

# Bellevue School Board Meeting

Thursday 5 December 2024 - in person

## Administration

**1.1 Present:** Kelvin Russell, Annette Borgonje, Anne Smith, Erin Bellhouse, Mandy Mackay, Mary Sleep, Jeff Silverwood, Deeann Daniels (guest presenter), Amanda Beauchamp (minute taker)

**1.2 Apologies:** None

**1.3 Declaration of interests:** None

Kelvin moved to allow Deeann to present the end of 2024 student achievement data out of order to allow her to leave the meeting early. Board agreed.

### 3.2 Expert presentation - End of 2024 Student Achievement Report

Deeann presented data with comparison to mid-year. Data is a mixed bag and not as hoped initially, but we know why it is looking as it is and have foci for 2025 to work on. Goals and specific results as per the information included in the Board Google drive. Deeann reminded the Board how the results have been affected by the mix of students, including ESOL, neurodiverse, new students, and those with other challenges. Also difficult to show progress outside of the "measurable" variables - those students at 'working towards' generally have individual plans for learning or behaviour or are already receiving internal or external additional support.

Board discussed how to communicate progress related to curriculum levels with families with respect to the changing curriculum/Ministry requirements. Noted that achievements and progress within curriculum, levels and years is celebrated. Consistency in the curriculum and Ministry of Education requirements helps with progress. We also share what is useful for our families based on their feedback.

Note that the assessment tools and timing of assessment is changing next year so data will be presented differently. Benchmarks, levels, and assessments are changing with the change of Government.

Deeann left the meeting at 7:40pm.

### 1.4 Review actions from previous minutes

No	Action	Who	Timeframe(by...)
1	Approach Newlands College re playhouses built as technology projects - investigate possibility of obtaining one - Mandy contacted college twice with no response as yet - Erin/Annette to also try through their contacts	Erin/Annette	Ongoing
2	Contact local schools to find out what they do for staff leaving gifts	Annette	Done
3	Communication to community re trips/performances	Annette/Mandy	Done
4	Updated audit fees	Annette	Do

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6	Board Governance procedure - update	Board	Done
6	Upcoming Board newsletter contribution	Erin	Done

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

**2. Strategic decisions**

2.1 Term 4 School Docs Board review – completed.

**3. Monitoring**

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

- Annette advised of two restraint incidents on 5 December.

Recommendations:

- Minute out of cycle decision to increase leaving staff Board gift formula from \$15 per year of service to \$20 per year of service.
- Minute SchoolDocs Term 3 Scheduled Review - Upcoming Changes for start of 2025 ([detail here](#)) as reviewed and actioned where necessary by the Principal.
- Minute SchoolDocs Internal Review Changes to Food & Nutrition, EOTC and Attendance Procedures, as reviewed by Principal
- Minute proposed use of \$6,000 fund for principal wellbeing support for 2025 (required to make declaration to the Board):
  - *\$3,500 for professional supervision with consultant*
  - *\$1,500 NZPF Conference in Wellington*
  - *\$500 max flights to Christchurch for professional learning group max 3 x in the year to visit schools of principal working with in this group*
  - *SLT lunches*

Annette drew the Board’s attention to the following:

- Assurances - for term 4, now as per School Docs, including Managing Income and Expenditure.
- Community survey - 80% satisfaction rating, up from 66% in 2020.
- Concerns register - one resolved with family concerned; ; one raised due to consistency of relieving teachers in hub, resolved.
- Priority 4, last two bullet points - RTLit cluster - allocating spaces to support students - more students than funding given.
- Board student achievement reporting changes and assessment changes - moving to reporting in terms 1 and 4, using a single summative test, a more consistent tool but has pros and cons (e.g. less subjective but also represents performance in only a single moment). PAT for reading and maths, e-assTTLE for writing. Will still use teacher judgements at a school level. To be used against benchmarks of refreshed curriculum. Annette suggested SLT bring what they think works regarding data to the Board at the start of term 2 - see what is working to be able to build up a picture over time and how it is tracking.

Rest taken as read.

**3.4 Exploration of key result area (goals) - Final review of annual plan.** Annette presented on the Annual Plan - progress made for student progress, but some goals held up due to outside reasons (property projects, staff absence etc). Community feedback is all community goals either well underway or achieved. Student wellbeing - good increases, as with student culture.

### **3.5 Finance**

October finance report - taken as read.

Updated audit fees - as accepted by Erin, Kelvin and Annette - details in agenda. The Ministry of Education is covering audit fee increases for the next three years.

Draft budget - Annette completed, with input from Erin and Mubina from ESL. Will be a deficit budget. A/P - Annette and Erin to finalise in January and share with the Board via email in order to get to ESL by the end of January 2025. Deficit budget includes Board pre approvals of \$152,800, \$9,500 annual plan resourcing with another \$70,600 of the total \$232,900 deficit to cover increased expenses. Noted budget is conservative in revenue assumptions (deficit may not be as large as budgeted as per previous years deficit budgets).

### **3.6 Property Report -**

Ashby's current project outline - taken as read and in Principal's report. Updates - two risk items. 1) Scale of rot in both ends of senior block - worse than initially thought, repairs on hold until has been properly investigated and priced. Will involve increased expense and disruption - to raise the possibility of extra funds from the Ministry of Education via property rep. 2) Accessibility ramp - apparent discrepancy between height of retaining between architect and contractor - work to be completed as tendered on and measured once completed. A/P - Jeff to follow up with the Ministry of Education, to contact Lee at Ashby's first.

- Accessible playground stage one is completed.
- Hall work to start in the Christmas break.
- Driveway to lower block - meeting postponed today and rescheduled for January with Annette and ministry property advisor. Girl's toilets in hall out of order as pipes under driveway crushed due to damage caused by heavy machinery being used for ramp work

Security/call outs - Kelvin moving further away from school so call out list to be revised - Jeff now first contact, followed by Jennifer, Erin, and Mary. A/P - Kelvin to organise 'cheat sheet' with alarm processes for Board members in event of alarm/fire call outs. Keys to be given to those who need them.

### **3.7 FUNdraiser report**

Evening recruitment drive on 26/11 - no interest. Still trying to get new members. It is expected the committee will naturally reform in 2025 and grow as the year progresses.

## **4 Strategic discussions**

### **4.1 Exploration of specific issue or project -**

NZSTA governance review for Boards - Accountability. Board discussed and reviewed. To use in the refresh of the strategic plan.

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Hautu - self review readiness assessment - Board collab form - will use both these to inform strategic plan and areas to focus on.

Review of Board Governance policy. Annette/Kelvin to review and change - look at in 2025. A/P - Board to look at and review Board roles - to add Treasurer, Property, Parent rep - members to fill in details of their role.

**5 Identify agenda items for next meeting**

Strategic planning review to be done virtually - Annette to send out information by 17 December with responses by end of January 2025.

**6 Administration**

**6.3 General Business**

Board meeting dates for 2025 as in agenda - week's 4 and 8 of each term. To confirm the first meeting for the new board after the September 2025 election, to be an in person meeting.

**6.4 Public Exclusion Business** - Board moved into PEB at 10:05pm.

**7 Meeting Closure**

Closing Karakia.

Meeting closed at 10:15 pm.

**Next meeting: Thursday 27 February 2025 - 6:30pm, virtual**

**Action points from meeting:**

No	Action	Who	Timeframe(by...)
1	Approach Newlands College re playhouses built as technology projects - investigate possibility of obtaining one	Erin/Annette	Ongoing
2	Finalise draft budget - share with Board via email and forward to ESL by end of January 2025	Annette/Erin+	End January 2025
3	Contact Lee at Ashby's regarding accessibility ramp risk item	Jeff	ASAP
4	Organise 'cheat sheet' with alarm processes for Board members in event of alarm/fire call outs	Kelvin	ASAP
5	Look at and review Board roles - to add Treasurer, Property, Parent rep - members to fill in details of their role	Board	ASAP
6	Strategic planning review to be done virtually - Annette to send out information by 17 December with responses by end of January 2025	Board	End January 2025

<b>27</b>	FEB 2025, THU	● 6:30 – 8:30pm	Board Meeting #1
<b>27</b>	MAR 2025, THU	● 6:30 – 8:30pm	Board Meeting #2
<b>24</b>	APR 2025, THU	● 6:30 – 8:30pm	Board Meeting #3
<b>19</b>	JUN 2025, THU	● 6:30 – 8:30pm	Board Meeting #4
<b>7</b>	AUG 2025, THU	● 6:30 – 8:30pm	Board Meeting #5
<b>4</b>	SEP 2025, THU	● 6:30 – 8:30pm	Board Meeting #6
<b>30</b>	OCT 2025, THU	● 6:30 – 8:30pm	Board Meeting #7
<b>4</b>	DEC 2025, THU	● 6:30 – 8:30pm	Board Meeting #8