

Russell School Board of Trustees **2019**



Meeting of Wednesday 4 December 2019
Held at Russell School staff room starting at 5.00pm

PRESENT:

- Melissa Jackson (Principal), Shane Maddren (Chairperson), Bronwyn Fulton (Staff Rep), Louise Davey, Claire Pearson, Ru Tauri

APOLOGIES:

- Erin Bomati

Minutes: Eveleen Pausma

- Welcome to every one.

We had a brief, informal discussion about Senior Dance last night. Venue outstanding ... Duke of Marlborough, just made the whole evening a little bit more special for the children. Huge thank you to Anton, Bridget, Rikki and Jane for allowing us to use their venue! Children all looked great, danced and behaved in a manner we can all be proud of.

MINUTES: Wednesday 20 November 2019

THAT the minutes recorded on Wednesday 20 November 2019 are a true and accurate record of the BOT meeting held on that day.

MOVED: Claire Pearson, SECONDED: Bronwyn Fulton

- Some concern about the comment re Bullet point # 6 – the *error* is a balance sheet error – some concern about the \$70,000 – it's a provision not an over spend ... we are confused. Melissa has rung up Jessica, we would like to get more clarification, will ask Jessica to clarify these numbers so we fully understand the spread sheet analysis / headings.
- Biggest concern – We need to monitor our budget more carefully. Once we set our budget we need to monitor it, and make adjustments along the way. Our coding needs to be more rigorous, this is well under way. Coding doesn't change the bottom line but it is a way we can see where the spending is being done.

Matters Arising:

- Conclusion of Melissa's Appraisal – Shane read out conclusion statement to the Board Trustees.

BOARD CORRESPONDENCE:

Inwards

- BOT emails
- NIL

Outwards

- BOT emails
- NIL

FINANCE REPORT:

- No report for us at this meeting as the monthly report comes out more towards the middle of each month.

- We will work towards meetings being held after monthly management reports come out.

PRINCIPAL'S REPORT:

Instead of the Principal's Report Melissa would like to have a discussion about the two students who have left the school due to a parent issue and the impact it has had on Melissa, staff, school?

- Much was discussed ...
- The BOT fully supports of the staffing team we have here at the school currently, feel they are doing a great job, children are happy, good learning programmes are in place and quality teaching is noticed.
- We have a cohesive unit working in the school that are all very happy with ALL the decisions Melissa is making in consultation with them. We are looking forward the continued development of the path we are on!
- The learning of the children is paramount.
- We will put out a Newsletter at the end of this year to 'Reflect on the year that was' ... and give information about what is happening at beginning of 2020. Bronwyn will start this and communicate with the rest of the staff for contributions and idead of layout.
- Final discussion feels that this is an isolated incident that has gone out of context and hopefully will die down soon...

GENERAL BUSINESS:

School Prize Giving –

- Put out a reminder, tomorrow, on the School App. and on community notice board about date, time and where.
- Most of the BOT will be attending the Prize Giving – Shane will introduce BOT to school community at the prize giving.

Strategic Plan:

- Goals ...
- Once we have the bullet points (goals / targets) – 'high level' plan ... then we can decide on the how ...
- Huge discussion about the HOW ...
- Aside discussion: No Reading Recovery next year ... We will have one teacher who will focus on a small group of children (2 – 3) with literacy needs that have been identified (when the child turned 6)... The lessons will happen during fitness 3 x a week. This has been documented in the analysis of variance, as well as Melissa working with a group of children who have identified with needs in Year 5, 6, 7.
- The strategic plan will be completed and when we come back next term. Staff will have completed their input by then. We will review and continue to work on this until we are ready to present it.

Erin's response to the Strategic Plan Headings:

- Melissa read out the points that Erin wrote down and shared these with us – once again lots of very insightful discussion about what we want to reflect in Russell School.
- Aspirations – academic achievement: how?
- Is every one happy with the BONES of the Strategic Plan? ... YES!!

St John's Tent:

- Discussion about who this tent belongs to? Who is able to use it? Where it will be stored? Shane will find out what has been minuted at the St John's meetings and get back to the BOT about this.

Kapa Haka – Horace:

- Horace is great when he is here – really gets a lot out of the children – but availability is not regular.
- Horace is very committed to Kawakawa ... we would love to have Horace as our Kapa Haka tutor ... is there a way we can get him to come once a week at a regular time?
- We need to source a good reliable tutor for our Kapa Haka roopu.

Pool Key Policy:

- \$50 bond for the key – then \$50 every year there after.
- Each year the key must be returned, \$50 paid and a new key issued for the season.
- Do we know what the revenue is from the school pool key?
- We are in the process of developing a better register of who has the pool keys, who they are given to, date given, date returned / changed.
- We need to have a better rotation of the key – maybe work with the tennis club has been a suggestion?
- We did have 100 keys – but we do not know where many of these keys are?

THAT the Russell School BOT will continue with the current policy of 'the Russell School Pool Key Policy' but make sure that we have a rigorous register of who has keys, and record dates of when keys are given out and returned etc.

MOVED: Louise Davey SECONDED: Ru Tauri

Security:

- Alarm codes and keys – currently the system we have is very loose. Needs tightening up!
- The BOT have decided that we need to sort this out as soon as possible...
- BOT Members will select / ask persons they know that may be able to help us with this.

School Hall Hire Policy:

- Cleaning fee ... \$50.00 bond.
- Cost \$40.00 for a minimum of 2 hours
- We will rewrite the Hall Hire Policy and present persons using the hall with the new policy n/ agreement at beginning of next year, and present to the Board and then the users of the hall.

Photocopy fee / laminating fee:

- Policy needs to be written

BUDGET:

- Discussion about use of 'Ops' Grant
- The budget is kept exactly as the Ministry gives it to us – we do not include donations, PTFA funds etc. ... we just work with what we are given by the Ministry.
- Melissa has some concerns about the Russell School budget ...

- Concern about high power bill – Solar Power was shut down last August, so this has not been working for some time! Genesis paid for all solar power system, but we need to pay for the maintenance.
- New school donations scheme is an unknown, and how this will work for us for the coming year.
- Shane went through all the questions the auditor asks us, what we need to be able to show them, answer ... (see attached copy of these)
- Donations: Can we ask people for money... who are the people that donate to the school? If we know who these people are Melissa is happy to contact them and have a chat.
- PTFA – We need to try and encourage new people / parents on the PTFA ... big push for 2020 – the PTFA need to be made up of more parents and less staff...
- Melissa went through budget costs ... amounts ...

... Budget will be continued with at first meeting next year...

Senior Dance:

- Huge Thank you to Eveleen for organisation of the Senior Dance

Proposed Dates for BOT Meetings 2020:

...put in your calendar now

- 12 February
- 18 March
- 29 April
- 20 May
- 24 June
- 22 July
- 19 August
- 16 September
- 21 October
- 18 November
- 9 December

Meeting finished: 8.05 pm

Next Meeting:

- **Wednesday 12 February @ 5.00pm in the school staffroom**