

# Russell School Board of Trustees - 2019



Meeting of Monday 11 February 2019  
Held at Russell School staff room starting at 5.30 p.m.

## **PRESENT:**

- Melissa Jackson (Principal), Shane Maddren, Anne Mansfield (staff rep), Claire Pearson, Tracey Taylor, Kathryn White, Dania Norman

## **APOLOGIES:**

- Nil

**Minutes:** Kathryn White – revised Eveleen Pausma

## **Minutes: Monday 10 December 2018**

- *THAT the minutes recorded on Monday 10 December is a true and accurate record of the BOT Meeting.*

*Moved: Claire Pearson, Seconded: Anne Mansfield*

## **MATTERS ARISING:**

- Russell School House: Melissa thanked the BOT for renovating the house. Did it go over budget?? Table for next meeting. Curtains left to do. Ask Eveleen for final budget.
- 2019 Charter was ratified, has it gone to MOE? Melissa to double check.
- Music Tuition: Peter Kraus donation - To be used for Kapa Haka, Drama, Dance with Penny, Music with ??? Keenan and Michele Wilson as possible tutors? Also possible to do drama and performing arts? Teaching staff to organise a plan.
- Signatories changed? Yes Melissa is on, William is off. School credit card? Melissa to contact Faye Swan.
- Painting contract: Trevor new guy in town lives in Matawhi Bay. Ask Scott about him. Christie Uffdell, MOE Property: Melissa to ask her for advice.
- Solar Panels, cleaning etc. efficiency?? There is a fault in it. 12volts, we only have a 8v circuit breaker. New Electrician: Joel Page - Sparkypants. Shane to ring him and Shane to clean.
- Petrol account too high. Melissa to talk to Ray about petrol cost and Itemising needs to be done. Get Ray a logbook.

## **BOARD CORRESPONDENCE:**

### Inwards:

- BOT Emails?
- Nil: snail mail.
- Tomorrow schools: Claire and Dania would like copies.

### Outwards:

- BOT emails?
- Melissa to send a thank you to Peter Krauss

## **FINANCE REPORT:**

- Claire and Melissa to work together as the finance committee.

*The Russell School Board of Trustees MOVE THAT Melissa Jackson and Claire Pearson work together as the BOT finance committee.*

*MOVE: Melissa Jackson, SECOND: Shane Maddren*

- Pam deposited \$200 - why?
- Marsh - 13 December - \$1496.08?
- Ask Scott to give breakdown on School House.
- No petrol statements since 1 November 2018. Get Pam to look into this, Melissa ask Pam to do this.
- Couple of cheques out - What are they for??

*MOVE THAT the Russell School 2019 BUDGET is approved. Include an amendment that includes funds for beginning Principal PD once a month.*

*Move: Shane Seconded: Tracey*

### **PRINCIPAL'S REPORT:**

- Apology, tangi
- Handout
- Discussion at staff meeting: Focus on Senco, environment and music.
- Focus on contracts.
- Lyn on sick leave for Term One, 2019
- Eva has an employment agreement, no longer on base rate, next grade.
- Staffing discussed.
- Ray's contract.
- Pam' contract.
- Bus dropped off child - parent not there... divert calls for school to Melissa in case there is a bus issue out of school hours?

*Melissa Jackson MOVED that her Principal Report be accepted.*

*SECOND: Dania Norman*

### **GENERAL BUSINESS**

- Elect new Board Chairperson: Shane Maddren - unanimous!
- Thank you to Kathryn White for her many years as BOT chair and all the work she has done to get many project off the ground and completed.
- RSA lights on 'Pathway of Remembrance' - two are broken. Shane will contact Alistair to find out what to do. Do we keep these lights going? Other Ideas.
- Melissa Jackson to thank Shane Maddren and Heather for Powhiri. RSA need to send their invoice send invoice for the food. The School PTFA will pay.
- BOT Elections - ask Pam.
- Pelorus Trust Money... We have been given \$5000 for matting, total cost to do matting is \$19,000. Funding available for the next 3 months or do we ask for an extension of time? Fonterra grass movements, another option? Dania to look into to get funding. Melissa to email quotes to Dania. Focus on the most uneven court to be done first. Dania to submit to Fonterra on behalf of Board.

*The Russell School BOT MOVE THAT Dania Norman complete and application to Fonterra for money to complete court matting project.*

*MOVE: Melissa Jackson, SECOND: Kathryn White*

- Community of Learning Group: Melissa is interested in joining.
- Alwyn Poole - Special Character School. BOI Education - Year 9 & 10. BOI Exploration Centre, accommodation on site. Like a school camp. Like a Hillary Outdoor Centre.
- Dania has volunteered to write the minutes for the Russell School BOT.

Meeting finished 7:10 pm

### **Next Meeting:**

- **Monday 18 March 2019 in the school Staff Room @ 5.30pm.**