

Bellevue School Board Meeting

Thursday 7 November 2024 - virtual

Administration

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

No	Action	Who	Timeframe(by...)
1	Annette to provide feedback from contact with other local Boards/Schools regarding submissions to MOE re under resourcing - item for upcoming LSC meeting	Annette	Ongoing
2	Annette to investigate if kupu Māori can be included in Schooldocs with translations - parked to allow time to plan & consider as 30% of school families are ELL	Annette	Parked
3	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
4	Cost for Rocket Room teaching assistant role	Annette	Done
5	Find out other school hall occupancy figures - all local schools in similar position to Bellevue	Annettee	Done
6	Board Governance procedure - update	Board	In meeting
7	Board to complete Accountability and employer role (Hautu) and representation and employer sections of NZSBA Governance review	Board	In meeting
8	Upcoming Board newsletter contributions	Erin	By 29/11 for 4/12 newsletter

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

2. Strategic decisions

- 2.1 Term 4 School Docs Board review – four to be reviewed, need one more review on point 1.2.

3. Monitoring

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

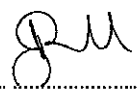
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(BOT Chair)

- Annette moved that the Board provide \$60.00 (\$15.00 x 4 years) as the Board contribution towards the gift for a leaving staff member, to be combined with staff contributions. Mandy seconded. Agreed unanimously. Mandy mentioned the possibility of raising the yearly rate. A/P - Board agreed to this and Annette will check out other school's positions and communicate via WhatsApp.
- Annette moved that the Board approve increasing the contribution towards the staff end of year Christmas lunch to \$30.00 per head (currently \$20.00 per head). Cost of drinks will be covered by BDL Toshiba's yearly donation. Jeff seconded. Agreed unanimously.
- Rates for school donation and activity donation for 2025 - Suggested donation amount to remain the same as increased earlier this year. Annette recommended an increase to \$20.00 per term/\$80.00 per year for activities donation, staff finding it increasingly difficult to fund trips at the current rate of \$15.00 per term/\$60.00 per year (especially bus transport). Board discussed pros and cons of increasing activities donation, including school/Board covering shortfall (Board cannot sustain this in the long term). Transparency needed, agreed to communicate to the school community what trips and performances have been made this year using the activities donation (with approximate costs of total trips/performances in 2024). A/P - Annette/Mandy to draft communication to community re trips/performances. Board agreed the donation rates will remain the same for 2025.
- Annette moved that the Board offer the Hindi School use of the hall in 2025 and explore the possibility of another round of free sessions. Jeff seconded. Agreed unanimously.
- Asset register has been reviewed by Board - as updated by Accounts Manager and requested by Education Services
- Out of cycle decision via email (end Term 3) to accept three out of five out of zone applications for enrolment, based on the sibling criteria, and to decline the two applications from a family with one new entrant student and one Year 4 student based on this application not fitting the priority criteria and the higher numbers in the Year 4/5 area of the school for 2025.
- Out of cycle decision via email to go ahead with hall internal environment improvements over the Christmas break with Syrenese Property Management as previously discussed, to pursue possibilities for increasing hall capacity in the next round of 10YPP towards end of 2025. This is both based on costs and the need to address the floor before it is beyond restoration.
- Report on use of Principal Coaching and Supervision support fund for 2024 as required by Principal's collective agreement 4.8.5 *Principals shall make an annual declaration to the board regarding their uptake and use of the funds. The declaration shall be made no later than the last day of Term 4 each year:* Total \$10,000. Breakdown: Learning Network Conference for SLT \$1.5k, Leading Adult Learning PLD \$1.8k, Travel to Christchurch for Principal PLG twice in the year .7k, Professional Coaching and Supervision throughout the year \$3.5k, SLT/principal food for PLD days .2k. Relievers to cover SLT support \$1k. Available to use before end of the year 1.3k
- Term 4 Upcoming Policy Changes to SchoolDocs policies - reviewed by Principal.
- Term 3 changes to Schooldocs policies in Governance and Management & Documentation and Self-Review Policy Parents and Whānau as reviewed by Principal.
- New student in Hub 4 - has had some settling in difficulties and needs lots of support. Have applied to RTLB for further support funding. Have communicated with families affected by student's behaviour and this has been received with appreciation.



Celebrations as in principal report:

- PB4L - problem behaviours decreasing in all areas of the school.
- Positive ESOL verification report received, an acknowledgement of hard work, specifically Deeann.
- Very positive feedback from heritage language groups from students regarding sense of belonging in the school and their culture and identity being valued.
- Priority 3 - successes listed.
- Priority 4 - planning completed. Board funded 1FTE able to cover BSLA if needed (amount of Ministry funding not confirmed). SLT planning takes into account student numbers and areas of greatest need. Board funded 1FTE also covers an extra support teacher in Hubs 1 and 2. This teacher will support with role growth teacher later in the year when needed through the provision of smaller Literacy and Mathematics groups
- New online reporting/three-way conferences - feedback requested from community in current consultation.
- Objective 3 - Māori language programme funding applied for, for our Year 4-6 students receiving 3 hours of reo instruction per week to support continuation of Te Puna Reo/Kura Ahurea PD - will cover costs of both programmes.
- Priority 6 - staff member has had a major illness - returning to work slowly now, with much support from Anne Smith. Has had an impact on additional staffing.
- Objective 4 - Celebrating new partnerships across the community.
- Shout out to Anne Smith for organising large amount of Qizzle rewards points/using them for items across the school.
- Rest taken as read.

3.4 Exploration of key result area (goals) - MOE ESOL verification report - as above.

3.5 Finance

September finance report - taken as read. Deficit budgeted for 2024 but will actually be in surplus. Mid-year budget review means less input needed for 2025 budget - much better process with Erin/Annette/ESL.

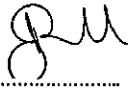
Junior learning assistant projected cost at top of current payscale - current rate will be \$21,954.00; projected cost for 2025 \$22,605.00; 2026 projected cost \$23,265.00 (depending on new collective agreement negotiations). Board discussed. Kelvin moved that the Board fund the junior learning assistant role for 2026 year. Mandy seconded. Agreed unanimously.

Updated audit fees - due to increase by 2.5%. A/P - Annette to confirm and table at next meeting.

Grants update in Principal report.

Annette requested that \$6K Beginning Principal funds received in October 2024 be put towards cost of SLT WRPPA conference/coaching in 2025. Will show as a deficit in 2025 budget as drawing from 2025 available funds

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3.6 Property Report -

Ashby's current project outline - taken as read.

Hall update from Syrenese - ready to go. Painting and flooring will take four weeks in Christmas holidays. Gutters/washing roof to come out of 2024 repairs and maintenance budget. MOE won't fund increasing capacity of the hall (other schools have used grants for this cost).

Accessible playground underway.

Rooms 5 and 6 ILE complete. Block 3 work underway - serious rot found in studs. Surveyor to assess. Cost of repairs hopefully come under project funds. May involve major works/time extensions.

Anne updated Board on today's property meeting. Board to consider repairs/widening of driveway to senior area (currently too narrow for access for emergency vehicles). Deteriorating condition exacerbated by current works/heavy vehicles. Could possibly be tacked onto current project/MOE to fund? Approximately \$10-\$15K. Talk to Ministry advisor/Ashbys/Pereyer re leaving school in condition as at start of projects. Potentially dangerous for students and staff.

3.7 FUNdraiser report

Evening recruitment drive set for 26/11 for new members for 2025. Mandy remaining as Board rep until September 2025. Chair will remain during handover period.

4 Strategic discussions

Camp - folder (RAMs, action plans etc) reviewed by Presiding Member - thanks to Deeann for her hard work on this. Emergency folder in Board drive (procedures etc).

4.1 Exploration of specific issue or project -

NZSTA governance review for Boards - Representation and Employer. Board discussed and reviewed. Accountability to do at next meeting.

Hautu - self review collaboration form. Employer role parked - to review at next meeting.

Board to review Board Governance procedure - review roles. A/P - Add comments re roles/add missing roles eg Treasurer and Property - to add bullet points re overall responsibility. Link in agenda. Useful document for next Board, eg, advantages of having a paid minute taker.

4.2 Board PLD/Networking - Board conference Wellington - parked to next meeting or strategy meeting to allocate budget.

5 Identify agenda items for next meeting

Review task list - term 4 2024. NZSTA tasklist - done.

Plan strategic planning meeting - Annette to share information prior - mostly in place/some minor amendments needed. Agreed meeting to take place on Saturday 7 December after December Board meeting, 8.30am - 12 noon.

6 Administration

Thank you from staff member for sabbatical/study leave in folder.

6.3 General Business

Board out of cycle approval for two MOE TODs - 7 February 2025 and 23 June 2025.

Board end of year social - agreed to end of January 2025.

Accessible playground opening 29 November 10:30am if Board members would like to attend.

Dates for Board newsletter contribution - Erin - Finance/Budget, Board priorities. Possibly include trips donations information. Input from Annette as well. A/P - Due 29 November for 4 December newsletter.

7 Meeting Closure

Closing Karakia.

Meeting closed at 9:50 pm.

Next meeting: Saturday 7 December 2024 - 8:30am, followed by strategic planning meeting - in person

Action points from meeting:

<i>No</i>	<i>Action</i>	<i>Who</i>	<i>Timeframe(by...)</i>
1	Approach Newlands College re playhouses built as technology projects - investigate possibility of obtaining one	Erin/Annette	Ongoing
2	Contact local schools to find out what they do for staff leaving gifts	Annette	ASAP
3	Communication to community re trips/performances	Annette/Mandy	ASAP
4	Updated audit fees	Annette	December meeting
5	Board Governance procedure - update	Board	December meeting
6	Upcoming Board newsletter contributions	Erin	29/11 for 4?12 newsletter

