIVIDUALS
UNANIMOUSLY VOTED
OPTING IN TO THE MOE
DONATIONS SCHEME**

D. FINANCE & PROPERTY REPORT

Payments made for 31 May 2020 were ratified as follows:

Payments made:	109,213.42 (1/5 – 31/5)	
WAGES:	PP 03	38,557.63
	PP 04	38,557.63
		410,96.34

MATTERS ARISING FROM FINANCE & PROPERTY:

- i) BOT unanimously agreed that the Finance and Property meetings are to be combined.
- ii) Credit Card Policy – BOT approved subject to approval from the Finance Committee. Jayne Humphries to forward the Policy to the Committee.
- iii) Baia Build Variation Sheet – BOT unanimously agree to offer “Without Prejudice Offer of \$5000 Save As To Cost”. JW to keep the BOT informed of outcome.
- iv) Property Committee discussed the Learning Support Coordinator “housing” two 15sqm offices. Architects have come back with designs for the admin block. Property Committee to review the new designs and advise BOT.
- v) Lighting – LED lighting installation is going well. Continuing with all learning spaces and admin building. Lilian Gilbert to advise BOT of progress.
- vi) School improvements / outside spaces – Concepts from both landscape companies will come back on 29 June 2020. Meetings to take place with staff / students to decide which concept is best for the school. JW to keep BOT informed.
- vii) Health & Wellness centre – by end of next year a decision will have to be made on the future of the centre. Property sub committee to review and make a recommendation to the BOT.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE FINANCE REPORT &
PROPERTY MINUTES**

There being no further matters to discuss Lilian Gilbert left the meeting at 5.50 pm

E. PRINCIPAL’S REPORT

JW presented his report and further explained some points:

- i. Identified Academic & Retention Rates
- ii. Wellbeing / Hauora

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

- iii. Connections with Feeder Schools
- iv. Staffing
- v. Finance
- vi. Property
- vii. Pastoral
- viii. DP's Reports (Jo Sturme, Ross Dunn, Pani McLean)

MATTERS ARISING:

- i) Attendance – remains a focus for the school. Home visits have been organised to our students who have not returned since lockdown to support their to return.
- ii) Roll is currently 678 which has dropped slightly. It was noted that several students have not returned from lockdown as they have gained employment.
- iii) Feeder schools – Currently working on open days and roadshows and building relationships with outlying schools.
- iv) Student retention - Covid 19 has had a significant impact on school operations. Focus is now to support students to reach their goals and not to stress students by targeting catching up the work that may not have been completed. Staff are working with our students to identify support needed and curriculum requirements.
- v) School leavers data – The data show that 15% of our students are leaving with Level 1 NCEA. The figures for Maori were double that of Pakeha: 24% v 12 %. Main focus for the school moving forwards is to ascertain why our students cannot gain qualifications in these pathways and most importantly what is the school going to do about it. JW to enlist the support of the MOE in further breaking down the data. Principal and DP's to meet and discuss a strategy moving forwards. JW to report to the BOT at next meeting.
- vi) Sports census from Sport Bay of Plenty – data was circulated to the BOT. After further discussion JW to initiate a survey from our students regarding sports and report to the BOT.

F. ACTION SCHEDULE

Action table as at 9 June 2020 was tabled and noted. BOT requested a re-configuration of the table where all strategic matters are in the same area.

G. HOUSE-KEEPING

Minutes: BOT Meeting 4 MAY 2020

MATTERS ARISING

Correspondence Inwards / Outwards – as listed

Inward

- a) Lease document for 3 cars for RTLB. Document to be officially tabled and signed by BOT Chair – **Tabled and approved**
- b) Request for leave letter from Hugh Mareroa (RTLB) **Tabled and approved**
- c) Resignation letter from Erika Locke (RTLB) **Tabled and noted**

Outward

- a) Email from Christina Phillips (Manager RTLB) to Hugh Mareroa supporting leave of absence request. **Tabled and noted**
- b) Email from Christina Phillips to Erika Locke accepting Letter of Resignation. **Tabled and noted**

**JON WARD
JAYNE HUMPHRIES**

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE MINUTES OF 4 MAY
2020**

**Proposed: Kirsty Mitchell
Seconded: Megan Wheeler**

H. GENERAL BUSINESS

- i. New RLHS Policy – ‘Board Meeting and Board Resolutions via Electronic Means’ to be ratified and approved by the BOT then out for consultation.
- ii. June 2020 RTLB Report.
- iii. RTLB updated policies – approval to go out for consultation: Appointment of RTLB, Cluster Charter, Personnel, RTLB Practice, Health & Safety. **BOT unanimously adopted and agreed polices to go out for consultation.**

BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE JUNE 2020 RTLB
REPORT
BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE NEW POLICY
Proposed: Todd Cheesman
Seconded: Megan Wheeler

I. 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 6.20 pm

Next BOT Meeting **11 AUGUST 2020**

Signed: _____

BOT Chair



Date: _____

3/9/20