



## **Russell School Board of Trustees 2021**

Meeting of: Wednesday, 19 May 2021

Held in: Russell School Staff Room

Meeting began: 5:32 PM Welcome by Shane

### **PRESENT**

Melissa Jackson (Principal), Shane Maddren (chairperson), Natasha Jones (staff representative), Rachel Holland, Arthur Prentice, Erin Bomati, Ru Tauri, Louise Davey

### **APOLOGIES**

NIL

### **MINUTES**

Bianca Kindler

### **MINUTES: Wednesday 24 March 2021:**

THAT the minutes recorded on Wednesday 24 March 2021 are a true and accurate record of the Russell School Board of Trustees (BOT) meeting held that day.

MOVED: Shane

SECONDED: Erin

### **Matters Arising:**

Tsunami response. No flowchart needed, just a simple plan. The new general tsunami procedure as created from Schooldocs will be uploaded shortly.

Deadline to complete and share with whanau: term 2.

### **Property:**

- Poplar tree trimming. Louise will follow up.
- Christ Church Russell repairs. School will share costs

### **BOARD CORRESPONDENCE**

#### **Inwards**

STA news magazine

Letter from Far North District Council regarding variance and flooding.

#### **Outwards**

### **FINANCIAL REPORT**

The latest financial report discussed in this meeting is month-end March 31.  
Next BOT meeting Jessica will talk us through the budget item by item.  
Summarising, most items are steady, as expected. We have not overspent.

School donations program from government (where MOE guarantees an amount per student) - Russell School has opted in this year, may opt in or out on a yearly basis. Evaluate how beneficial this is.

The Russell School Board of Trustees MOVE THAT they have been informed and discussed regarding the financial report.

MOVED: Erin

SECONDED: Louise

Any questions for the End of Year 2020 Financial Report to be emailed to Melissa.

### **PRINCIPAL'S REPORT**

- **PB4L - Positive Behaviour for Learning**  
The PB4L discussed. The training has been a great success. Linda Worthington and Melissa Jackson will be implementing outcomes in stages over the course of the year. Feedback is welcome.
- **Assessment data**  
Start of Year Assessment Data discussed: Group Learning Pathways Report. It gave a good understanding of the impact we had on students last year. It confirmed what we expected and we are pretty happy with the results.
- **Christ Church repairs.** School will pay for half of the costs. Documentation and payment to be completed.
- **Russell School will go ahead with Schooldocs.** Agreement to be signed.
- **Fireplaces in Rooms 1, 3 and School House** have been condemned. Rooms 1 and 3 do not need new fireplaces. They have the heating plates. Heating will be needed for the school house (principal's home). We need to see the report to find out what the defects are and whether the fireplaces can be repaired.

The Russell School Board of Trustees MOVE THAT the Principal's Report for 19 May 2021 is accepted and approved.

MOVED: Melissa

SECONDED: Arthur

**Suggestion:** Can the BOT receive a regular update about student achievement?

**Discussion:** The school reports on student achievement twice yearly - available to the public.

The assessment data we just looked at is a piece that feeds into the reporting. A larger part is based on the teachers' experience with their students. For the regular BOT reporting, this would be high-level, summarised, not as technical and specific as the Group Learning Pathways

Report. It could serve as a way for the BOT to know if we are on track. Melissa: Technically we are already covering student achievements in our other documentation - Principal's Report.

Melissa and Natasha are concerned about adding to the workload unnecessarily. The BOT does not want to overload the teachers, not necessarily receive a full report, just receive a general summary on student achievement and progress in each meeting.

**Outcome:** Let's figure out what the BOT wants, and how much work is in it for the teachers. Next meeting there will be mid year reporting anyway, so we will receive a summary then.

### **GENERAL BUSINESS**

Shane thanks our new board members and staff rep. This meeting was Ru's last BOT meeting. Thanks is given to him.

Natasha asks if she needs to ask permission from BOT to reach out to the community for her Master's Thesis research. Yes, she does. Natasha will provide BOT with information about her research topic at the next BOT meeting.

**Meeting closed: 7:20**

**Next Meeting: 23 June 2021**

Louise Davey  
LDavey