



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
 HELD TUESDAY 8 SEPTEMBER 2020 at 5.15 pm

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

B. APOLOGIES: Kirsty Mitchell, Berkie Kapa

Action / Ratification

C. PRESENTATION

Mrs Christina Phillips, Manager RTLB (Resource Teachers: Learning and Behaviour) Cluster 20 Manager, gave a presentation to the Board and briefly outlined the role and history of the RTLB.

Mrs Christina Phillips left the meeting at 5.30 pm

D. FINANCE & PROPERTY REPORT

Payments made for July 2020 were ratified as follows:

Payments made:		
1 / 8 to 31 / 8		172,737.47
WAGES:	1/8 to 31/8	109,116.90

MATTERS ARISING FROM FINANCE & PROPERTY:

PROPERTY

- i) School Upgrades – Another company, CREO has been approached to provide us with a concept plan / masterplan giving us more options for the development of the school. This is an education based company who have experience working with schools. The amount is \$3000 for the plan. The BOT unanimously agreed.
- ii) Marcus Grace has been hired as ground staff.

FINANCE

- i) Term deposit is 1.4%
- ii) Todd Cheesman is no longer in the Finance Committee. A new sub committee member will be appointed at the next BOT meeting. Kirsty Mitchell's name was suggested. Todd Cheesman to approach Kirsty Mitchell.
- iii) BOT requested a comparison column using 2019 finance information be inserted in the Finance Report.

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

TODD CHEESMAN

LILIAN GILBERT

There being no further matters to discuss Lilian Gilbert left the meeting at 5.45 pm

E. STUDENT REPRESENTATIVE TO THE BOT

- It was noted that the elections for the new student rep will be held on 18 September 2020. There are four candidates.
- This being the final meeting for the current student rep, Isidora Gonzalez Diaz the Board thanked Isidora for her hard work, dedication and her very mature approach to this role.
- Isidora will return to the next BOT meeting in November to introduce the new student rep.

F. PRINCIPAL'S REPORT

JW presented his report and further explained some points:

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

MATTERS ARISING:

- i) Attendance still at 85% mark. School roll 665.
- ii) Job adverts have gone into staffing for 2021.
- iii) Bridget McClure has been hired as a Drama Teacher until the end of the year.
- iv) Principal's Appraisal – Principal Appraisal is complete for one year. WD requested Graeme McFayden be hired for another year. Todd Cheesman will circulate the Principal's Appraisal to BOT members.
- v) There will be a couple of suspensions to the BOT. BOT will discuss the policy / plan. WD to reflect the BOT's direction on this issue.
- vi) DP's reports – BOT requested more details and explanations. WD to give guidelines.
- vii) Staff well being from H&S meeting – staff feeling overwhelmed with extra relief hours. This will be discussed at the next SLT meeting.

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

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED TO
RETAIN GRAEME MCFAYDEN
FOR THE PRINCIPAL'S
APPRAISALS**

G. ACTION SCHEDULE

Action table as at 8 September 2020 was tabled and noted.

H. 50th ANNIVERSARY CELEBRATIONS

After further discussions the following was decided:

- i. MW requested a budget. WD to approach Lilian Gilbert and discuss.
- ii. It will be in October 2021. Date to be advised.
- iii. Cocktails and canopies on the Friday, tour of the school etc, dinner event on Saturday night offsite.
- iv. MW to start the ball rolling and keep the BOT informed.

I. HOUSE-KEEPING

Minutes: BOT Meeting 18 August 2020

MATTERS ARISING

Correspondence Inwards / Outwards – as listed

Inward

- a) Resignation (Retirement) Letter of Anne Perrott. Noted

Outward

None

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED THE
MINUTES OF 18 AUGUST 2020**

J. GENERAL BUSINESS

- i. August 2020 RTLB Report.
- ii. Staff Christmas Party – BOT agreed to support the staff Christmas part capping the amount in total at \$4000.


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

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 6.37 pm

Next BOT Meeting **10 November 2020**

Signed: 
BOT Chair

Date: 10/11/20