

# **Russell School Board of Trustees** **2020**



Meeting of Wednesday 18 November 2020  
Held in Russell School Staffroom  
Meeting began: 5.30pm

## **PRESENT:**

- Melissa Jackson (Principal), Shane Maddren (chairperson), Erin Bomati, Ru Tauri, Claire Pearson, Bronwyn Fulton (Staff Rep)
- Melanie Martin (PB4L)

## **APOLOGIES:**

- Louise Davey – on night shift, possible zoom meeting for when Melanie is here (PB4L)

**Minutes:** Eveleen Pausma

## **MINUTES: Wednesday 22 October 2020:**

*THAT the minutes recorded on Thursday 22 October 2020 are a true and accurate record of the BOT meeting held on that day.*

*Moved: Melissa Jackson, Seconded: Ru Tauri*

## **Matters Arising:**

- BOT Elections – Our 2019 audit records show a 3-year term for each BOT member. Presently we have run a mid-term. We have to identify two people to stand down ... but waiting on confirmation from the Ministry of Education about this. We may need to hold elections beginning of next year. Will make the decision at the first BOT meeting next year. Claire has indicated her desire to stand down.
- Pool Key Availability – BOT members in agreement with pool availability for this year.

## **BOARD CORRESPONDENCE:**

### Inwards

- NIL

### Outwards

- NIL

## **FINANCE REPORT – Management report 30 September 2020**

- Apologies that we only September's financials – October's report has not been received from Educational Services.
- Finance for refurbishment has been approved and first installment has been put into school account.
- Property / Finance – refurbishment is on track financially.
- Application to the Pelorous Trust for support with purchasing chrome books.

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

*MOVED: Claire Pearson, Seconded: Erin Bomati*

## **PRINCIPAL'S REPORT:**

### **Thank You:**

- Add the Front and Back Four Square, Bay of Islands College, Heather Lindaur and Christ Church to list of people to thank.
- How do we thank them? Thank / acknowledge these people at the school prize giving. Thank you letter from the BOT similar to letter the RSA wrote to the school thanking them for school support at Armistice Day.
- What about the staff? Gift from the BOT? Vouchers? Is the BOT prepared to provide food for the staff lunch (\$200) and vouchers (\$400)

*THAT the Russell BOT set aside \$600 for the staff end of year function and vouchers.*

*Move: Shane Maddren, Second: Erin Bomati*

### **NAG4 – Finance, Property**

- Ru has received a quote for a pergola on the backfield stage. Approximately \$9000 for design, permissions, consultation. We can question this quote? It's a legacy structure that this BOT leaves for the school. Part of the 5YA. There will be few designs – we will give them a design brief. This is a quote that Griffiths has researched, and looked at.
- Have a look at final numbers, and schedule of work, what will the final estimated cost be?
- Griffiths will have gone through the process of tenders etc.
- This \$9000 is to get us to the final cost, design and action plan.
- We need to agree on this going ahead to get to the next part of the brief.

*The Russell School BOT move THAT we agree to go ahead with the planning process of the pergola as presented to us from Griffith's on this project.*

*Move: Ru Tauri, Second: Melissa Jackson*

*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*

### **NAG5 – School Environment**

#### **6.00pm: Welcome to Melanie Martin to introduce PB4L**

- Melanie introduced herself – she is a school wide practitioner – job here is to explain what PB4L is ... being positive and proactive
- PB4L has been passed as a nation-wide education programme that all schools in NZ participate in.
- What does a PB4L School-Wide school look like? Melanie explained this to the BOT:
  - The school environment is positive and supportive
  - Expectations are constantly clear
  - Students are consistently taught desired behaviours
  - Students are consistently acknowledged for desired behaviours and responded to in a fair and equitable way
- A continuum of support that meets the needs of all students is available
- Russell School has some grounding in PB4L – but we are starting afresh again.
- 2021 – Russell School will focus in Tier 1
- Russell School has been given funding to help the school set up PB4L over the next few years.
- Everything done in this programme is evidence based. All behaviour has a purpose ... a child is generally trying access something or get attention. Teachers get training in functional behaviour strategies within the environment.

- Eveleen only staff member in school currently that was involved in PB4L training in previous years.

**6.45pm Melanie completed her talk to the BOT about PB4L.**

**GENERAL BUSINESS:**

**Priority Plan for 2021... and onwards 3 Year Plan:**

- Melissa would some help with the wording of the 2nd goal: Create opportunities for student-led learning and leadership.

**School Camp 2021** will be focused in Russell using surrounding activities and opportunities that are in our local area.

**New NELP's** – these will be emailed to all BOT members to view and become familiar with.

**School Garden:**

- The BOT wishes that all cash donations to be receipted and banked as required by our financial policies and the advice of our partners, BDO and Education Services.
- Money for worm wee and other garden products are considered donations.
- Garden to Table programme means there is now other uses for our school garden, much more focus on planting for a purpose, collecting food from garden and cooking it or preparing uses for it ... with the children being very much the active participants.

**Meeting Closed: 7.05 pm**

**Next Meeting:**

- **Wednesday 9 December @ 5.30pm - in school staffroom.**