

Russell School Board of Trustees 2020



Meeting of Wednesday 20 May 2020
Held in Russell School Staffroom
Meeting began: 5.35pm

PRESENT:

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

APOLOGIES:

- NIL

Minutes: Eveleen Pausma

Good to have everyone in the same room.

MINUTES: Wednesday 29 April 2020:

THAT the minutes recorded on Wednesday 29 April 2020 are a true and accurate record of the BOT meeting held on that day.

Moved: Louise Davey, Seconded: Claire Pearson

Matters Arising

- NIL

BOARD CORRESPONDENCE:

Inwards

- NIL

Outwards

- NIL

NO Board correspondence to discuss this month.

FINANCE REPORT - Education Services Management Report 30 April 2020

- Copy sent, via email, out to BOT before the meeting.
- BOT expenses incorrect coding = Eveleen's complicated job and coding.
- Reliever special programmes = Debbie
- Equipment replacement equipment form fire
- All unusual items to do with Lockdown and COVID19
- Interest lease = new photocopier
- Income – exceptional events – documentation to say we will receive ... everything from these exceptional events goes to ED Services to sort out and code correctly. All invoices come through AVAILPacific and they have a memorandum of understanding with the Ministry of Education.

The Russell School Board of Trustees MOVE THAT they have been informed and discussed Russell School's financial position up to 30 April 2020.

MOVED: Ru Tauri, Seconded: Erin Bomati

PRINCIPAL'S REPORT:

- Roll: 79 Pupils – 3 new entrants started at Level 2
- Staffing: 4.87 – topped up to 5.0 by PTFA donation
- Property work support – Ru and Louise to be tagged with this job, and can they have signing rights.
- \$55,000 given at beginning of year ... some will stay with Griffith's, some needs to go to AVAILPacific
- Refurbishment has to go ahead ... Griffith's is still contracted to do this.

MOVE that Ru and Louise have joint authorisation to sign, on behalf of the BOT, property documents, in conjunction with Melissa and Shane.

MOVE: Claire Pearson SECONDED: Shane Maddren

Shane and Melissa already have this authorization – must always be two persons signing.

- Screens currently in classrooms are not functioning at the level we would like them to. Melissa would like BOT to investigate TV screens that will replace the use of current screens. Cost, size, blue tooth options so we do not have to have wire / cord connections and can use screen from anywhere in the classroom. Screen size 65 cm plus. 5 TV screens. Would like to get these soon. Louise will find out costs and get back to the BOT with options.
- PLD provider – Charlene has been asked to start again as soon as possible ... we will invite Charlene to a Zoom meeting ... we have a lot on this term!
- NAG1 – Focus on reading comprehension in senior classes – The Bach / Room 1 only have 12 students so Karen / Eveleen will focus on this within their means, and can do so this with these numbers. Natasha's class will have focus and support as per what was listed in Principal's report. Room 3 and 4 also will get support from Melissa with small group work.
- Melissa shared the SCOTT Analysis and PESTLE Framework chart and 'post-it' notes from community discussions / meetings and staff meetings / discussions ... more 'post-it' notes / ideas added from BOT members ... Springbank Professional Learning for Rural principals that Melissa belongs has encouraged Melissa to do this ... this will lead to developing a vision for the school. From these charts, are there one or two ideas that the BOT could pull out and work on? Discussion about afterschool activities / sports for the children ... parental support ...
- Melissa thanked the BOT for their support with discussion and ideas about the charts!

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

MOVE: Melissa Sunshine Jackson, SECONDED: Bronwyn Fulton

GENERAL BUSINESS:

Matter of Easter Eggs:

- Ngati Hine gave school a whole lot of free Easter eggs (30 or so). Give some to children who got to the silver certificate in Mathsletics!
- Ru is happy to give out the left over eggs to persons in community.

School Locks changed:

- We need to get onto this – Louise is investigating. Will find out how to get this done and costs.

Tree Trimming

- Waiting for a quote from Kent

Firewood:

- Big thank you to Claire and helpers for getting this organised.
- Year 7 & 8 children helped with unloading of the wood at school. They all did this very well and worked extremely well as team players.

Yellowtail Fishing Competition:

- Adam Davey has offered to take the team out fishing for a day or two if Swordfish Club does not do anything this season.
- The children in the team need to go out fishing at some stage – have a jacket or beanie made in recognition of being in the team. Will not get another opportunity as they are Year 8.
- Fund raising to continue to help pay for a boat hire, diesel, beanie / jacket?
- Firewood raffle – Bronwyn will organise this with parents and team members.
- Eveleen and Bronwyn will communicate with parents / children about continuing to fund raise and that we are working on the team getting out for a fish!

This part of meeting closed at 7.00pm

Russell School Board of Trustees MOVED into COMMITTEE to discuss ...

- *Time: 6.55pm*
- *Present: Melissa Jackson, Shane Maddren, Erin Bomati, Ru Tauri, Louise Davey, Claire Pearson*
- *Eveleen Pausma and Bronwyn Fulton were asked to leave*
- *Minutes: Erin Bomati*

Time In-committee meeting finished, unknown to Eveleen.

Next Meeting:

- **Wednesday 24 June @ 5.30pm - in school staffroom.**