

Bellevue School Board Meeting

Thursday 20 June 2024 – 6:30pm - Virtual

Administration

- 1.1 **Present:** Kelvin Russell, Annette Borgonje, Anne Smith, Mandy Mackay, Erin Bellhouse, 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	Term 2 School Docs review	Board	Done
2	Annette to put in newsletter – scarcity of relievers and possibility of closing hubs if unable to find relieving teachers.	Annette	Done
3	Contact other local Boards regarding submissions to STA and MOE re under resourcing (for contact details only)	Erin	Done
4	Share updated information regarding costs for installing doors R3-6 to Board between meetings	Annette	Done
5	Inform FUNdraisers of shade sails decision.	Annette	Done
6	Stewardship review feedback to Kelvin - in tonight's meeting	Board	Done
7	Hautu	Board	Done
8	Annette to organise police vet forms to go to Board	Annette	Done
9	Annette to share stand down, suspensions & T1 attendance monitoring via email.	Annette	Done

Nothing from PEB minutes.

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

2. Strategic decisions

- 2.1 Term 2 School Docs Board review – three have been reviewed.

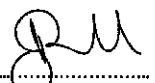
3. Monitoring

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

- Seeking Board approval to defer second \$6K from 'professional coaching and supervision for principal wellbeing' fund to be used for coaching and supervision in 2025. Kelvin moved that 2024 \$6K funding for professional coaching and supervision from the wellbeing fund be moved to be used in 2025. Erin seconded. Agreed unanimously.

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(BOT Chair)

- Restraint incident on 29/5/24. Newer student restrained to prevent biting another student. Family has support plan to work through. Follow up process completed in line with policy and procedures.
- ELL funded students now at 30% of school roll in literacy (does not include those ELL students who are not funded because of various reasons, including funding allocation already used for older students - if these students included figure would be higher). This has increased from 20% in 2023. One quarter of year 5 students and one third of year 6 students are ELL. To consider when reviewing data. Looking at support options to put in place. Year 6 teachers upskilling via RTLB to design programmes to meet student needs and share these with kaiako and throughout the school. To incorporate focus on ELL students into 2025 annual planning.
- Staff sickness is affecting classes and CRT time. Still difficult to find relievers. Have had four teachers sick everyday this week, resulting in students being unsettled. A/P - Annette to contact STA to confirm process of closing classes or hubs and inform Board.
- Relating to priority 6 - Anne Smith is now approved to train as a facilitator for BSLA and starts this training in term 3. Year 3 teacher has been approved for BSLA training.
- Relating to priority 7 - Have received proposal for stage one of the accessible playground and have made good progress on funding. WCC may be able to help fund stage two as part of its community parks.
- ERO dates have changed.
- Heat pumps - office heat pump has been replaced. Two in junior classrooms will need to be replaced soon.
- Have had three windows in the middle block cracked by students and replaced recently.
- Grants for stage one of the accessible playground - \$77,000 from The Trusts Community Foundation and \$57,000 from the Johnsonville Charitable Trust. Needs some Board funds to make up shortfall of stage one - to cover in property below. Will hopefully be scheduled to start in September holidays.
- Attendance - reports from MoE now come close to the end of the term and are clearer to interpret and identify issues. Bellevue sits in the middle chunk of schools' attendance - 50-70% of students attending regularly (70% at Bellevue)
- Thank you for the out of cycle approval for the three doors in the junior classrooms. Is more efficient in terms of time and money to install now than later on.

3.3 Data Analysis - in principal's report.

3.4 Exploration of key result area (goals) - in principal's report.

3.5 Finance

May report not available yet due to staff absence. Audit report raised two small issues. Erin moved that the 2023 financial report be accepted by the Board. Kelvin seconded. Agreed unanimously.

Erin shared Analysis of 2023 accounts with 2024 Budget meeting with ESL and Annette. Accountant remarked on the healthy state of our funds - have more in reserve than required and can afford to fund property project (doors in junior classes etc) and to fund TAs. Suggested that we invest more in term deposits to make best use of interest rates. Board discussed and were informed of plans to split current large term deposit into two of \$200K and \$300K and a shorter term investment of \$100K with staggered maturity dates. Will allow best use of funds in a

systematic, organised manner and be able to cover expenses as they come up, especially important with property projects.

2008-2010 accounts records - Annette asked for permission to destroy records currently stored in Whare Iti in accordance with MoE school records schedule. Annette moved that the 2008-2010 records be destroyed as per MoE schedule. Kelvin seconded. Agreed unanimously.

3.6 Property Report -

Ashby's projects updates - taken as read. Council consent received for ramp project. To put in a newsletter when work starts. Discussed possible safety concerns and covering of ramp - able to cover ramp pathway in the future.

Syrenese Property Management - have spoken to re accessible playground and cyclical maintenance project for Hall (floor and interior decoration) - very proactive. Has put together a proposal and got quotes.

Fee schedules for property managers for comparison shared - fee differences but more services offered with more expensive quote, resulting in less work for SLT. Currently on short form agreements for current projects, on a project by project basis. Able to have two project managers working at the same time, while transitioning to potential the new project manager.

Accessible playground stage one - most of this stage covered by funding grants but \$33K needed to complete. Annette to approach Hutt Mana Charitable Trust for stage two funds in September. Asking for approval to draw from available funds to the stage one shortfall. Annette moved that the Board fund \$33,000.01 to top up funding for stage one. Jeff seconded. Agreed unanimously.

Hall cyclical maintenance - flooring, annex windows, internal decorating, hot water cylinder. Can break down the project as required. Discussed what needs to be done to make the hall usable for the whole school again (increasing size? extra external doors?) before doing any work that may need to be removed. A/P - Jeff and Annette to investigate options.

3.7 Fundraisers

Updated wishlist shared. Replacement little house - about \$9K - possible big project for FUNdraisers. Netball uniforms covered. Sandpit covers and sandpit equipment - need \$700 extra to cover sandpit covers. Playground markings about \$7K.

A/P - Annette to share FUNdraisers procedures for cash handling.

A/P - Kelvin to follow up with STA re if Board rep is required to attend FUNdraisers meetings.

Discussed possibility of FUNdraisers filming production to sell (production on for one night only). Complications arise around children who do not have permission to be shared with the community on media plus copyright concerns. Decision parked for Board to research further and consider. A/P - Report to FUNdraisers re Board concerns. Will hear back from FUNdraisers in the next Board meeting in August.

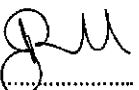
Pizza fundraiser set for end of term 2. Priorities list confirmed.

4 Strategic discussions

4.1 Exploration of specific issue or project -

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(BOT Chair)

Stewardship review – completed.

Hautu self review - next part in term 3.

4.2 Board PLD/Networking - parked till next meeting.

5 Identify agenda items for next meeting

Mid year student achievement data.

Board conference in Wellington/budgeting for the future.

6 Administration

6.3 General Business -

Increasingly complex needs - taking action. Principals and SENCOs in local cluster to provide data and Boards to add weight to that. Information to be collated and Boards to petition the Ministry for extra resourcing for children with complex needs. A/P - Annette to investigate next steps.

A/P - Mandy to do September Board newsletter contribution.

7 Meeting Closure

Closing Karakia.

Meeting closed at 9:15pm.

**Next meeting: Thursday 15 August 2024 – 6:30pm – 8:30pm in-person
Thursday 12 September 2024 - 6:30pm-8:30pm virtual**

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Contact other local Boards regarding submissions to STA and MOE re under resourcing.	Kelvin	Awaiting outcome of #7
2	Contact STA to confirm the process of closing classes or hubs and inform the Board.	Annette	ASAP
3	Investigate options for making the hall usable for the whole school again.	Jeff/Annette	Next meeting
4	Follow up with STA re Board rep attending FUNdraiser meetings	Kelvin	ASAP
5	Share cash handling procedure for fundraising.	Annette	ASAP
6	Report to FUNdraisers re Board concerns of filming production	Mandy	8/8/24
7	Next steps for increasingly complex needs via cluster schools	Annette	ASAP
8	September Board newsletter contribution	Mandy	9/24

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(BOT Chair)