

Bellevue School Board Meeting

Thursday 28 March 2024 – 6:30pm - virtual

Administration

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

No	Action	Who	Timeframe(by...)
1	School Docs reviews	Board	Done
2	Questions for Office Manager interviews to be distributed to Board beforehand	Annette	Done
3	Advise school community of increases to school donations	Annette	Done
4	George Sleep to give options/costs for pencil fence	Mary	Done
5	Find out if new property manager can be engaged if not on MOE property panel	Annette	Done
6	Board to review self-assessment plans for Hautu self-review	Board	Done
7	New date of cluster meeting	Annette	Done
8	Contact Rewa Rewa regarding support from Bellevue School	Kelvin	No longer necessary – pending
9	Board newsletter to community, including property blurb	Kelvin/Jeff	Still to do
10	Board newsletter - deadlines/author included on agendas	Annette	Schedule on agenda doc
11	Clarify specifics of Wellington Hindi School classes for our school	Annette	Done
12	Prepare zero charge contract for 2024 for Wellington Hindi School to use hall on Sundays	Annette	Done – note hirers now need public liability assurance

Nothing from PEB minutes.

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

2. Strategic decisions

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This is a true and accurate record of the Bellevue Board meeting 28 March 2024.....


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(BOT Chair)

2.1 Term 1 School Docs Board reviews – three policies to review by 12/4/24 – all done..

3. Monitoring

3.1 **Principal Report** – read and accepted by the Board.

Recommendations –

- Cyclical maintenance plan – updated February 2024 – now reflects painting changes and inflation. Annette moved that the Board accept the current cyclical maintenance plan for 2024. Jeff seconded. Agreed unanimously.
- Schedule of delegations – updated to better reflect current delegated responsibilities of Board and Principal with regard to Property and Finance in particular. Amounts above \$5K continue to need approval by the Board. Authorisation of property project documentation through MoE Salesforce portal will be Principal until Presiding Member/property representative set up on system. Currently all documentation on portal has already been reviewed by Presiding Member prior to online authorisation. Annette moved that the Board adopt the schedule of delegations. Anne seconded. Agreed unanimously.
- Approval of blinds for lockdowns Drills - Fire, Earthquake & Invacuation (Lockdown) completed for Term 1. Previous review of these identified the need for blinds throughout Hub 3, 4 and 5 - external windows - to be installed prior to term break. Thank you to the Board for quickly approving this.
- Principal's report taken as read – Objective 1, point 2 – serious incident in the classroom – children were moved from the area and staff ensured they couldn't witness anything. Incident possibly caused by needing adjustment to medication – family is on board and have support from outside agencies. Board asked if staff needed support – SLT have kept tabs on staff involved and have been supported as well. There is the MoE EAP programme if needed.
- Kaiāwhina Māori now working with Bellevue Kindergarten to have consistent Te Ao Māori across the transition to school – her youngest child is enrolled at Bellevue to start soon. Raised possible opportunities to work with the kindergarten with Kapa Haka – more processes to go through and difficult to do with current ratios.
- Updating school logo – to do this with a graphic designer would cost approx. \$5K. Teachers have designed some possible logos and are circulating among the staff. To go out to the community soon.
- Property projects – Board agreed to use the shorter version in the principal's report.

3.4 Exploration of key result area (goals)

Feedback from 3WC/picnic – good feedback and suggestions from the community. A couple of negatives – one regarding dogs on school grounds and bullying policies – Annette has dealt with appropriately.

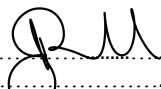
3.5 **Finance Report** – February 2024 report reviewed by treasurer. Taken as read and accepted.

- Audit response delegation – Kelvin and Annette have responsibility to respond to anything raised by auditors in the financial statements and will keep the treasurer informed.
- Term deposit due to mature in July 2024 – recommended to be split into two and stagger maturity dates. Both to be reset at the same time. Erin moved that the Board split our one term deposit into two when it matures - one to be a shorter maturity date, the other to be a longer maturity date. Annette seconded. Unanimously agreed.
- Grants update in the principal's report.

3.6 Property Report -

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(BOT Chair)

- Major property monitoring doc – as in principal’s report.
- Cyclical maintenance plan – tabled and reviewed by the Board.
- Fencing of the middle school area – parked until the next meeting.
- Board agreed that briefer update from Property Manager is most appropriate for Board meetings - leave link to major property monitoring document in for detail that sits behind this

3.7 FUNdraiser’s report - Wishlist has been updated for 2024 and priorities confirmed. Document shared with the Board. Shade sails/senior playground and rebuild of the little house (in conjunction with the school council) top of list. Possibility of supplying breakfast items to schedule to be raised with FUNdraisers.

4 Strategic discussions

4.1 Exploration of specific issue or project -

BOT collab form and Hautu self-review. Next section in term 2 is representation – to add evidence of focus – four areas. A/P – Board to look at strategic plan and add evidence to review at next meeting (links in agenda). No deadline for this – will do a section each term.

4.2 Board PLD/Networking - Cluster Board PLD meeting 27 March 6.30-8pm at Ngā Hau o Whā Paparāngi. Jeff spoke about the evening. Benefits for both parties, school Boards and marae, e.g. with the Wellington City Council, with schools having approximately 4,000 families able to use their collective power as a group. PLD showed sincerity and authenticity, as opposed to just ‘ticking a box’. To continue to do cluster Board meetings as beneficial to connect with other Boards.

6 Administration

6.3 General Business -

Newsletter contributions – T2 – Kelvin and Jeff – property.
T3 – Mandy – fundraising, need more support on the committee – to confirm
T4 – Erin (early December)

Confirmed that the Hindi School does not charge fees and accepts only donations.

7 Meeting Closure

Closing Karakia.

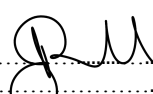
Meeting closed at 7:42pm.

Next meeting: Tuesday 23 May 2024 – 6:30pm – 8:30pm in person

Action points from meeting:

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No	Action	Who	Timeframe(by...)
1	Board to look at strategic plan and add evidence to review Hautu Stewardship at next meeting	Board	23/5/24

