

Bellevue School Board Meeting

Thursday 15 June 2023 – 6:30pm – virtual

Administration

Opening karakia

- 1.1 **Present:** Kelvin Russell, Annette Borgonje, Anne Smith, Erin Bellhouse, Mary Sleep, 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	Board introductions/photos for newsletter	Annette/Kelvin	Carry over till have new parent rep
2	Complete online survey re teacher aide staffing/funding via NZSTA email - Kelvin to check if still open	Kelvin	Missed - survey closed
3	Long term hall hirer - written agreement/contract	Kelvin	Carry over to end of term 3
4	TA funding \$ impact for rest of 2023 for Board to vote on	Annette	This meeting
5	School Docs term 2 review	Board	This meeting
6	Read Concerns and Complaints policy	Board	This meeting
	Tie school survey title into school motto & Te Reo - draft and share community consultation	Annette	This meeting
5	Feedback for community consultation document	Board	This meeting

No actions on PEB minutes.

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

2. Strategic decisions

FYIs in agenda for easy access to information.

2.1 Draft Consultation Document - Board opened doc and made amendments/additions. From feedback from Māori whānau Board agreed it wasn't so much the name of the document as the process involved. Board also agreed on 'growing community conversations' as it describes what we want to do - work towards being bicultural. Discussed introduction, link to NELPS, and confidentiality of responses. Good to have 'official' feedback but need to allow for general, wider feedback as well. Consulting to occur in July and August. Feedback in by 1 September 2023. Annette is happy for school to organise feedback but also welcomes assistance from Board. Would especially appreciate assistance with collating themes when she is at principal conference mid September.

Decided not to make a date for sharing document with the school community - Board has timeline to work to and will share when ready. A/P - 1 September to 20 September 2023 - Board to collate feedback from consultation document. Community able to contribute digitally, hardcopy, face to face via formal and informal discussions. Also informally with Board Members, teaching staff, or support staff. Document updated in places to clarify and finalise format/wording/number of questions in each section. Participation prize draw will take place on Monday 4 September by a member of the student council - will be filmed and put on school closed group FaceBook page.

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(BOT Chair)

Annette covered the four questions that would be put on paper and able to be answered by school community at Matariki celebration. If Board members are attending it would be appreciated if they could be identifiable as such (and at other school events). Annette to organise badges.

2.2 Board funding for additional TA for Term 2 - as per principal's report. Annette outlined the costs for the rest of term 2 and terms 3 and 4 for additional teacher aide support for student. \$2,400.00 for term 2, and \$9,600.00 for terms 3 and 4. Kelvin moved that the Board approve the additional funding of \$12,000.00 to provide additional support for an ORS funded student. Mary seconded. Unanimously agreed.

2.3 School Docs review Term 2- Board to review Minimising Physical Restraint, Reducing Student Distress, and Acceptable Physical Contact policies. Kelvin moved that the Board accept the updated concerns and complaints policies. Anne seconded. Unanimously agreed.

2.4 Board support for Principals - No current action.

3. Monitoring

3.1 Ongoing summary of progress to date in relation to annual implementation plan - Principal Report - Objective 1, priority 1, point 5 - PB4L team proposing changing the structure of break times in the school, from the 'Play, Eat, Learn' strategy - from beginning of Term 4. Proven to reduce tension in the playground and improve learning outcomes.

Board funded teacher for supporting Year 5, Hub 5 - have found a teacher for the 0.5 position currently done by two teacher aides. Teacher aides will work in other areas of the school to replace leaving TA. Possibility that this will continue in 2024.

3.2 Expert presentation - Information about student achievement - Annette sharing links due to conversations about monitoring of student achievement - information for Board and online course if interested - things the Board needs to look at and monitor (Board PLD).

3.3 Data Analysis - taken as read - Teacher Aide professional learning feedback from RTLB TKoH and PB4L School Evaluation Data from MOE.

3.5 Finance - May finance report - Erin commented on and updated Board on large electricity invoice, expect to be resolved soon. Report read and accepted.

Erin moved to accept the 2022 Audit and Financial Statement as at 31 May 2023. Kelvin seconded. Unanimously agreed.

3.6 Property Report

Major Property Monitoring doc - tree removal and deadwooding for health and safety finished today - plan to plant around stumps in future and firewood from the pruning is available for the community.

Building work - delays due to existing roofing plans not being accurate and need updated drawings. Work will hopefully be completed by term 4. Colours for staffroom picked out this week. Accessible bathroom in junior area will be finished by end of next week.

Cyclical Maintenance Plan - 10YPP and 5YPP tabled and reviewed by Board.

3.7 Fundraiser Report - Prioritisation to be done at next meeting. Sports uniforms ordered and partially paid for from fundraisers (rest from PE budget)..

4 Strategic Discussions

4.1 Exploration of specific issue or project

Annette shared picture of huia feather art gift for Feta. Card to be left at school office for signing. Will try to arrange for Feta to be onsite and to advise Board members of time if they are able to come along and farewell him.

Parked - Board work plan example.

Casual vacancy on Board - have received one nomination so far and expecting one more. Nominations close Friday 30 June.

4.2 Board PLD/Networking - see links.

6 Administration

6.3 Email received from NZSTA to bring attention to an update regarding the current code of conduct being developed for Board members. On agenda for next meeting - shared to be read.

6.4 Public Exclusion Business - Board moved into PEB.

Note Sabbatical request – Lead teacher for Te Reo has asked to be able to apply for a one term sabbatical (potentially Term 3 2024) to 'explore the way schools integrate Te Reo in authentic ways'. Teacher needs endorsement from principal and the approval of the Board before applying. Annette moved that the Board approves in concept leave for the Te Reo lead teacher to embark on sabbatical should she be successful. Kelvin seconded. Unanimously approved.

7 Meeting Closure

7.1 Comments on meeting procedures and outcomes -

Keep/Stop/Start - Useful links section of the agenda - move static links to the bottom and only have links in the agenda that are applicable to the current meeting.

Closing Karakia.

Confirmation of Next Meeting:

Meeting closed at 9:13pm.

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Board introductions/photos for newsletter	Board	Term 3 with new Parent rep
2	Long term hall hirer – written agreement/contract	Kelvin	By end of Term 3
3	Collate feedback from consultation document	Board	1/9/23-20/9/23
4	Badges for Board at Matariki	Annette	End of term

Next Board meeting 9 August 2023 6:30pm – virtual

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(BOT Chair)

