

## **Russell School Board of Trustees**

Meeting held Tuesday February 22<sup>nd</sup>, 2022

Meeting began: 17:34

### **PRESENT:**

- Melissa Jackson, Rachel Holland (Presiding Member), Natasha Jones, Louise Davey (via phone), Arthur Prentice, Erin Bomati

### **APOLOGIES:**

- None initially. Louise submitted apologies at 17:54 (during budget discussion) due to work obligations

**Minutes:** Erin Bomati

Natasha motioned that Rachel retains role of presiding member; Erin seconded

Previous meeting minutes passed [motioned by Rachel, passed by Natasha].

Inwards: \$4-5k Estimate for Principle Appraisal

Outwards: None

### **Draft budget discussion**

Budget provisionally passed in last meeting while seeking clarification on the impact of a deficit budget. Jessica from education services outlined that if 70k is the estimated available funds at the end of Dec 2021 then accepting the draft budget would leave \$18,403 for estimated available cash at the end of Dec 2022. Based on this estimate, the budget was passed. BOT discussed that these estimates were adjusted for high expenses in November and changes to support staff pay structure.

BOT discussed further proposed changes to draft budget:

- \$4.5k requested (and \$300 in expenses) for a music program in 2022.
- \$10k estimate for healthy homes assessment and required repair/maintenance for school house.
  - Note: District council can potentially provide funding, need to apply. School may qualify for interest free loan from bank for home upgrade. To be investigated in next meeting.
- \$4k for principle appraisal and associated board support
- Distance learning support: board raised inquiry if additional funding would effectively support distance learning. Additional funding determined to be not required at this time.
- \$500 for BOT general fund for staff appreciation
- Solar panel repair estimate revised from \$23.5k to 6k
- Decision on funding for music program to be made in meeting on March 22 meeting
- Accepting all proposed changes (excluding the music program) listed above results in a \$56,378 deficit and \$12,641 movement for the year.
  - Rachel motioned to approve budget, seconded by Arthur.

### **Principal's Report Discussion**

BOT reviewed the covid-19 plan and flowchart, discussed parent communication of covid-19 plan.

BOT reviewed the Analysis of Variance and clarified terminology, Talk Moves, and Step reading (not currently in the budgeted for).

BOT review property update without comment

BOT reviewed charter without additional updates

### **General Business**

BOT members to complete Presiding member review before next meeting (complete and give to Ange).

**School Docs:** BOT reviewed School Docs policy review plan for 2022.

Community notification of policies to be reviewed on school website ([russell.school.nz](https://russell.school.nz)) and school app.

School Docs Login Details: <https://russell.schooldocs.co.nz/>

Community username: russell

Communitypassword: bakerst

Rachel moved that all BOT members (using admin login) review and comment on the 6 policies in the Health and Safety management section by 23-Mar-2022 and the Emergency Disaster and Crisis Management policies by end of Term 1. Melissa seconded.

Rachel committed to review schooldocs board assurances and BOT committed to compliance.

Melissa on leave 23-FEB-2022 to 03-Mar-2022. Linda Worthington will assume responsibility for day to day management of the school and school relievers. Day to day financials are delegated to Angela. First Aid delegated to Angela and if required Simon.

BOT training confirmed for March 10 and 31 at 5:30 from Belinda (NZsta).

Next BOT Meeting: Wednesday 23<sup>rd</sup> at 5:30.

Remaining board meetings for 2022: 23-Mar, 25-May, 29-Jun, 24-Aug, 21-Sep, 27-Oct, 30-Nov

Meeting closed at 19:55