



MINUTES OF ROTORUA LAKES HIGH SCHOOL  
**BOARD OF TRUSTEES MINUTES**  
HELD TUESDAY 18 AUGUST 2020 @ 6 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)
- IN ATTENDANCE:** Jayne Humphries, BOT Secretary; Lilian Gilbert, Executive Officer
- B. APOLOGIES:** Berkie Kapa

	<b>Action / Ratification</b>
<p><b>C. BOT CHAIR</b> Bill Lawson officially stepped down as Chairperson of the Board of Trustees. As temporary chairperson Jon Ward called for nominees for Board Chair. Todd Cheesman was nominated by Kirsty Mitchell and seconded by Megan Wheeler.</p>	<b>BOT AS INDIVIDUALS UNANIMOUSLY VOTED TODD CHEESMAN AS BOT CHAIR</b>
<p><b>D. RETURNING OFFICER</b> BOT officially appointed Lilian Gilbert as "Returning Officer" for Student Rep to the BOT - elections on Friday 18 September 2020 (if required).</p>	<b>BOT AS INDIVIDUALS UNANIMOUSLY APPOINTED LILIAN GILBERT AS RETURNING OFFICER</b>
<p><b>E. FINANCE &amp; PROPERTY REPORT</b> Payments made for July 2020 were ratified as follows:</p> <p>Payments made: 313,033.82 (1/6 – 31/7) WAGES: 1/6 – 31/7 233,397.21</p> <p><b>MATTERS ARISING FROM FINANCE &amp; PROPERTY:</b></p> <p><b>PROPERTY</b></p> <p>i) Caretaker Roller door - Property Committee recommended quote from Davidsons \$8379 + GST. BOT agreed.</p> <p>ii) Admin Upgrade to cater for Learning Support Coordinators. Following detailed discussions, the BOT agreed the following motion: <b>The RLHS Board of Trustees agrees to provide additional funding to develop the Administration Block up to the value of \$150k.</b> Principal will share development information with all staff.</p> <p>iii) School Improvement Programme Management (SIP) – After detailed discussions, the following motion was proposed: <b>That we employ a further member of the Caretaking team, initially one a one year contract, to cover a special project being undertaken by Johan Lombard.</b> Motion carried by 7 votes. One BOT member not in favour, Kirsty Mitchell.</p> <p>iv) 5YA heatpumps to the value of \$32,464 to go ahead. 5 classrooms in A Block will be completed in the next term break.</p> <p><b>FINANCE</b></p> <p>i) 88 new laptops have been received from the Ministry.</p> <p>There being no further matters to discuss Lilian Gilbert left the meeting at 7.10 pm</p>	<p><b>BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE FINANCE &amp; PROPERTY REPORT</b></p> <p><b>BOT AS INDIVIDUALS UNANIMOUSLY AGREED TO DAVIDSONS QUOTE</b></p> <p><b>BOT AS INDIVIDUALS UNANIMOUSLY CARRIED THE MOTION</b></p> <p><b>JON WARD</b></p> <p><b>MOTION CARRIED BY MAJORITY VOTE ONLY</b></p>

## F. POLICIES FOR REVIEW

- i. RLHS updated policies to be ratified and approved to go out for consultation:  
Fundraising for the School Community & Refund Procedures, Career Education and Guidance, Sexual Abuse, Sports Prizegiving, New Programmes, Homework Guidelines and School Wide Assessment
- ii. RTLB updated policies to be ratified and approved to go out for consultation:  
Child Protection, Cluster Finances, Information Communication Technologies (ICT) and Property & Equipment
- iii. Jayne Humphries to organise policies to go out for consultation.

**BOT AS INDIVIDUALS  
UNANIMOUSLY AGREED ALL  
POLICIES TO GO OUT FOR  
CONSULTATION**

**JAYNE HUMPHRIES**

## G. PRINCIPAL'S REPORT

JW presented his report and further explained some points:

1. Identified Academic & Retention Rates 2020
2. Wellbeing / Hauora schoolwide focus for 2020
3. Connections with Feeder Schools strengthened in 2020
4. Staffing
5. Pastoral
6. Health & Safety Minutes
7. DP's Reports on Responsibility Areas

### MATTERS ARISING:

- i) Attendance approx. 80% down slightly.
- ii) Year 12 attendance / enrolment is a concern. This is possibly due to Covid 19 and students leaving to attain full time work.
- iii) BOT requested a more simplified layout for the Health & Safety minutes.

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

**ROSS DUNN**

## H. MID-YEAR REVIEW

JW presented the 2020 RLHS Mid-Year Review. JW advised this has been sent to all staff . Tabled and noted by the BOT.

## I. PROGRAMME FOR DISENGAGED STUDENTS from A.J. HARRIS

JW presented the draft programme developed by AJ Harris who is one of two Learning Support Coordinators. JW clarified this has not been widely circulated as it is still in the development stage. The programme aims to implement wraparound services for Yr 9 and 10 students going forward to NCEA. It was noted that Mokoia Intermediate, Owata Primary and Lynmore Primary are keen to develop a similar programme across the Kahui Ako. Next step will be to share the draft programme with Heads of Departments at RLHS for discussion. JW will keep the BOT informed.

**JON WARD**

## J. ACTION SCHEDULE

Action table as at 18 August 2020 was tabled and noted.

## K. HOUSE-KEEPING

Minutes: BOT Meeting 9 JUNE 2020

### MATTERS ARISING

Correspondence Inwards / Outwards – as listed

#### Inward

- a) Email from MOE regarding suspensions. Email outlined the correct protocol for suspensions. In brief; with an extended suspension the conditions are in place DURING the extension not following it. For further detailed guidelines follow this link:

**BOT AS INDIVIDUALS  
UNANIMOUSLY RATIFIED THE  
MINUTES OF 9 JUNE 2020**

<http://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/about-these-guidelines/guidelines-and-legislation/>

b) Letter of resignation from DP Ross Dunn. Tabled and noted.

**Outward**

None

**L. GENERAL BUSINESS**

i. August 2020 RTLB Report.

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

**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 7.35 pm

Next BOT Meeting **8 September 2020**

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

BOT Chair



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

8/9/20