

MINUTES BOARD OF TRUSTEES MEETING
 HELD TUESDAY 9 AUGUST 2022 at 5.15 pm

- A. PRESENT:** Todd Cheesman, Jon Ward, Ara Robinson, Jo Chemis, Matt Heke, Angela Cronin
- IN ATTENDANCE:** Jayne Windell, Board Secretary, Lilian Gilbert, SLT/EO Finance & Property
- B. APOLOGIES:** Henry Weston, Megan Wheeler
- OPENING KARAKIA BY** ANGELA CRONIN

Action / Ratification

C. FINANCE & PROPERTY

FINANCE

1. Payments made for 31 JULY 2022 were ratified as follows:

2.

Payments made: 1.6 to 31.7	\$345593.04
Wages: 1.6 to 31.7	\$276262.28
TOTAL	\$621855.32

3.

PROPERTY & FINANCE GENERAL BUSINESS

i. BOT Election. Notice of election results:

Rotorua Lakes High School
School Board Elections

PARENT ELECTION RESULTS DECLARATION
(no voting election required)

At the close of nominations, as the number of valid nominations was fewer than the number of vacancies required to be filled, I hereby declare the following duly elected:

TODD CHEESMAN
ANGELA CRONIN
BRUCE DAVIDSON
AARON RANDELL

Signed
L Gilbert
Returning Officer

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

LILIAN GILBERT

- ii. New RLHS Board - Contact details of the new board will be sent to Todd Cheesman shortly. The new Board officially begins on Monday 15 August 2022.
- iii. Staff Representative to the Board voting closes on 9 September and Student Representative closes in late September. This means Student Representative and Staff Representative will have one more Board meeting in September.

-
- iv. Football pitches being damaged – Ms Gilbert advised both football pitches have been damaged by contractor trucks. Negotiations with the contractor are now underway to fix them. Ms Gilbert to keep the Board informed.

LILIAN GILBERT

There being no further matters to discuss Lilian Gilbert left the meeting at 5.30 pm.

D. GOVERNANCE MANUAL 2022

Has now been loaded on the MOE portal. This matter is now closed.

E. POLICIES

The Board requested Ms M Wheeler draft a letter advising the school community that the new policies are now available to be viewed. Ms J Windell to organise a link to the policies and post the letter and link on Facebook and email to all parents and caregivers.

MEGAN WHEELER
JAYNE WINDELL

F. UNIFORM REVIEW

The Board will review the school uniform in 2023. This will also involve community and staff consultation. A few topics for discussion are:

- Trousers for girls
- Coats
- Material Use

G. ZONING PROPOSAL

1. Letter was written to the MOE regarding the Board's concerns regarding zoning. Two representatives will address the Board at 6.30 pm end of this meeting.
2. It was noted that an MOE community consultation was organised for 9 August 2022 at 7 pm in the school auditorium.

H. PRINCIPAL'S REPORT

JW presented his report and further explained some points:

1. Performance against Annual Objectives
2. Pastoral
3. Roadshow and Open Days
4. Kahui Ako
5. School Roll
6. Strategic Planning
7. Senior Lead Team Reports

MATTERS ARISING:

- i. Mr Ward advised there was a spate of online threats recently which spiralled out of control as they were shared multiple times via media platforms. We had approximately 20 students off due to this incident. Mr Ward was very grateful to the Police for their extremely swift response and for visiting the school a number of times the following day. In view of the urgency of the above event, it was clarified that, in the case of an emergency, all Board members will be advised of the situation via text by the Presiding Member.
- ii. Mr Ward clarified that a procedure was put in place to email all FaceBook posts to staff.
- iii. The next main focus in the school is roadshows, open day and open night. All organisation is going smoothly for these events.

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

- iv. Mr Ward further advised that the next Rumaki cohort coming in 2023 is being tracked and promoted from our Maori Department.
- v. The Memorandum of Understanding between Ngati Te Roro o Te Rangī and Rotorua Lakes High School has been finalised, thank you to Mr Heke.
- vi. It was very positive news that Ms J Sturme has returned from her sabbatical.
- vii. It was noted staff were quite tired and stressed at the moment. The Senior Lead Team are looking into wellbeing for all staff.
- viii. At risk students are being tracked and monitored.
- ix. Mrs P McLean will submit an Academic review at the next board meeting.

I. HOUSE-KEEPING

Minutes: BOT Meeting minutes 14 JUNE 2022

MATTERS ARISING

None.

CORRESPONDENCE INWARDS / OUTWARDS

None.

- i. Letter from the MOE regarding Equity Index Number
- ii. Letter from the MOE regarding Isolation Index Number
- iii. For clarification, it was outlined that the above letters are regarding our decile number which is 471. Our school isolation number is 0.42. Unfortunately, there is no further information available on how this will impact on funding. Mr Ward to keep the Board informed when further information is available.

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE 14 JUNE 2022
MINUTES**

JON WARD

J. GENERAL BUSINESS

- i. AUGUST 2022 RTLB Report to be tabled and ratified. Mr Ward informed the Board that he will be attending an RTLB lead school hui in Wellington 15 – 16 August 2022 with Cluster Manager Ms McWilliams. Two new RTLB staff members were hired over the holidays which is very positive.
- ii. JUNE 2022 Milestone Report to the Ngati Whakaue Education Endowment Trust submitted by Ms K Kelly. The Board thanked Ms Kelly for her invaluable input and appreciated her hard work.
- iii. It was also noted that the Board are to elect a representative of our school to sit on the Ngati Whakaue Board. The Board were in agreement that Matt Heke be elected to stand as RLHS Representative.
- iv. The Board requested Jayne Windell to approach RECT for further information regarding student funding.
- v. Mr Ward met with a grant manager during the holidays. It was clarified this could mean that we would receive larger amounts of funding to be split over our school for trips etc. If we use this person individual requests may have to come out of Board funding. WD to get references from other schools who have used this grant manager and send this information to the finance committee.
- vi. Wellbeing centre – Mr Ward advised the Board that we need to hire a new counsellor. Currently, a non-teaching staff member is covering the wellness centre in the afternoons. The Board unanimously agreed that, whilst this is very helpful, it would be imperative for the school to have a second counsellor. Mr Ward to

**BOT AS INDIVIDUALS
UNANIMOUSLY RATIFIED
THE AUGUST 2022 RTLB
REPORT**

**BOT AS INDIVIDUALS
UNANIMOUSLY AGREED
MR MATT HEKE BE THE
SCHOOL REPRESENTATIVE
TO SIT ON THE NGATI
WHAKAUE BOARD**

JON WARD

break down the financial costs and report to the Board via email as soon as possible as this matter is urgent.

JON WARD

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: 6.30 pm - CLOSING KARAKIA: ANGELA CRONIN

Next BOT Meeting: 13 SEPTEMBER 2022

Signed: _____

BOT Presiding Member

Date: _____

13/9/22