

Russell School Board of Trustees - 2019



Meeting of Monday 18 March 2019
Held at Russell School staff room starting at 5.30 p.m.

PRESENT:

Melissa Jackson (Principal), Shane Maddren (Chairperson), Anne Mansfield (Staff Rep), Claire Pearson, Tracey Taylor, Kathryn White, Dania Norman

APOLOGIES:

- Nil

Minutes:

- Dania Norman – revised by Eveleen Pausma

Minutes: Monday 11 February 2018

THAT the MINUTES of the meeting held on Monday 11 February 2019 be passed as a true and correct record of the BOT Meeting.

MOVED: Claire Pearson SECONDED: Anne Mansfield

MATTERS ARISING:

- One reply about Kapa Haka tutor from the notice put in the school newsletter
- Melissa spoke to Ray, he is doing things differently now - Melissa still to talk to petrol station
- Shane will go over school house budget, he will let the board know if it went over or under budget
- 5YA – Melissa meet with 5YA people and discussed more flow through Room 3 & 4 - drainage explained, these need doing - refurbishment through Room 3 & 4 - will replace the deck - nothing about playground. Nothing to be done in Room 5 & 6, but there is a hole in the ceiling in Room 6, and Room 5 & 6 need new roofs.
- Lyn McMillian is no longer on sick leave. The Russell School Board of Trustees has accepted her resignation. Karen Young will continue to relieve in Room 5 until the end of the year.
- Dania has just received the last of the paper work to complete Frontera Grant and will complete the grant shortly.
- Wharf Sports was cancelled due to a poor weather forecast. Discussed having the Wharf Sports in Term 4, but it will be too busy.

MOVED: Tracey Taylor SECOND: Shane Maddren

BOARD CORRESPONDENCE:

Inwards:

- BOT Emails
- Returning officers handbooks
- Star news
- Letter from NZSTA about AGM

Outwards:

- BOT emails
- Email to School Gen regarding the broken panel.
- Griffith's regarding deck and playground uneven surface
- Melissa - thank you letters - Peter & Heather

FINANCE REPORT:

- Claire and Melissa sat down together - staffing was over budget - we need to keep an eye on money - the roll is down and may drop more - need segregation in finances - Board Chair to approve any of Melissa's claimed expenses - application for credit card looked at and \$3000 decided for limit.
- Motion to make the credit card limit \$3000, and to adopt the credit card policy

THAT the Russell School BOT MOVE the Principal (Melissa Jackson) can organise a school credit card to the limit of \$3000, and that the credit card policy presented and discussed be adopted and signed for Russell School.

MOVED: Tracey Taylor, SECONDED: Dania Norman

- Motion to make Claire Pearson as a signatory for Russell School payments / cheques

THAT the Russell School Board of Trustees MOVE that Claire Pearson can be added as a signatory for Russell School payments and accounts.

MOVED: Shane Maddren SECOND: Kathryn White

PRINCIPAL'S REPORT:

- We are clarifying contracts - Melissa will ensure that the correct units are connected to the correct roles
- Charter:
 - Teacher observations need to happen within their release time (CRT).
 - Melissa getting rid of her interactive white board, she doesn't want technology to dictate teaching.
 - Shane to check that all children's eye sight will be checked by ringing the eye testing people.
 - Remove 'Test children for Irlen' as required.
 - Take out 'Positive Behaviour for Learning' and take out 'Implement class science lessons with facilitator for Year 5 & 6'.
 - Review Pathways to Learning for Term 2.
 - Use teacher time for Gifted and Talented remedial work.
 - Take out reference to standards and stanines.
 - Remove 'how to make reading activities which will teach the children the skills needed in the STAR test'.
 - Mid North Writing Project no longer a thing - take this out.
 - Take out - 'Rubrics from Target for Improving student achievement Writing 1-8'.
 - Rework - 'School wide teaching of ENP/ANP program with strong number knowledge focus'.
 - Rework - 'provide math's enrichment and math's extension teaching'.
 - Rework - 'on-going assessment ENP/ANP data collection'.
- We will ratify Charter at next meeting - Melissa will make the changes.

- Melissa showed us the new report that will be used twice a year to report to parents. We talked about parent teacher interviews, maybe consult the community about 'reporting to parents'. Agreed that the BOT will consult the community about reporting
- Breakfast club all go: 8.15am - 8.45am on Monday, Wednesday and Friday - fully funded.

Melissa Jackson MOVED THAT the Russell School Board of Trustees accepts her report.

SECONDED: Shane Maddren

GENERAL BUSINESS:

- Kahui Ako/CoL: Melissa would like to join - Melissa will have to go out of school once a month – it will create stronger networks with other schools, and they are looking at developing a localised curriculum - Melissa will found out what needs doing to join
- Motion that Russell School joins Kahui Ako/CoL – Voted all in agreeance about from 1 that abstained

The Russell School Board of Trustees MOVE THAT Russell School / Meliissa Jackson (Principal) join the Kahui Ako / CoL.

MOVED: Shane SECOND: Melissa

- Melissa has applied to go to RTP conference - Melissa has asked for the board to pay for her travel to Whangarei airport, the board has agreed. Conference is in June in Nelson - Melissa will let us know if she has received funding.
- Lock Down - Did fire drill - children great, under 4 minutes. Melissa will ask our local policeman to come in and give us an idea about where to go/what to do. We are using our helicopter procedure at the moment. Will do this in a couple of weeks so the children don't associate it with Christchurch incident. We are reviewing our emergency procedures. Do we need a civil defense kit?

MOVED: Claire SECOND: Kathryn

Meeting finished 7:00 pm

Next Meeting:

- **Monday 29 April 2019 in the school staff room @ 5.30pm.**