

7 Bellevue School Board Meeting

Saturday 2 December 2023 – 12:45pm – in person

Administration

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

1.2 Apologies: Anne Smith

1.3 Declaration of interests: None

3.2 Expert Presentation: Board agreed to start with student achievement data to allow Deeann to present and then leave the meeting. End of 2023 Student Achievement Data – two reports, 1) including new students (including new ESOL students) since mid-year and 2) not including new students since mid-year. Taken as read. First report shows a decline in literacy – to focus on boys, year 5 cohort, and attendance – are aware of trend as has been like this historically. ESOL students have affected the picture. Second report shows progress in maths has been maintained. Students not achieving have been identified and plans are in place to accelerate their progress.

Where to next – focus for 2024 is on collaborative teacher inquiries that focus on hard to shift students,, and continuing to develop assessment for learning practices so teachers are responding to student needs in the moment. Progress tracker introduced in 2023 – tracks all students. Can identify who hasn't moved at both ends of progress (those working towards the curriculum expectation and those working beyond this), this is updated and discussed twice per term. PLD opportunities to build literacy teaching capability in line with BSLA in years 3-6. Continuing to develop moderation processes alongside teacher knowledge.

Board requested that end of year data for 2024 was a direct comparison of those students reported on at mid year to ascertain progress against goals for students who had been part of school focus, given the large numbers coming into the school during the year.

Deeann left the meeting.

1.4 Review actions from previous minutes

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

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

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This is a true and accurate record of the Bellevue Board meeting 2 December 2023.....

K Russell

(BOT Chair)

2. Strategic decisions

2.1 School Docs reviews – A/P – please do by 15/12/23

3. Monitoring

3.1 Principal Report - taken as read.

Thank you for approving the out of cycle purchase of new carpet in the office area.

Recommendations - To use \$6K Principal Wellbeing funds from MOE as follows: \$3,500, professional development, \$2,000 – leading adult learning course, and a principal’s professional learning group based in Christchurch which will involve flights 2 or 3 times a year. Board unanimously agreed.

There have been three restraint incidences – required to share to the Board – reported to MOE. Plans in place for two of the three students involved. Remaining student was out of character response. Minor incidents.

ESOL learning cluster meetings and RTLB Science of Reading PLD coming up.

The new phone system is in place and working well.

Unexpected enrolments in 2023 – 42, including 7 NEs and 25 in years 2-6.

Review of annual plan goals shared – full Analysis of Variance to be completed early 2024. Many goals have been completed or are continuing.

BSLA update will be next meeting.

3.5 Finance Report - Reports reviewed by treasurer. Annette finalising draft budget with Erin and ESL – will be sent to Board once reviewed. Discussion re use of surplus funds – plan to hold a separate meeting to discuss this. A/P - Send draft budget to Board once finalised.

3.6 Property Report -

Jeff discussed property team queries around the ‘unforeseen’ elements not picked up at design stage in recently completed weathertightness project. Property team to discuss expectations of property management contract and organise a ‘lessons learned’ meeting between school, PM and MoE before embarking on construction phase of Blocks 1-3 remediation, toilets and ILE modernisation project due to start mid 2024. Ramp project designs out to tender by end of this week - aiming to have begun tender process prior to Christmas. Annette to send a contract to Jeff to look at. Will give Ashby’s opportunity to fix problems prior to making any changes. Best to complete current projects before making any changes

Alarm panel insurance claim in progress.

Locks throughout the school to be replaced as current locks are now obsolete and a security risk. Estimated cost of approximately \$5K. Board agreed this is a good idea.

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6.3 General Business -

- 1) – 2024 meetings – Annette to email dates to the Board. Thursdays, weeks 4 and 8 each term. First meeting of 2024 week 4 of term 1 - Face to face, following this will decide on meeting formats. A/P - Annette to confirm dates via email.
- 2) – Board social Christmas – to be organised via WhatsApp.
- 3) – Advance notice of cluster board meeting – 13 March 6-7pm at Nga Hau o Paparangi
- 4) – Admin block opening – formal blessing to be coordinated with Pōwhiri in the new year.
- 5) – Copying fee – parked till next year.

6.4 Public Exclusion Business - Board moved into PEB at 1:56pm.

7 Meeting Closure

Closing Karakia.

Confirmation of Next Meeting to be advised by Annette along with 2024 dates.

Meeting closed at 2pm.

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	School Docs reviews	Board	15/12/23
2	Finalise draft budget - send to Board once reviewed	Annette/Erin/ESL	ASAP
3	Annette to email 2024 Board meeting dates to Board	Annette	ASAP