

# Bellevue School Board Meeting

Thursday 27 February 2025 - in person

**Administration**

**1. Appointing Presiding Member:** Board discussed succession planning as Kelvin will not be standing for re-election; discussed options available before the election in September this year. Important to communicate to school community the benefits of being on the Board and what it involves well before the election. To include a blurb in the next Board newsletter. Kelvin handed control of the meeting to Mary. Mary called for nominations - Kelvin nominated himself, Erin seconded. Unanimously approved. Mary handed back the meeting to Kelvin. Mandy raised possibility of shadowing Kelvin in the PM role

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

**1.2 Apologies:** None

**1.3 Declaration of interests:** None

**1.4 Review actions from previous minutes**

No	Action	Who	Timeframe(by...)
1	Approach Newlands College re playhouses built as technology projects - investigate possibility of obtaining one	Erin/Annette	Ongoing
2	Finalise draft budget - share with Board via email and forward to ESL by end of January 2025	Annette/Erin+	Done
3	Contact Lee at Ashby's regarding accessibility ramp risk item	Jeff	Done
4	Organise 'cheat sheet' with alarm processes for Board members in event of alarm/fire call outs	Kelvin	Done
5	Look at and review Board roles - to add Treasurer, Property, Parent rep - members to fill in details of their role	Board	To complete ASAP
6	Strategic planning review to be done virtually - Annette to send out information by 17 December with responses by end of January 2025	Board	Done

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

Kelvin moved that the December Public Exclusion Business minutes are accepted as a true and accurate record - seconded Erin. Agreed unanimously.

Board viewed the alarm and fire panels in the school and went over procedures.

**2. Strategic decisions**

- 2.1 School Docs Board review – Board to review highlighted items in March meeting.
- 2.2 The Principal has reviewed and the Board has viewed the SchoolDocs Term 4 Internal Review Changes.
- 2.3 Board has viewed changes to SchoolDocs Minimising Physical Restraint policy.

**3. Monitoring**

**3.1 Ongoing summary of progress to date in relation to annual implementation plan**

- 1) Annette moved that the Board accept the 2024-2025 Strategic Plan for 2025. Mary seconded. Agreed unanimously.
- 2) Annette moved that the Board accept the 2024-2025 Action Implementation Plan for 2025. Mary seconded. Agreed unanimously.
- 3) Principal's Report:

Recommendations:

- Annette moved that the date for the emergency evacuation and reunification exercise of Friday 10 October be accepted. Mary seconded, agreed unanimously. Different date to usual, first week of term 4 which is an 11 week term, and hopefully better weather.
- Annette advised of a physical restraint event on Monday with a child with many challenges. ORS funding has been declined at previous school (we are reapplying for) and needs further funding for extra TA hours to be preemptive in certain situations. Requesting extra 10 hours TA support for 40 weeks - total of \$10K. Also applying for extra funding to OT and MoE. If extra Government funding did come through extra Board funding may not be required, but approval of this allows proactive planning and ability to appoint a teacher aide. Board discussed and asked if further support than that requested was required SLT will discuss on Monday and inform the Board of the revised amount and Board will make a decision next week out of cycle.
- Annette moved that the Board approve the content of the Principal and Board Schedule of Delegations for 2025. Mary seconded. Agreed unanimously.

Rest taken as read.

**3.3 Data Analysis - 1) Term 4 2024 attendance report - in depth analysis taken as read.**

2) 2024 Annual Report - Statement of Variance - tabled, taken as read.

**3.4 Exploration of key result area (goals) - 2025 Annual Plan & Student Achievement Targets - has been reviewed. Taken as read.**

**3.5 Finance**

Erin presented the November and December 2024 finance reports and January 2025 finance reports and new budget update on items of significance - property repairs and maintenance and roll growth teacher. New line

added in Capital Expenditure for R&M. Roll growth teacher will be coded to Board Funded Teacher. Final budget was approved virtually on 27 January.

Erin moved that the Board accept the finance reports. Mary seconded. Agreed unanimously.

Furniture spend - Annette moved that the Board approve the purchase of eight tables and two teacher hubs for the year 6 cohort at a cost of \$5,474.90, balanced by furniture funds received from the Ministry at the end of 2024. Mary seconded. Agreed unanimously. Minimal furniture spend expected for the rest of the year.

Resolutions for grants -

It was resolved that an application be made to the New Zealand Community Trust for the sum of \$8,445.22 ex GST (\$9,712.54 inc GST) to provide bus transport for the whole schools' swimming lessons.

It was resolved that an application be made to the Four Winds Foundation for the sum of \$8,445.22 ex GST (\$9,712.54 inc GST) to provide bus transport for the whole schools' swimming lessons.

Annette moved that the above resolutions be accepted. Mary seconded. Agreed unanimously.

### 3.6 Property Report -

- ILE and infrastructure project in completion mode.
- Ramp project outline - completion due in the next few weeks. Then entering clean up and make right phase of the project which Peryers will be accountable to. Lee to keep on top of (e.g. driveway).
- Rot - south end of block being reclad now/northern end still in progress.
- Hall project - completed and managed well by Syranese.
- Possible conflict of interest - Board discussed Joe Ashby (Lee's son) brought in to replace Bruce as site liaison - Conflict of Interest form signed before Joe's appointment. Mostly through the job now and the site is being managed well with Joe. Possible conflict with clean up. To raise with the Ministry Property Advisor if COI form does not identify this School was unaware. A/P - Annette to check signed Conflict of Interest form.
- Syranese will be used more in future projects.
- MOE Annual Property Visit report - fire and emergency scheme approved.
- Cyclical Maintenance Plan - updated by Ashby November 2024. Tabled and reviewed by the Board.
- Fire and Security - as above. A/P - Jeff to finalise security protocols - Board able to add to this document.
- Jeff has updated the Hazard register.
- Annette is investigating changing to Alliance Fire and Security to monitor security instead of Allied.

### 3.7 FUNdraiser report

FUNdraiser wish list from school - still to be updated for 2025. Need new committee from the school community. Board discussed ideas for recruitment drive - personal approach has worked in the past. Will also look at reinstating Friends of the FUNdraisers.

## 4 Strategic discussions

### 4.1 Exploration of specific issue or project -

1) Hautu self review and Governance review - priorities for Board planning - reviewed by Board. Development opportunities for Board members, better planning, see notes on document.

2) Board Governance Policy 6.01 - Board reviewed comments - reviewed and amended policy. Still in progress and to be finalised, eg PM and Secretary functions. A/P - to complete with new PM/Board in mind. Board members to update to reflect how the Board operates and review the PM role (currently quite overwhelming). A/P - Kelvin to investigate processes re PM and Board member reviews. A/P - Annette to update documents as she is able to.

3) Board to read curriculum changes in English and Mathematics.

**4.2 Board PLD/Networking - Parked.**

**6 Administration**

**6.2** Electronic elections for 2025 Board election - Amanda explained the process. Board discussed and agreed to delegate the Returning Officer role and Board election process to an outside electronic election provider. Annette moved that our Board election date be 3 September 2025, with the following meeting with the new Board to be held on 11 September 2025. Mary seconded. Agreed unanimously.

**6.3 General Business**

Board meeting dates agreed to as in agenda.

Newsletter contributions - Kelvin will email reminders of who is doing these and when.

**7 Meeting Closure**

Closing Karakia.

Meeting closed at 9:55pm.

**Next meeting: Thursday 27 March 2025 - 6:30pm, virtual**

**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	Look at and review Board roles - to add Treasurer, Property, Parent rep - members to fill in details of their role	Board	ASAP
3	Check signed Conflict of Interest to check if Joe Ashby declared as possible conflict	Annette	ASAP
4	Finalise security protocols	Jeff/Board	ASAP
5	Complete Board Governance Policy 6.01 with new PM/Board in mind	Board	ASAP
6	Investigate processes re PM and Board member reviews	Kelvin	ASAP
7	Update Governance Policy as able	Annette	ASAP