

Russell School Board of Trustees - 2019



Meeting of Monday 29 April 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

Guest Parent - Kirstine Hogan

APOLOGIES:

- Nil

Minutes: Dania Norman – revised Eveleen Pausma

Minutes: Monday 18 March 2019

- *THAT the minutes recorded on Monday 18 March 2019 are a true and accurate record of the BOT Meeting.*

MOVED: Claire Pearson, SECONDED: Shane Maddren

MATTERS ARISING:

- Shane has brought in all the documentation from the schoolhouse and we have come in under budget. The curtains have been installed and our tenant is very happy.
- NZTI is paying for registration, accommodation & flights. Melissa will use the school credit card to book and then reimburse. One worry is that it is the same day as industrial action – BOT has approved to pay for Melissa's travel to Whangarei – it will be around \$60.
- Staffing is over budget, monies will be taken out of the next round of funding.
- No Kapa Haka tutor found yet – Melissa running it at the moment, and it is going well. A couple of inquiries at the ANZAC day parade.
- Motion to ratify the 2019 school charter.

The Russell School Board of Trustees MOVE THAT the school Charter for 2019 be accepted and sent on to the Ministry of Education.

MOVED: Kathryn White, SECOND: Claire Pearson - unanimous

- We will hear back about the Fonterra grant tomorrow.
- Still waiting to hear from School Gen – if we don't hear back Shane looking at getting someone else in to fix the panels.

MOVED: Kathryn White, SECOND: Melissa Jackson - unanimous

BOARD CORRESPONDENCE:

Inwards:

- BOT Emails

- Star news
- Tukutuku Korero
- Education Gazette
- Vision & Hearing
- MOE – re staffing usage
- Heart foundation

Outwards:

- Nil

FINANCE REPORT:

- Claire and Melissa didn't meet, but did talk on the phone.
- Financials seems to be on track: \$35,000, \$20,000 & \$20,000 in term deposits – talked about putting the interest from these term deposits towards something special e.g. Year 7 & 8 trip
- Discussed if the rent should be paid into the 51 account and whether we need another account
- It was decided that the interest from the term deposits and the rental income from the school house go into a separate account so that it can be used on house maintenance and special occasions/trips.

Russell School Board of Trustees MOVE THAT the income from term deposits and the schoolhouse are put into a separate account.

MOVED: Claire Pearson, SECOND: Anne Mansfield

- We have been given \$20,000 from the Ministry, we are unsure what this is for – Melissa will look into it.
- Talked about putting Yellowtail & Year 7 & 8 trip on to the PTFA – along with the children and whanau involved in these activities.
- PTFA would like to know what is happening each term and would like to do one fund raising activity per term.

MOVED: Dania Norman, SECOND: Tracey Taylor

PRINCIPAL'S REPORT:

- See report attached
- Discussed STAR results
- Discussed localised curriculum – start asking people.

Melissa Jackson MOVED That her Principal Report for April 2019 be accepted and approved by the BOT.

SECOND: Dania Norman

GENERAL BUSINESS

- BOT Elections - Pam has said that she will do paperwork – 7th June 2019 is the date for the elections. We will pay \$750 (GST inclusive) to the returning officer. After the election it would be nice to have some professional development for board members.

- BOT Elections: Tracey, Shane, Dania, Claire and Kathryn are up for re-election.
- Motion: Confirming minutes secretary – We would like Eveleen to do minutes again – change meetings to Wednesday.

The Russell School BOT MOVE THAT Eveleen is confirmed to take the minutes for the BOT of Trustees meetings, and that the meeting day be changed to a WEDNESDAY.

MOVED: Melissa Jackson, SECOND: Shane Maddren

- EOTC plans and funding – discussed under principle report.
- Policy Reviews – there is a schedule – ask Eveleen if she has a copy or Kathryn will look for one and forward it to Eveleen.
- RSA 'Pathway of Remembrance' lighting – Shane spoke to Alister and Graeme. The RSA has no money but both these people offered to pay for it themselves. Shane is still to confirm what is happening, but we agree that we keep the lighting.
- Melissa has found a lot of VERY old stuff in her office – she is going to use the 7-year rule to remove things – there are Maths tests that are 21 years old!!

MOVED: Shane Maddren, SECOND: Anne Mansfield

Went into committee 6.35 pm

Came out of committee 7.10 pm

Meeting finished: 7.15pm

Next Meeting:

- **Wednesday 22nd May 2019 @ 5.30pm in the school staffroom**