

Bellevue School Board Meeting

Thursday 29 February 2024 – 6:30pm – in person

Administration

1. Appointing Presiding Member: Kelvin handed control of the meeting to Erin. Erin called for nominations - Kelvin nominated himself, Jeff seconded. Unanimously approved. Erin handed back the meeting to Kelvin.

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	School Docs reviews	Board	Done
2	Finalise draft budget - send to Board once reviewed	Annette/Erin/ESL	Done
3	Annette to email 2024 Board meeting dates	Annette	Done

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

Confirmation of Previous PEB Minutes: Kelvin moved that the December PEB minutes are accepted as a true and accurate record - seconded Annette. Agreed unanimously.

2. Strategic decisions

2.1 School Docs Board reviews – A/P – three policies to review by 12/4/24.

Board confirmed the updates to four School Docs policies.

3. Monitoring

3.1 Principal Report - taken as read.

Recommendations -

- Retrospective approval for the replacement of the whole school’s locks and keys - cost came in over what was expected (written quote not received prior - being followed up). Came in at \$10, 971.61. Board approved.
- Afternoon tea for Office Manager - Thursday 4 April at 3:15pm. Board invited to attend.
- Office Manager Appointing Committee - asked for a Board Member to be part of this on 12 and 14 March at 1-3pm. Erin agreed. A/P - Questions to go to the Board before interview dates. Annette to shortlist and invite candidates to interview. Reference checks to be done after interviews for potential replacement.

- Whole School Evacuation Practice - Annette moved that the Board approve Friday 20 September for the practice, Mary seconded. Board approved.
- Donation amount for 2024 - Board discussed increasing the amount asked for school donations. Annette moved that the donation amount increase to \$140 per year for one child and \$220 per year for a family. Jeff seconded. Board approved. A/P - Annette to advise parents via newsletter and note there has been no increase in donation amounts since at least 2006 and the increase is in line with other local schools.
- Board reviewed and accepted School Docs 2024 Review and Board Assurances.
- PB4L - first analysis of data shows where and when incidents are happening and staff can target and address these accurately. Logs strategies being used and patterns of behaviour. Working well.
- Finance/Property Management - advised Board of increases in caretaker rates and Cloud based IT via SchooledUp IT. Also in other areas around the school e.g. rates and power.
- Accessible playground update - grant application to Johnsonville Charitable Trust has been deferred to May 2024 due to insufficient funds for this round.
- Roll currently at 270. High for this time of the year.

3.3 Data Analysis - Term 4 2023 Attendance Report Summary - 2024 year 4 has explicit achievement targets - note that year 3 lowest percentage for 2023.

3.4 Exploration of key result areas (goals)

1) Annual Report - Statement of Variance - writing concerns - focus on literacy/initiatives targeted at this. Wellbeing at school - Pre Covid figures were good, drop during the two years of Covid, 2023 had increased from Covid levels. Consistent upwards shift in student culture and all in other areas. Links to PB4L.

2) Student Achievement Targets - working with ERO partner and effective practice/shared understanding to lift achievement. Term 2 - writing/reading/maths focus. 2025 - planning more family evenings focused on how the community can support school.

3.5 Finance Report - November 2023, December 2023 and January 2024 reports reviewed by treasurer. December report still officially in draft but unlikely to change. To be finalised soon by ESL. \$65K more spent than budgeted but still reasonable with no concerns.

Draft budget and accompanying information - Erin gave a summary of the breakdown of the deficit. Acceptable but not a long term solution. Board can only use available funds for projects if discussed and approved at meetings. ESL agreed that it is acceptable to use surplus funds (over operation grant funds and funds received from donations and fundraising). Bank accounts are healthy and have been for a long time. Budgeting for a big deficit this year - well documented what it consists of; increased costs, board approved items and those supporting Annual Plan. Erin moved that the Board accept the draft budget, Jeff seconded. Board approved the budget deficit of \$151,119 for the 2024 year and the corresponding Balance Sheet and Cash Flow Budgets.

Resolution to minute: It was resolved on 24 January 2024 that an application be made to The Trusts Community Foundation Limited for the sum of \$341,265.65 ex GST (\$392,455.50 inc GST) to fund a new accessible playground in the senior area of the school.

3.6 Property Report -

Property group meeting next week. Cyclical Maintenance Plan - tender docs to be discussed at property group meeting. Hold up with ramp works. Same contractors will do the work for the ramps and junior block. Annette covered upcoming projects and changes to cyclical plan - painting. To be finalised and confirmed after property meeting.

Pencil fence in the middle area of school. Parked until the next meeting. George Sleep to look at and give ideas of options/costs. A/P - Mary to ask George Sleep re pencil fence.

Approach from Syrenes.nz property management. Comes highly recommended - proactive, good communication, very knowledgeable and experienced, takes care of 10YPP and 5YA. Parent of child at our school - no conflict of interest - Annette has consulted with Ministry adviser. Previously worked at Ashbys. A/P- Annette to confirm that new property manager can be engaged if not currently on the Ministry property panel. Board discussed when would be the best time to transfer to a new property manager. Board agreed to look at changing to Syrenes.nz - property sub-committee to decide on details and seek advice from MOE adviser.

3.7 FUNdraiser's report - No minutes from latest meeting received. Still to update the wishlist for 2024.

4 Strategic discussions

4.1 Exploration of specific issue or project -

2024-25 Strategic Plan and Action Implementation Plan - minimal but positive feedback. Finalised by Board. Annette moved to accept the 2024-25 Strategic Plan and Action Implementation Plan. Kelvin seconded, Board approved. Annette to load into MOE portal and on school website.

Hautu self review readiness assessment & Board collaborative form - Leadership. Board to review this and planning which is already underway. To compare plans and Hautu documents and highlight anything missing. Annette has linked 2024 - 2025 Strategic Plan & Action Implementation Plan docs and monitoring to continue. Moving into gathering evidence stage. A/P - Board to review self assessment and plans/ensure nothing missed.

4.2 Board PLD/Networking - Cluster Board meeting date 13 March 6-7pm at Ngā Hau o Whā Paparāngi - now suggested date of 27 March (next Board meeting 28 March, just before Easter). TBC. A/P - Annette to keep Board informed.

6 Administration

6.2 Correspondence - letter received from Rewa Rewa School Principal asking for support regarding space for their students/RTLB/MOE requirements. A/P - Kelvin to contact Rewa Rewa School on behalf of Board showing our support.

6.3 General Business -

Board communications to the community. Annette shared another school's Board newsletter which goes out once a term. Proposed we do a similar newsletter once a term with Board members taking turns to write. A/P - Kelvin to do the first newsletter. Discussed content/links/bullet points - Jeff to do a property blurb. A/P - Deadline and person completing Board newsletter to be included on meeting agendas.

Request to use hall from the Wellington Hindi School for Hindi classes on Sundays from 10-12 pm during 2024. Unable to pay hall hire (classes are free to the community). Offering lessons to school for students - A/P Annette to clarify specifics. To connect with Deeann re heritage languages. Board agreed to the proposal - A/P - Annette to prepare a zero charge contract.

6.4 Public Exclusion Business - Board moved into PEB at 8:51pm.

7 Meeting Closure

Closing Karakia.



Meeting closed at 8:55pm.

Next meeting: Thursday 28 March 2024

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	School Docs reviews	Board	12/4/24
2	Questions for Office Manager interviews to be distributed to Board beforehand	Annette	8/12/24
3	Advise school community of increases to school donations	Annette	ASAP
4	George Sleep to give options/costs for pencil fence	Mary	28/3/24
5	Find out if new property manager can be engaged if not on MOE property panel	Annette	ASAP
6	Board to review self assessment plans for Hautu self review	Board	28/3/24
7	New date of cluster meeting	Annette	ASAP
8	Contact Rewa Rewa regarding support from Bellevue School	Kelvin	ASAP
9	Board newsletter to community, including property blurb	Kelvin/Jeff	ASAP
10	Board newsletter - deadlines/author included on agendas	Annette	Ongoing
11	Clarify specifics of Wellington Hindi School classes for our school	Annette	ASAP
12	Prepare zero charge contract for 2024 for Wellington Hindi School to use hall on Sundays	Annette	ASAP

