

Russell School Board of Trustees 2020



Meeting of Wednesday 29 April 2020
Held as a ZOOM Meeting: 885-5779-6518
Meeting began 5.30pm

PRESENT:

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

APOLOGIES:

- NIL

Minutes: Eveleen Pausma

- Welcome to every one ☺
- While we were all arriving at the Zoom Meeting Shane read through and checked 'sue' reports. Signed documents that required signing.
- Due to school fire and COVID19 the BOT has been unable to have a 'proper' meeting until now – and it has to be a ZOOM meeting!

MINUTES: Wednesday 12 February 2020:

THAT the minutes recorded on Wednesday 12 February 2020 are a true and accurate record of the BOT meeting held on that day.

Moved: Ru Tauri, Seconded: Melissa Jackson

Matters Arising

- Excessive BOT expenditure in last Financial report was payment for the appraiser for Melissa during 2019
- Firewood – Claire has not followed up on getting firewood. Claire has been asked to follow-up on this now. We will possibly need it real soon once we get back to school.
- Sound Equipment – due to fire Eveleen did not persist with finding someone who would purchase this equipment, and COVID 19 has also stymied this. Horace has expressed interest in the equipment. He may know how to connect it all up so we can use it. Eveleen will contact schools, music businesses and see if there is any interest. Eveleen feels that it would be better to sell the system we have and purchase a more portable system that needs our school needs.

BOARD CORRESPONDENCE:

Inwards

- Project Progress Report for Russell School – AVAILPACIFIC
- Structural Assessment Report – Structural Sense

Outwards

- NIL

Board correspondence was not discussed at this meeting – but each BOT member was emailed a copy of the above inwards reports.

FINANCE REPORT - Education Services Management Report 31 March 2020

- Income and expenditure are on track.
- Financial report a month behind due to circumstances.
- Page 4 – Learning resources spike = payment for Debbie Cooke and Roger / Karen Young, extra staffing to support classes / children / staff – aftermath of fire. This money will be given back to us in staff funding in July.
- Reading Recovery = Jenny as she was employed until 27 Feb this year.
- Financial Report could become harder to read in coming months due to outgoings for building projects in response to Insurance from fire and continued build projects we have to get onto any way.
- This time last year we were looking at staff banking being over used by \$10,000. We are now only \$135.00 in arrears from this big hole!
- Unfortunately Debbie Cooke cannot continue to be employed. She has been a great asset for the school to have over the period of time we could have her.
- Content Insurance payouts: Teaching station, Maths equipment, shelving = Karen, foyer couch. At this stage these outgoings are not documented because we did not get the payout from Insurance until April.
- Insurance Bills – the money has now come through so bills for demolition, removal of classrooms, disinfect / smell removal of classrooms, fire site tidy up can be paid. There will be a narrative attached to these payments in financial reports.
- For detailed information see Financial report prepared by Education Services which has been emailed to each BOT member.

The Russell School Board of Trustees MOVE THAT they have been informed and discussed Russell School's financial position up to 31 March 2020.

MOVED: Claire Pearson, Seconded: Louise Davey

PRINCIPAL'S REPORT:

- Roll: 76 Pupils – 1 re-enrollment, 1 new entrant
- Staffing: 4.87 – topped up to 5.0 by PTFA donation
- No children plan to attend under Level 3 – at this stage. Distance learning / home pack support continues for all children at home in their isolation bubble.
- Staffing plan for on site staff during this time has been emailed to all BOT members. Two registered teachers have been timetabled to be on site every school day for Level 3. Teachers continue to work on distance learning, on site at Russell School, or at their home. Teachers have been asked to get their classrooms ready for Alert 2 ... social distancing setting, cleaned and reorganised classrooms. Details of what staffing and organisation will look like will be discussed closer towards Alert Level 2 starting (poss. 11 May).
- Bronwyn spoke to her report to the BOT about how teachers were managing distance learning to date, and examples were given. Each BOT member has a copy of this report.
- Melissa talked about this year's mid year report. Staff are currently in discussion as to what they think is appropriate. No point in completing last years model at this stage as it will just be a 'pad out' of information. Children have really only 3 weeks in their classrooms since the beginning of the year: 3 weeks teaching, 1 week at school camp, school fire – 1 week out of school, 2 weeks in 'classrooms' around Russell, then we had reorganized our selves / classes, sorted the Bach and COVID 19 hit us! Suggestion is that we have face-to-face meetings with each parent and child, talk about who we are going so far and set some goals that can be achieved by the end of

the year. Teachers will then write up the main points of this discussion and goals and give a written copy to parents. Year 7 & 8 may have some formal assessment, once back at school, to support secondary school applications etc.

- **Property NAG 5:** Melissa would like some support from the BOT with property. It is too big a job for just her and Shane to continue to do. Melissa wants to be able to have the time to do some of the work she intended this year, which was to work with small groups of children to support and advance their learning. Please read NAG 5 in Melissa's report for more detail as what is required here.
 - Preparation for Alert Level 3 and beyond: Some one needs to walk around the whole school with Ray and go over 'Managing Health and Safety at Level 3 (and beyond) Property Check List'. **Bronwyn** has offered to do this with Ray on Monday 4 May.
 - Refurbishment: Needs to go back to tender, new learning spaces, replacement of building possibility - where will it go, who will it be for (year 7 & 8), design, home room style with flexible areas; kitchen, tech, art areas – **Ru and Louise** put their hand up to help in this area.
 - Documents / quotes with regard to all this Property management, information: Melissa would like a BOT member to read through all documentation that relates to property and present / inform BOT, or BOT members that it involves. What the BOT / principal need to know, what to do next etc. **Erin** has offered to do this!
 - **Ru** has offered to be of help with any property issues over the next few months as he will still be working from home so can be available. Please ask him if required.
 - There will soon be a Topographical Map of the school area that will be available for BOT to use for all this planning.
 - Who gets a say in where this possible new classroom will go: school neighbours, community, staff ...?

The Russell School Board of Trustees MOVE THAT Melissa Sunshine Jackson's Principal Report be accepted and approved.

MOVE: Melissa Sunshine Jackson, SECONDED: Erin Bomati

GENERAL BUSINESS:

Russell School Board of Trustees MOVED into COMMITTEE to discuss a decision made in March 2020

- *Time: 6.12pm – 6.30pm*
- *Present: Melissa Jackson, Shane Maddren, Bronwyn Fulton, Erin Bomati, Ru Tauri, Louise Davey, Claire Pearson*
- *Minutes: Eveleen Pausma*

COVID19

- Shane asked if everyone is okay, are we all coping well in these unusual circumstances? So far so good ...
- Tentatively school could go back at Alert Level 2 – this could possibly happen Monday 11 May.
- Staff need to discuss this more fully, next week, as to what Level 2 in classrooms and outdoor activity will look like and how it will be organised and managed. There are very specific guidelines from the Ministry of Education.

- At Level 2 – we expect that most children attend school. Children who do not attend, from parental choice, could be given some work do or continue with home packs etc. Staff will talk about this further too.
- NO parents or caregivers may enter the school grounds, children will be dropped off at one entry point and come in to school from there.
- The threshold for illness will be very low for the rest of this year – no colds, cough, sneeze etc.

Closed: 6.45pm

Next Meeting:

- **Wednesday 20 May @ 5.30pm - could be in the school staffroom, depending on which Alert Level we will be in by then... or a ZOOM meeting will be convened.**