

Bellevue School Board Meeting

Wednesday 25 October 2023 – 6:30pm – virtual

Administration

Opening karakia.

1.1 Present: Kelvin Russell, Annette Borgonje, Erin Bellhouse, Mary Sleep, Jeff Silverwood, Amanda Beauchamp (minute taker)

1.2 Apologies: Anne Smith, Mandy Mackay

1.3 Declaration of interests: None

1.4 Review actions from previous minutes

No	Action	Who	Timeframe(by...)
1	Put new Board Code of Conduct in school Docs	Annette	Done
2	Find out how additional days are added to school calendar	Annette	Done
3	Accessible way to get wheelchair user to field in event of an evacuation	Annette	Working on
4	Johnsonville Charitable Trust funding information from Tracy Hurst-Potter	Annette/Amanda	Done
5	Proposal for pencil wall and shade options	Mandy	Carried over
6	Student feedback for playground/equipment in senior area	Annette	Done
7	Ka Hikitia - read about and look at questions/phases	Board	Done
8	Forward information on Te Tiriti o Waitangi Cluster meeting to Board	Kelvin	Done

No actions on PEB minutes.

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

2. Strategic decisions

Board to read Final School Planning & Reporting Toolkit and resources - lots of information. Best documents are FINAL Planning and Reporting and FINAL Planning together.

2.1 Strategic decisions made if required

1) Term 4 SchoolDocs Board Review - three documents to review in Term 4. Annette confirmed how Bellevue recognised and built on the strengths of Māori learners and their whānau currently (as per Ka Hikitia) in response to previous meeting's Board query - by aspiration meetings, whānau hui, student reflection, Te Reo and Tikanga, Kapa Haka, informal connections, and cultural day.

Board assurances doc - items being worked on currently. Clarification of police vetting for non-teachers (including parent help for overnight trips and contractors) - all vetted for three years. Board doesn't need to be vetted as not doing anything around children, unless in parent help capacity. Support staff - school now needs to have received a satisfactory police vet before starting work.

1

This is a true and accurate record of the Bellevue Board meeting 25 October 2023.....

K Russell
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(BOT Chair)

SchoolDocs updates for terms 2 and 3 have been reviewed by the Board, as have the Term 4 Board Assurances..

The new Code of Conduct for Board members (accessible through SchoolDocs - Governance Documents) has been reviewed and agreed to by the Board.

3. Monitoring

3.1 Principal Report - taken as read.

Recommendations - Review the requirement for Teacher Aides to be vaccinated against Covid-19. All other cluster schools have removed this requirement. Annette moved that the requirement for TAs to be vaccinated be removed. Erin seconded. Agreed unanimously.

Christmas function for staff this year Board contributed \$15.00 per head in previous years, so \$15.00 x 27 staff would be \$405.00 in total plus money available from BDL Toshiba. Kelvin moved that this be increased to \$20.00 per head, Erin seconded. Agreed unanimously.

Teacher Only Days 2024 - all dates have been previously approved - no amendments.

Assets Register - discussed and reviewed.

Out of cycle decisions approved by the Board - Rear door to LSC office to be 'parked' - window installed to avoid further delays for compliance. Hot water cylinder replacement in the staffroom. Use of store room in Senior area to provide increased footprint for accessible bathroom to push ahead for start of 2024.

Phone system replacement - current phone system outdated and not working optimally in some classes and temporary principal's office. Ongoing issues result in intermittent outages and call out fees for service. Plan to fully replace with cloud-based PBX system/hardware with lower monthly hosting fees. Below the \$5K principal approval limit but as not budgeted for, Annette has brought this to the Board. Increased functionality with ability to divert to mobile phones. Annette moved that the Board approve the replacement of the current phone system at a cost of \$4,398.75 inc GST through our current school IT provider. Jeff seconded. Agreed unanimously.

Raised the possibility of principal/SLT having school funded mobile phones - to look at in the future.

Te Reo Tuatahi (reo and tikanga Māori) and Kura Ahurea (cultural support kaupapa - local iwi resource) - PLD opportunities for 2024. Cost of \$4K each - one able to be budgeted within PLD. Both programmes have had positive responses from staff, children and whānau. Request that the Board is willing to support the other from additional funds if required. Board discussed benefits of both programmes. May be able to fund both under PLD budget, but requested the Board commit to prioritising funds to this or PLD for the coming year. Board agreed unanimously.

Priority 4 - provisional staffing allocation - will have an extra teacher in hub 5 in 2024 with two classes each for years 5 and 6 with small class sizes in both years and across the school. Staff will remain consistent with no-one leaving at the moment.

3.3 Data Analysis - Attendance. Read by Board. Tracking similarly to previous reports, core priority for students to attend school regularly. Most absences due to illness or overseas travel to see family. A/P - Annette to look at if able to have a link on the school website to the absence policy - PDF? Also to look at having the ability to record an absence online via the website or eTap?

Staff and student consultation analysis - encouraging to see how staff and students responded to progress on annual goals Feedback will be part of the annual planning strategy session.

3.5 Finance Reports - Erin and Annette to look at in more detail. Swimming lesson contributions - do we have a process for chasing up payments? A/P - Annette to ask teachers and put a reminder in newsletters. Finance reports read.

3.6 Property Report

Major Property Monitoring doc - Jeff to take over meeting updates from of major property monitoring documents. Admin block project to be completed by 17 November at the latest. Some delays due to LSC modifications. The accessibility ramp project (Block 1-3) is intended to be started in December 2023. Tender out for Block 2 ILE upgrade/ Blocks 1-3 Remediation through Ashbys. Jeff to be included in the process.

K Russell

Accessible playground - in initial planning stages via Ashbys. Annette to chase up mid-term.

3.7 Fundraiser Report – FUNdraisers are looking at strategies to bring more parents/caregivers onto the team.

4 Strategic Discussions

Hub 5, year 6 sleepover - Letter presented from year 6 students in support of a sleepover in the hall in week 8. Police vetted parents/hub 5 teachers to stay overnight. Need to consider impact on Kapai Kidz (to be offered an alternative venue) and the fitness group. Annette moved that the Board approve the Hub 5 sleepover on the night of 30 November, Kelvin seconded. Agreed unanimously.

4.1 Exploration of specific issue or project

Draft strategic goals by 20 November - three goals with groups for students, staff and community - what do we want for each of these groups? Should be a very straight forward process and Annette has a template format from another school. A/P - Annette to share the sample template with the Board.

Hautū self review - leadership readiness assessment at next meeting looking at focus areas and evidence. Board to look at and think about evidence.

Ka Hikitia - readiness - links in agenda.

Date for strategic planning meeting - Saturday 2 December 10am to 12pm, to be followed by Board meeting from 12pm to 2pm.

Hub 4 Turangawaewae mural proposal - video shown. Hub 4 are fundraising to assist with costs for an artist to help with the mural in the new admin area - cost will be around \$3K and requesting that the Board approve school funds to cover the shortfall. Annette moved that the Board approve the spend of \$3K supported by fundraising for the mural in the school office. Mary seconded. Agreed unanimously. Will review the mural with Kura Ahurea - Te Ātiawa ki Te Whanganui a Tara/Taranaki Whānui to ensure no unintentional errors occur - artist has experience working in culturally sensitive ways..

4.2 Board PLD/Networking - Two sessions held since last meeting. Had raised the possibility of schools collaborating to eliminate duplication/inefficiency, instead of each school doing their own thing. To consider.

6 Administration

6.2 Correspondence - Letter received from Miramar Christian School re relocation to Johnsonville and opening up school to years 1-13. No comments or actions required.

6.3 General Business -

- 1) Security contacts - updated to include Jeff. Order of contact now Kelvin, Jeff, Jennifer. A/P - Annette to show Jeff how to activate and deactivate the alarm.
- 2) Board social - A/P - Erin to organise and circulate ideas and dates.
- 3) Swimming - testing operational decision making - Board thoughts. To communicate our swimming/changing room procedures to parents relating to the number of parents in changing rooms, roving teachers, alert children if going into changing rooms, same gender assistance if possible, private changing options, student behaviour expectations, and everyone swimming even if unable to contribute financially. A/P - Annette to draft for next newsletter in response to parent concerns.

7 Meeting Closure

Closing Karakia.

K Russell

Confirmation of Next Meeting: Saturday 2 December 10-12pm - Strategic Planning
Saturday 2 December 12-2pm - Final Board Meeting for 2023

Meeting closed at 9:15pm.

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Links to website to absence policy and to record an absence	Annette	2/12/23
2	Ask teachers to remind parents about swimming contributions/reminder in newsletters	Annette	1/11/23
3	Draft strategic goals/Annette to share template format	Board/Annette	20/11/23
4	Alarm setting instructions for Jeff	Annette	ASAP
5	Board social - dates/ideas	Erin	ASAP
6	Swimming - parent concerns, notice for next newsletter	Annette	1/11/23