

Russell School Board of Trustees **2019**



Meeting of Wednesday 20 November 2019
Held at Russell School staff room starting at 5.05pm

PRESENT:

- Melissa Jackson (Principal), Shane Maddren (Chairperson), Bronwyn Fulton (Staff Rep), Louise Davey – arrived later, had St John's business to deal with first, Claire Pearson, Ru Tauri, Erin Bomati
- Natasha Jones – new employee here to met the BOT

APOLOGIES:

- NIL

Minutes: Eveleen Pausma

Natasha Jones

- Natasha introduced herself to the BOT, gave us her background, goals, interests etc.

Jessica Zapelli

- Accounts manager for our school from Education Services
- 1 x a year Jessica comes to talk with Boards about their school accounts
- We have had our focus on our bank account ... but we have other debts that we need to take into consideration, hence our bank account does not look so good.
- 40% of operations grant need to always be available in case of an emergency ... our operational grant is based on 'bums' on seats ... but if a family leaves that can make a real difference to a school's income, especially in a small school.
- The Ministry recommends that we have a reserve of \$70,000
- We are in the red! We need to look at how we can change this. Over the last few years we have been spending quite a bit on capital items. Last year we spent 70,000 more than what we had ... follow-up discussion appears that there may have been an error ... we need to find out what this error is in the auditors report and sort this figure out and make it correct?
- Local Funds \$90,432 – for 2018
- 5 YA – is due ... we need to be savvy with what the Ministry is going to do, rather than what we need to do.
- We need to look at our ACTUAL money ... to make decisions ... really important that in your budget goes your capital spends. Biggest costs are cyclical maintenance and payroll.
- Cleaning contractor / ground contractor? Could have issues because of our location ... get quotes.
- We are definitely not over spending on payroll / staffing ... this is not an area that we need to cut back on!
- Schools cannot operate on just their ops grant alone.
- High spending on property ... older school maybe the higher costs?
- Property up ... reserves have been spent in assets ... laptops, photocopier, programme maintenance spend, school house ...

- It is important to know where we are at, where we have been, and where we need to go to get back in the black! We need to minimize our asset spend for a couple of years. No TOYS!
- Property and maintenance spends need to be carefully looked at.
- Jessica explained the financial report for 31 October 2019 – all BOT members were given a copy.
- BOT should look at the Management report, if nothing else, at each BOT Meeting. Banking Staffing needs to be decreasing by the end of the year, if this money doesn't go back to zero ... over the balancing period (Jan, Feb, Mar) the school has to pay the money back to the Ministry.
- Items of significance ... this is a very long list ... these are items that we have gone over budget. A lot of the issues are incorrect coding – and not putting a budget in for the all areas that are required ... we really need to get this sorted ... Melissa and Lara are currently working through this to get coding to be more efficient and detailed.
- Soon we are going to be setting our budget for 2020 ...

Follow-up:

- We need to fix our Charter / Strategic Plan ... too much in it and then align it to our budget.

An 'eye opening' presentation from Jessica – Thank you!

MINUTES: Tuesday 22 October 2019

THAT the minutes recorded on Tuesday 22 October 2019 are a true and accurate record of the BOT meeting held on that day.

Claire has emailed Eveleen with some amendments that need to be made to the finance report.

Just following two bullet points need to be slightly reworded:

- *On our current roll we need \$115.00 per pupil.*
- *Going into the New Year this will give us \$80,000 – then we will get our first operational grant for 2020. This means that we can pay our bills over the summer*

Changed to:

- *Based on our Balance sheet working Capital and our current roll we have \$115 per pupil*
- *Our current account has \$45k and we have \$25k in a term deposit which we will transfer to our current account which will cover our bills until we receive our operational grant in 2020.*

BOT minutes must be put on the school website once they are ratified.

MOVED: Claire Pearson, SECONDED: Shane Maddren

Matters Arising:

- NIL

FINANCE REPORT:

- As per the financial report Jessica presented to the BOT at the beginning of the meeting.
- All BOT members have a copy of the financial report for 31 October 2019.

MOVED: Melissa Jackson, SECONDED: Louise Davey

GENERAL BUSINESS:

Code of Conduct of Policy:

- This policy read and reviewed, Melissa talked about some examples of what she has experienced over the last few months. Expectations ... How do we communicate this 'policy' to the school community in a way that it will be seen as supportive, and positive but communicates what the school needs the parent body to know.
- Is the communication we have now effective? We have 90% of our school community on the school app. Where needed parents are emailed, and any notices that require parent permission are all handed to children in paper form and also put on the School App.
- Communication ... Newsletter ... Shane feels that the Paper Newsletter was a great way to communicate with the people in the community ... Dates of what the school is up to over the period of each term.
- Businesses in Russell that display our newsletter were given a copy of all essential known dates for Term Four at the beginning of term 4.
- Suggestion: Send out a paper copy and send out App to explain the Code of Conduct Policy ...
- Manage the stuff you can change ... make this code of conduct policy generic ...
- Two issues: What we communicate and how we communicate – Modes of communication ...
- Time frames of when teachers are available ... let the school community know ...
- Make this Code of Conduct policy more generic, add some extra information that will make it more understanding... boundaries and times added ... times, giving notice, how to contact teachers / staff ... email is the way to communicate ... set some boundaries as to how we work together ... "creating our champions" ... Melissa will re draft these ideas and discuss and share with staff and go from there ... BOT needs to share this message with the community ... BOT communicate to the community as an every day and positive message ... we are child centered... staff here are an incredible team ... we don't teach one child ... we teach a whole lot of children ... we are a public school ...
- Basically we are happy with Code of Conduct Policy ... we will approve it and send out with the end-of-year reports = 8 December...

BOT went IN Committee - 7.50pm

- Principal's Appraisal

OUT committee – 7.52pm

BOT went IN Committee – 7.53pm

- Stand Down

OUT Committee – 7.57pm

PRINCIPAL'S REPORT:

Melissa gave all BOT Members a copy of the Principal's report for 20 Nov to read:

- Camp – parents who come do not pay to be at camp.
- Met Natasha ... she will teach Year 5 & 6 next year.
- Huge cost for fire alarm system in the Wananga ... lots of what we have has to be upgraded, wiring, sewage systems ... because we are an old school ...
- Erin has circulated a Google drive connection to all BOT members.

MOVED: Melissa Jackson, SECONDED: Erin Bomati

Meeting finished: 8.05 pm

Next Meetings:

- **Wednesday 04 December @ 5.00pm in the school staffroom ... Strategic Plan / Charter and Budget**