

Bellevue School Board Meeting

Wednesday 17 May 2023 – 6:30pm – virtual

Administration

Opening karakia

- 1.1 **Present:** Kelvin Russell, Annette Borgonje, Anne Smith, Mandy Mackay, Erin Bellhouse, Mary Sleep, Amanda Beauchamp (minute taker)
- 1.2 **Apologies:** Feta Laulau
- 1.3 **Declaration of interests:** None
- 1.4 **Review actions from previous minutes**

No	Action	Who	Timeframe(by...)
1	Argest – additional hall exit & Whare Iti numbers	Annette/Kelvin	Parked
2	Kelvin to complete online form on behalf of Board supporting Principals in current union action	Kelvin	Done
3	Board introductions/photo for newsletter	Board	Postponed till Term 3 and have new parent rep
4	Complete online survey re teacher aide staffing/funding via NZSTA email	Board	Kelvin to check if still open
5	Long term hall hirer - written agreement/contract	Kelvin	By end of Term 3

1.5 **Confirmation of Previous Meeting Minutes:** Kelvin moved that the March Board minutes are accepted as a true and accurate record – seconded Annette. Agreed unanimously.

2. Strategic decisions

FYI only - information provided by Annette for the new planning and reporting requirements and cycle - need to have the three year strategic plan completed by 1 January 2024, so end of 2023. Have key components in existing Annual Plan and will look at using MOE template. Board to read through for term 3 and 4 when putting together.

2.1 **2023 Strategic Plan** - Reviewed and agreed as a board to publish Strategic Plan and Sub Goals for rest of the year. Annette talked about amendments to the Treaty statement after feedback from whānau. Kelvin moved that the Bellevue School Strategic Plan 2021-2023 be accepted as our current Strategic Plan, knowing that it is a working document and will possibly be used to inform the 2024-2026 Strategic Plan. Anne seconded. Agreed unanimously. Plan will be added to website and sent out to the community and Ministry next week.

2.2 **Board funding for additional TA for Term 2** - Currently approved until week five. Recommendation to continue to provide TA due to positive outcomes. Support for this student has resulted in more time spent in class participating and learning as well as a more settled learning environment for other students. Impact on budget will be less than anticipated. Cost of term two for 20 hours extra support each week is \$4,800.00 - the bank staffing refund will help with this. Unsure how long extra support will be provided for, with no extra funding forthcoming from MOE. A/P - Annette to inform Board of the amount needed for terms 3 and 4 so the Board can vote on continuing this support until end 2023. Annette moved that the Board approve TA funding for Term 2. Mary seconded. Approved unanimously.

2.3 **School Docs review Term 2-** EOTC policy to be reviewed by Board for next meeting if haven't already. List of policies for SLT to review. A/P - Board to read and review Minimising Physical Restraint, Reducing Student Distress, and Acceptable Physical Contact policies for next board meeting to minute as read and adopted. Concerns and Complaints updates - Board to read and review by next meeting to minute as read and adopted.

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(BOT Chair)

2.4 Board support for Principals - Anette unable to attend the Property 101 evening due to NZEI Principals' Collective Action - Work Ban- information distributed via email if others wish to attend.

2.5 Consultation for 2024 strategic planning - To approach the community for consultation. Board discussed ways to approach community in an inclusive way, while still obtaining and quantifying information. Suggested removing consultation from title and renaming as conversations. To decide how to capture and in what format. Anette presented timeline for the document - circulate in late July/August, collate information in September, finalise strategic goals for 2024 at October Board meeting, and create three year plan by January 2024. A/P - Tie title of document into school motto, include Te Reo translation - Anette to find out and confirm Māori Translation. Suggestions to include community and growing - Community Growth Conversations or Growing Community Conversations. To be finalised at next meeting - look at and provide feedback. Anette to put together draft and send to Board for next meeting. Board discussed measurement scales and headings - 'survey' to be ten minutes at most and include three to five questions per heading. Include an open comments section in each heading. To use the donated tablet as a reward to encourage community to participate. A/P - Board to provide feedback into community consultation document by next meeting.

3. Monitoring

3.1 Ongoing summary of progress to date in relation to annual implementation plan - Principal's Report - new format to map to NELP and Annual Plan goals. NELP priorities - working towards in school and evidence provided around actions. Expectation that the Board has read and understood. Anette covered priorities and objectives.

Recommendations:

- 1) Continue to provide additional teacher aide hours to support ORS funded student in Hub 5 with learning and safety - done - above in 2.2;
- 2) Newsletter Board introductions - delayed this until full Board appointed following recent Board member news;
- 3) Next meeting (face to face) to take Board photograph - delayed until full Board appointed as above;
- 4) Minuted Board out of meeting cycle decision to approve return of staff member currently on parental leave for the start of 2024, so as to minimise disruption to students. Will move to unpaid discretionary leave for remainder of 2023.
- 5) TOD MOE cluster 24 October, following Labour day. Anette moved that the Board accept 24 October 2023 as the second MOE TOD for working on the NZ Curriculum refresh. Anne seconded. Passed unanimously.
- 6) Anne presented on considering amending the Board review of student achievement data to be focused on year 3-6 students. Year 1 and 2 student assessments are very different to years 3 and up, as children in this age range develop at a different rate comparatively. Including years 1 and 2 in the data can skew the results and not all schools include it because of this. Data on years 1 and 2 will still be shared with the Board, but separately, in a different format and at the time that it naturally is used by the school. Anette moved that the Board, for the 2023 year, focus on student achievement data in years 3-6. Anne seconded. Passed unanimously.

3.3 Data Analysis - Attendance Data - Anette shared attendate data reports for term 4 2022 and term 1 2023. We have very good attendance rates, up from the same time last year, and comparing favourably to all schools in NZ. Board discussed possible acknowledgement of children with good attendance or improvement of attendance. Also discussed looking at pre Covid attendance percentages.

3.5 Finance - Erin moved that the March 2023 and April 2023 reports be accepted as true and accurate. Anette seconded. Board agreed unanimously.

Awaiting the audited financial statement from BDO and will send out once received. Very high electricity bill in the April reports and Amanda is chasing up this to be remedied. Bank Staffing usage discrepancy has been queried and rectified by Anette.

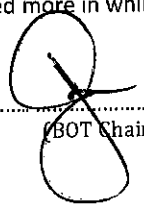
Resolution - it was resolved that an application be made to the Mainland Foundation for funding to cover the cost of \$864.35 ex GST (\$1,043.89 inc GST) to purchase a sensory room package. Kelvin moved, Anne seconded. Agreed unanimously.

3.6 Property Report

Major Property Monitoring doc - Principal and office staff now in portacabins, Board asked to be informed if there is any discomfort due to cold or damp conditions. ILE plans - carpets, gender-neutral toilet, rooms 1-6, flexible working spaces with doors between - under budget and going ahead in due course. Still waiting to hear on the accessibility ramp to senior block. Accessible bathroom complete. Security lighting - some not working due to construction work, may need more in while this happening.

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Cyclical Maintenance Plan - Board has read as provided by Annette. Opportunity to attend Property 101 evening.

3.7 Fundraiser Report – Wishlist deferred to next meeting. Quotes received for sports uniforms - \$3K for miniball/touch and \$6K (estimated as shorts and tops) for netball.

4 Strategic Discussions

4.1 Exploration of specific issue or project

Board member leaving - Feta resigned and tonight would have been his last meeting. Board will miss his property expertise. Board discussed casual vacancy process and decided on a by-election. Can specifically ask for someone with the skills that are needed (property). Can also use outside people as specialist advisors as needed. Kelvin moved that the Board run a by-election to fill the casual vacancy. Annette seconded. Amanda has been asked and agreed to be the returning officer.

6 Administration

6.2 Letter received for PEB

6.3 Board agreed unanimously that all meetings will be virtual until the building work is completed due to safety concerns (poor lighting and heat during winter months). Confirmed that two TAs have been employed for the 0.5 teaching position in Hub 5. Confirmed that all TAs, teaching and support staff, workers on site, etc, are police vetted.

6.4 Public Exclusion Business - Board moved into PEB.

7 Meeting Closure

7.1 Comments on meeting procedures and outcomes -

Keep/Stop/Start

Closing Karakia.

Confirmation of Next Meeting:

Meeting closed at 9:15pm.

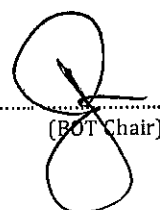
Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Board introductions/photos for newsletter	Board	Term 3 with new Parent rep
2	Complete online survey re teacher aide staffing/funding via NZSTA email - Kelvin to check if still open	Board	
3	Long term hall hirer – written agreement/contract	Kelvin	By end of Term 3
4	TA funding \$ impact for rest of 2023 for Board to vote on	Annette	Next meeting
5	School Docs term 2 review	Board	Next meeting
6	Read Concerns and Complaints policy	Board	Next meeting
7	Tie school survey title into school motto & Te Reo - draft and share community consultation	Annette	Next meeting
8	Feedback for community consultation document	Board	Next meeting

Next Board meeting 14 June 2023 6:30pm – virtual

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(BOT Chair)