

Bellevue School Board Meeting

Wednesday 22 March 2023 – 6:30pm – in person

Administration

Opening karakia

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

No	Action	Who	Timeframe(by...)
1	Argest – additional hall exit & Whare Iri numbers	Annette/Kelvin	Parked
2	School Docs term 1 policies to review	Board	Done
3	Community conduct expectations to review	Board	Done
4	Resolutions for funding to Kelvin for signature	Amanda	Done
5	Strategic plan – Te Tiriti o Waitangi paragraph and goal 1 wording	Mary	Done
6	Strategic plan – reword goals and add plans to	Board	To review at tonight's meeting
7	Google docs session	Kelvin	Kelvin
8	Further information regarding hall kitchen hire	Annette	No longer needed

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

2. Strategic decisions

2.1 2023 Strategic Plan

- Update and finalise Strategic Goals and Sub Goals - 'Action' details to be added by Principal - Board to review

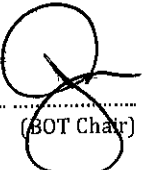
Annette shared comments from the recent Whānau Hui, however as at the end of the three year cycle unable to make as many changes re Māori focus until the next Strategic Plan cycle. Shifting to a new format and mapping to NELP and new requirements. Annual plan priorities are the basis of the document. Annette proposed the actions and outcomes be colour coded similar to property document: Initiated, Underway, Completed. Outcomes are expected outcomes rather than 'evidence'. Plan to begin 2024 with Strategic Goals in place as opposed to finalising them in the latter part of term one. Property plan will be more informed by students, staff, and community. Will use Māori input in guiding strategic plans towards bicultural direction of school. More whānau voice is a step towards the next plan. Annette continuing to work on format/goals. Will have time frames in the document to be accountable to.

Board looked at wording of Board focused goal and agreed to rearrange the order of goals to better reflect the bicultural focus – Whānau, Learners, Board. Discussed Whānau Hui responses and reasons for non-attendance, and Te Reo and Tikanga programme being explored for 2024 as a possible way to educate school community and meet bicultural goal.

Annette moved that the Board agree to support strategic goals in concept to inform the annual planning and suggested new order. Kelvin seconded. Board agreed unanimously.

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 (BOT Chair)

Board discussed incorporating a phrase to move towards growing to be a bicultural school - what does this actually look like? Tikanga as part of daily school life, understanding - need a definition. First steps will be learning what it looks like here at Bellevue. Entered this in 'Continue to strengthen relationships...' sub goal 1. Board looked at Mary's draft Te Tiriti o Waitangi statement and agreed it was nicely worded. A bicultural school holds Māori principles at the basis of Bellevue as well as all our learners feeling at home here. Discussed wording of actions with statements that reflect biculturalism. Annette to ask community member supporting school with treaty partnership work for assistance with wording.

Annette moved that the Board accept the wording for the Strategic Plan for Te Tiriti o Waitangi as drafted by Mary. Anne seconded. Agreed unanimously.

School Docs Review - completed three policies. These can be reviewed and feedback added at any time. Notice re dogs on school grounds to go in newsletter Term 2.

Board support for Principal - as per email, to complete online form showing Board support to the Principal's current union action. Kelvin moved that Board agree to him completing the online form. Board agreed unanimously. Action point - Kelvin to complete online form as per Te Ao Tua Kei Board Information email.

3. Monitoring

3.1 Ongoing summary of progress to date in relation to annual implementation plan – no questions on Principal's report.

Board confirmed the whole school evacuation practice date as 15 September 2023.

Annette shared the item bought from the Board contribution to a leaving teacher.

Board introductions to go out to community in newsletter early term two. Members to provide a brief paragraph and a photo to be included. Action point - Board to provide introductions/photo for newsletter by 2 May 2023.

To consider engagement in School Docs review with the school community - to include in newsletter? Will look at when have more time.

Getting trees on school site appraised, especially around trimming the Pohutukawa. Quotes still to come in.

PLD ongoing for teachers.

Board agreed to continue funding new ORS student until next Board meeting 17 May 2023. Having difficulties in engaging him in learning, IEP to be held 23 March 2023.

Current attendance at school is 90%.

Special project of 0.5 Board funded teacher - teacher currently employed for this project has been appointed to a permanent full-time position. Difficult to employ part-time teacher for mornings only. To employ two teacher aides for this project till end of 2023 for same funds as one teacher.

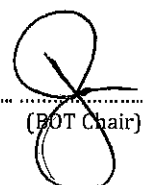
Some lovely feedback received from parents and RTV teacher about inclusive practice at Bellevue.

Draft vision to staff - limited but positive feedback received. Looking at having Aroha as concept underlying all other values from discussions with whanau Māori.

Budget –

1) Tidying up TA/admin budgets - Will result in administration personnel costs exceeding budgeted amount in 2023. Will be separated in 2024 budget.

2) Grounds maintenance - new provider means cost will increase but so will services provided, so will be \$2-\$4K over budget. Will be balanced against maintenance contractor budget.



(BOT Chair)

Principal appraisal - process of professional growth cycle and performance agreement is changing. Processes relating to performance are separate from the Principal Growth Cycle (PGC) which is focussed on Principal learning and professional growth.

- Current Principal appraisal goes from mid-year to mid-year. Very useful for Annette. Appraiser will do a report and Presiding Member will supply summary to Board.
- Professional Growth Cycle involves Principal meeting regularly with and learning alongside other Principals in a professional learning group (PLG). Annette will be signed off by a Principal colleague from this group to attest to being involved.

Re-engaging in whānau meetings to support a student, when he becomes dysregulated, becomes violent and classes have had to be evacuated. Student is well supported by teachers and family - have a three-step plan in place.

Thanks to Mandy Mackay for organising the recent working bee.

3.5 Finance – Erin moved that the January 2023 and February 2023 reports be accepted as true and accurate. Board agreed unanimously.

The Board approved an application to the Johnsonville Community Trust for funding for a Nudel Kart. No resolution is needed.

Resolutions – Erin moved that both resolutions be approved. Kelvin seconded both and the Board unanimously approved.

Bellevue School Board resolved to apply to The Trusts Community Foundation Limited for funding towards bus transport for hubs 3, 4, and 5 to swimming lessons for the amount of \$5,380.00 (excluding GST); and

Bellevue School Board resolved to apply to Trust House Foundation for funding towards a Complete Sensory Room Package for the amount of \$864.35 (excluding GST).

3.6 Property Report

Major Property Monitoring doc – Admin/weathertightness project - accessible bathroom by Room 3/wheelchair access improvements to begin in term break. Portacabins will be delivered to school soon. Tree appraisal to happen before end of term. Ramp to senior block preliminary surveying and geo tech investigations underway. Have been some delays to the blocks 2 and 3 envelope remediation, awaiting drawings. Carpet we won from Carpet Court isn't enough to completely install carpets fully in rooms 1 and 2, looking at fully carpeting rooms 1-3 with funds from Ministry instead of putting in acoustic ceilings.

3.7 Fundraiser Report – Wish list to be finalised for this year with smaller, easier to achieve goals and approximate costs of each. Board to look at next meeting and prioritise. Annette to speak to FUNdraisers about seeking quotes for those items still to do this for.

4 Strategic Discussions

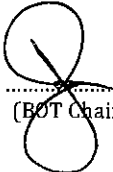
4.1 Exploration of specific issue or project

Principal Appraisal and Professional Growth Cycle – see above.

NZSTA email received 16 March 2023 – Board to look at email that covers proposed funding model for teacher aides – Annette explained that the proposed funding for TAs based on school size and equity index, rather than ongoing applications based on needs of students would be more predictable and therefore helpful in employing and planning for teacher aides. It would also allow school to utilise TA funding in the way they believe is best and reduce significant administrative burden of ongoing applications. Action point - Board to complete online consultation survey for this.

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(BOT Chair)

4.2 **Board PLD** – Cluster Board meeting well attended by all schools’ Boards. Feedback to go to Cluster – two events per year would be useful.

5 **Identify Agenda Items for Next Meeting.**

Revisit additional teacher funding for Hub 5 ORS student from Week 5 Term 2
Prioritising Fundraiser’s wish list.

6 **Administration**

Decision to close the school for strike action on 16 March 2023 was taken via electronic format and agreed unanimously on 10 March 2023 (three Board members had a perceived conflict of interest and were unable to participate in vote).

6.3 **Hall hire** – Board discussed options for changing hall hire rates for current long term hirer. Agreed to inform hirer about new rates now and charge from the start of 2024. Action point: Kelvin to prepare a written agreement/contract outlining charges and terms of use.

7 **Meeting Closure**

7.1 Comments on meeting procedures and outcomes

Keep/Stop/Start

Current format working well.

Closing Karakia.

Confirmation of Next Meeting:

Meeting closed at 9:28pm.

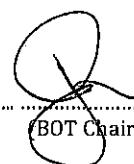
Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Argest – additional hall exit & Whare Iti numbers	Annette/Kelvin	Parked
2	Kelvin to complete online form on behalf of Board supporting Principals in current union action	Kelvin	As soon as possible
3	Board introductions/photos for newsletter	Board	2/05/23
4	Complete online survey re teacher aide staffing/funding via NZSTA email	Board	As soon as possible
5	Long term hall hirer – written agreement/contract	Kelvin	When possible

Next Board meeting 17 May 2023 6:30pm – virtual

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(BOT Chair)