ROTORUA LAKES HIGH SCHOOL
'Mauria te pono - Keep steadfastly to the truth'

MINUTES BOARD OF TRUSTEES MEETING

HELD TUESDAY 14 MAY 2024 at 5.15 pm

A.	PRESENT:	Todd Cheesman, Jon Ward, Tony Waites, Bruce Davidson, Mary Schuster, Angela Cronin
B.	IN ATTENDANCE:	Jayne Windell, Board Secretary
C.	APOLOGIES:	Anahera Waru, Aaron Randell, Lucille Yates-Wright
	OPENING KARAKIA BY:	THE BOARD

		Action / Ratification
D.	BOARD DEPARTMENT VISITS As there was a PPTA Teachers Union meeting, the department visits have been postponed until the next Board meeting.	
E.	FINANCE & PROPERTY GENERAL BUSINESS MATTERS ARISING: i. Payments made for 30 April 2024 were ratified as follows: a. Payments made: 1 to 30 April = $75362.37 b. Wages: 1 to 30 April = $32271.26 ii. 5 YA – A Block & S Block awaiting final figure to allow extra carpeting in A Block. iii. Gym/Admin Weathertightness – Term 4 2024 is the potential start if other projects proceed as planned. D Block may also be included as this has been also identified as having weathertightness issues. iv. Asbestos testing completed in the Gym/Admin. v. Timber Milling – redwood trees, prep for milling has started. vi. Extraction in C Block – Funding approved for design. WSP have been on site to get scope of project. Egmont Air have been on site Thurs 9 May to service existing units. MOE have taken over this project and have entered into discussions with Worksafe. vii. Gym heating – Electrical work has been completed and heating units have been shipped to NZ. viii. Gas boiler pump has to be replaced as it is defective. A new pump has been ordered. ix. The Board expressed their gratitude to all property staff for maintaining the grounds in excellent condition. x. Finance and Property matters were approved by Todd Cheesman. All in favour.	BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE FINANCE & PROPERTY MATTERS
F.	BOARD TRAINING i. In House/on line training. Ongoing with Bruce Davidson. ii. The Board thanked Tony Waites for attending training regarding Suspension Hearings. iii. Tony Waites clarified that in situations where an email cannot be accessed, all communication concerning	BRUCE DAVIDSON

	significant disciplinary issues should be sent via courier to the whānau/caregivers.	
G.	**STAFF SURVEY DISCUSSSIONS** i. RLHS Staff Well-Being Survey - Terms of Reference. Jenny Gray has now sent through Terms of Reference and a proposed letter for the Board to send out to staff. ii. The Presiding Member read aloud the Terms of Reference. iii. There will be 2 staff meetings on the 10 June 2024 to ensure all staff are well informed. iv. The Terms of Reference and Board Letter were approved by the Board. All in favour. Presiding Member, Todd Cheesman, to send out the Board letter. v. Jayne Windell to send the signed Terms of Reference to Jenny Gray.	TODD CHEESMAN JAYNE WINDELL
H.	**PRINCIPAL'S REPORT** Jon Ward presented his report and further explained some points: • School Strategic Objectives • School Roll May 2024 • Health & Safety • Staffing • Key Points • Pastoral • Other Areas • Senior Lead Team Report **MATTERS ARISING:** i. Health & Safety: No further H&S issues to report ii. Key Points - Developing School Values: • The Board were reminded the school has adopted the Eastside Community Values as our School Values. These are: Whānaungatanga; Whakapapa; Wairuatanga; Manaakitanga. • Following meetings, the school has been exploring these values in order to identify and reach a consensus on what they look like, sound like, act like and feel like in the school setting. Additionally, school-wide assemblies have been conducted centered around these values and are working towards receiving comparable input from students as we have received from staff. • From this unpacking, signage to be developed and messaging for around the school that will act as touchstones in pastoral and learning conversations. • These processes are reinforcing our ongoing Professional Learning Development in Culturally Responsive Practice. iii. Other Areas: • Phone free status has been in force since the start of Term 3. Phones are being confiscated and collected by parents and caregivers. Informal reports indicate that there is increased student engagement during breaks and lunchtimes. This is due to the efforts of our staff and senior students who are organizing various activities for the students to participate in. As a result, the gym area has become a highly sought-after location for lunchtime,	BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE APRIL PRINCIPAL'S REPORT

	with a wide range of activities taking place throughout the week. • The Winter Sports season has officially begun for numerous codes. Lisa McFarlane, Sports Coordinator, is working hard to ensure that all the different codes are adequately covered by coaches and managers. • Teacher Practice: Staff have been taking part in professional observations, with the Manaaki ki te Tangata PLD contract. This programme has been crucial in enhancing teacher practice and embedding cultural responsiveness as a core value in our approach. Engaged in this initiative are members of the Senior Leadership Team, Heads of Departments, and Deans. The aim is to extend the focus on practice and mindset to include all other staff members within the school through these practices and cultural responses. • Analysis of variance submitted. • Draft Annual Implementation Plan submitted. This is in draft form and is currently in discussion with SLT. iv. The Principal's report was approved by Bruce Davidson and seconded by Tony Waites. All in favour.	
I.	HEALTH & SAFETY i. No specific incidents have been recorded. ii. Worksafe – as in Property & Finance point vi. iii. H&S review is ongoing. iv. Crisis Management Plan is in place adopted from MOE documentation. v. It was clarified that all RAMS in the school go through schoolbridge and are signed off by the Senior Lead Team.	
J.	POLICIES i. Making progress with schooldocs. This is a slow process and ongoing. ii. Todd Cheesman advised that the following policies will be sent out for review and comment to the Board. a. Complaints Policy b. IT Policy	TODD CHEESMAN
K.	APRIL MONTHLY PROGRESS REPORT MATTERS ARISING: i. Jon Ward and Tony Waites to meet regarding the Squash Club.	JON WARD TONY WAITES
L.	STUDENT REPRESENTATIVE REPORT / FEEDBACK i. Student wellbeing has been very positive regarding the phone ban. ii. Youth week, pink shirt day and a number of activities are in place at lunchtime which have proved to be very popular with plenty of interaction between students. iii. Prefect meetings have been very beneficial and working well as a team. iv. Breakfast Club – is moving forwards with funding from Fresh Choice. v. Prefect common room – awaiting frosting on the windows.	

	vi. Bring your own device – students can bring their own devices at the moment however, there are issues with WiFi. Jon Ward to keep the board informed.	JON WARD
M.	MINUTES i. BOT Meeting 9 April 2024 minutes were ratified by the Board. Approved by Todd Cheesman. All in favour. ii. BOT Meeting 30 April 2024 minutes were ratified by the Board. Approved by Todd Cheesman. All in favour.	BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE 9 & 30 APRIL 2024 MINUTES
N.	CORRESPONDENCE INWARDS / OUTWARDS Inwards i. Request to approach for funding for RLHS 1st Hockey Team Accommodation $6,525.00 & Van Hire $1,190 = $ 7,715.00 Request approved by Bruce Davidson and seconded by Angela Cronin. All in favour. Outwards i. Letter sent to parents/caregivers regarding the change to facial hair rule.	
O.	GENERAL BUSINESS i. May 2024 RTLB Report was ratified. ii. RTLB Annual Report Declaration for 2023. Signed by the Presiding Member. iii. The RTLB May report approved by Jon Ward seconded Tony Waites. All in favour.	BOT AS INDIVIDUALS UNANIMOUSLY RATIFIED THE MAY 2024 RTLB REPORT
P.	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 on the natural person under Section (2) and of the Local Government Official Information Act 1987, we now go into committee.	
Q.	OUT OF COMMITTEE It was moved that members come out of committee and confirm matters In Committee.	

Meeting closed at: - 6.15 pm CLOSING KARAKIA: ANGELA CRONIN

Next BOT Meeting: - 11 June 2024

Signed: _____ Date: 11/6/24

BOT Presiding Member