



MINUTES OF ROTORUA LAKES HIGH SCHOOL
BOARD OF TRUSTEES MINUTES
HELD TUESDAY 10 NOVEMBER 2020 at 5.15 pm

- A. PRESENT:** Jon Ward, Jo Chemis, Todd Cheesman, Kirsty Mitchell,
Kenneth Yang, Henry Weston via telephone, Megan Wheeler,
IN ATTENDANCE: Jayne Humphries, BOT Secretary; Lilian Gilbert, Executive Officer
- B. APOLOGIES:** Bill Lawson

Action / Ratification

C. WELCOME TO THE NEW BOT STUDENT REPRESENTATIVE

- Todd Cheesman welcomed the new BOT Student Representative, Kenneth Yang and advised him to feel free to raise any student issues or concerns.
- Kenneth advised he attended the trainee meeting and was comfortable with his role in the BOT.
- Todd Cheesman briefly outlined the role of the BOT and the importance of confidentiality.

D. OUTLINE OF THE SELECTION PROCESS

- Todd Cheesman welcomed Angela Cronin to the meeting. The BOT initiated speaking rights to allow Angela to comment as a guest.
- Angela introduced herself to the BOT and advised she would be delighted to continue to be involved with the school and as a member of the BOT.
- With Berkie Kapa resigning from the BOT, there is a vacancy which will be filled by selection following due process.
- Process to begin and discussed at the next BOT meeting.

**BOT UNANIMOUSLY AGREED TO
THE CO-OPTION OF
ANGELA CRONIN**

E. FINANCE & PROPERTY REPORT

Payments made for 31 OCTOBER 2020 were ratified as follows:

Payments made:

1 / 9 to 31 / 10

\$596234.46

WAGES:

\$183802.73

MATTERS ARISING FROM FINANCE & PROPERTY:

PROPERTY

- 5 more class rooms in A Block will have heat pumps installed.
- 10 yr property plan is in motion. A meeting has been organised with the MOE on Thursday 12 November 2020 to discuss. WD to report at the next BOT.
- SIP improvement plan – tenders are closing on 3 December followed by an evaluation and decision making process.
- Area outside the canteen has been re-designed.

FINANCE

- Draft Budget 2021 – Lilian Gilbert circulated the 2019 actuals and 2020 budgets for comparison.
- It was noted that we will be down \$70,000 in 2021 from international students due to Covid 19.
- School buses – Kaharoa Mini Bus. A staff member will drive students to and from Kaharoa next year on a trial basis. There is also interest

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

JON WARD

from Galatea students. The same bus could be utilised. This will be developed dependent on numbers. WD will update.

- iv) The draft Budget 2021 showing a deficit of \$201904 was proposed and approved by the BOT.

JON WARD

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED THE
DRAFT 2021 BUDGET**

F. PRESENTATION BY PRINCIPAL JON WARD

Jon Ward presented the following:

- Strategic Direction
- Lakes High School Sports High Performance Programme
- SLT Structure

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:

None.

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

H. ACTION SCHEDULE

Action table as at 10 November 2020 was tabled and noted.

J. HOUSE-KEEPING

Minutes: BOT Meeting 8 September 2020

MATTERS ARISING

Correspondence Inwards / Outwards – as listed

Inward

- a) Resignation letter from BOT member Berkie Kapa. Tabled.
- b) Mokoia Intermediate invitation to their prizegiving sent to the Board Chair, which is 8 December 2020 at 9.30 – 11.30 am. Todd Cheesman is unable to attend. Megan Wheeler will attend on behalf of the BOT Chair.

Outward

None

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED THE
MINUTES OF 8 September 2020
Proposed by Jon Ward
Seconded by Megan Wheeler**

K. 50TH ANNIVERSARY CELEBRATIONS

Megan Wheeler circulated a draft proposal for the 50th Anniversary Celebrations. Discussions took place around:

- Dates set at weekend 29 - 31 October 2021
- To hire 'White Rabbit' design company for all publication designs for the event. Invoice of \$3,300 was approved by the BOT.
- Megan Wheeler to keep the BOT informed of progression.

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED TO
THE DRAFT PROPOSAL AND TO
DESIGN INVOICE**

K. GENERAL BUSINESS

- i. Archives destruction request for December 2020. Tabled and signed.
- ii. November 2020 RTLB Report.

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

L. STAFF CHRISTMAS PARTY

Lilian Gilbert advised the following:

- Date: 5 December 2020

- Time: 6 pm onwards
- Venue : Lynmore Bowling Club
- Food: Artisan Café
- All BOT members very welcome to attend.

M. NEXT BOT MEETING


It was agreed the next BOT meeting will be brought forward by one week making the next meeting Tuesday 1 December 2020.

L. 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: 6.40 pm

Next BOT Meeting: 1 DECEMBER 2020

Signed:  _____
BOT Chair

Date: 1/12/20