



Russell School Board of Trustees 2021

Meeting of: Wednesday, 23 June 2021

Held in: Russell School Room 4

Meeting began: 5:32

PRESENT

Melissa Jackson (Principal), Erin Bomati, Louise Davey (chairing tonight's meeting), Natasha Jones (staff representative), Rachel Holland, Erin Bomati, Arthur Prentice, Jessica from Education Services

APOLOGIES

Shane Maddren (chairperson), Ru Tauri

MINUTES

Bianca Kindler

MINUTES: Wednesday 19 May 2021:

THAT the minutes recorded on Wednesday 19 May 2021 are a true and accurate record of the Russell School Board of Trustees (BOT) meeting held that day.

MOVED: Natasha Jones

SECONDED: Melissa Jackson

Matters Arising:

Property: Poplar tree. Discussed later with general business.

BOARD CORRESPONDENCE

Inwards

Erin: Update on quote for solar panels' energy management. Concern: inventor should not have died that quickly. The assessment could not have been done properly last time, so there are doubts about whether the actual setup has been done correctly. They will have to come back for a complete assessment of the system. They need the school to approve the quote for an 8 hour day of assessments before they come out from Whangarei. Discussion: the quote is high. Should we go ahead? Melissa suggests holding off on decision making until the next budget review. Erin suggests we go for it since there are limited alternatives. It is a high priority and will save money when it works. All agree that we should move ahead and get this resolved.

Erin Bomati MOVES THAT we accept the quotation and continue with this company.

MOVED: Erin Bomati

SECONDED: Melissa Jackson

Melissa Jackson received an email from ERO. We now have a school evaluation partner assigned to us. She will reach out to us about a visit.

Outwards

BUDGET

Jessica from Education Services talks us through the school finances as of May 2021. The first page is a review of the budget summary.

Full report:

Jessica starts with the management report and clarifies basic terms and types of funding.

On the income side: some types of funding seem to increase our budget, but they are meant to be spent on extra costs that the school shoulders (e.g. the relief teacher fund). Refer to the document for specific details.

Expenditure: looks good so far. Jessica points out the importance of getting as close to zero when it comes to varying from the teacher staffing entitlement. The Ministry reimburses at the lowest rate for understaffing, and charges the highest rate for overstaffing.

Jessica brought a 9-page document to the BOT meeting showing the big picture vs. the full 35-page document that the principal has received.

Major takeaways:

- Overall the income vs expenditure looks good so far for this year.
- Bulk grant salaries are looking good as well.
- This year was the first time in a number of years that the school ended a year in the black!

There will be a mid-year review soon to map out the next 6 months. Education Services will come back to us and advise us accordingly on where we are and how to manage the remaining year.

Question: Does the board need to approve if we move things around within the budget?

Jessica's advice is that the BOT only needs to approve actions that impact the remaining Net Surplus amount - if you are not changing the bottom line, you are simply managing your budget within expectations. She advises to only discuss and approve items that go above and beyond that. (Like we just did with the expense for the solar panels.)

The BOT expresses their appreciation for Jessica's services!

FINANCE REPORT

The Russell School Board of Trustees MOVE THAT they have been informed and discussed.

MOVED: Louise Davey

SECONDED: Natasha Jones

PRINCIPAL'S REPORT

Student hardship fund. Melissa Jackson proposes to use funds to support a struggling family. She asks for one BOT member (Louise) to help her for feedback and support. This will require us to take some money from the budget to do this. She proposes to set aside \$2,000 for this as a hardship fund. She will discuss this with Jessica in the budget review before moving it.

Louise Davey MOVES THAT the teacher aide contract with Arthur Prentice is renewed.

MOVED: Louise Davey

SECONDED: Natasha Jones.

Student achievement

The main area where students are not achieving is writing - 26 %. 6 senior students have been tracked since 2019 and have made good progress. The junior group of 7 students that has been tracked since 2020, 5 have made sufficient progress. Overall, 5 students still require additional support. Melissa is investigating next steps for RTLB and Learning Support, including timetabling who does what.

Melissa Jackson MOVES THAT the Principal's Report for 23 June 2021 be accepted and approved by the Russell School Board of Trustees.

MOVED: Erin Bomati

SECONDED: Rachel Holland

GENERAL BUSINESS

Plans for building an additional classroom. The palm trees are protected - the council will not allow us to move them.

Meeting closed: 7:48

Next Meeting: 25 August 2021