

Bellevue School Board Meeting

Thursday 12 September 2024 - virtual

Administration

- 1.1 **Present:** Kelvin Russell, Annette Borgonje, Anne Smith, Erin Bellhouse, Mary Sleep, Jeff Silverwood, Amanda Beauchamp (minute taker)
- 1.2 **Apologies:** Mandy Mackay
- 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	Annette	Ongoing
2	School Docs - three policies to review	Board	Done
3	Approach Newlands College re playhouses built as technology projects - investigate possibility of obtaining one	Mandy	Ongoing
4	NZSTA governance review - set up actions and send out	Kelvin	Done
5	Hautu self review - two questions	Board	Done - in meeting
6	Reply to parent letter regarding accessibility parking	Annette	Done
7	Upcoming Board newsletter contributions	Mandy/Erin	Ongoing

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

2. Strategic decisions

- 2.1 Term 3 School Docs Board review – 1.1, 1.2 and 1.3 have been reviewed.

SchoolDocs - option to use kupu Māori words within policies. Easily updated by SchoolDocs if Board decides to take this option and is customisable to our requirements. Brief information has been provided by SchoolDocs. Board discussed - may be possible difficulties for ELL families. Board decided to use Māori with English translation after the Māori word if this is a possibility. If not, then to remain with English.

A/P Annette to investigate with Schooldocs.

Principal's delegations - slight change - have added distance learning delegation to Annette, with the Board Presiding Member being informed if this option is taken. Document has been updated.

3. Monitoring

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

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(BOT Chair)

- Rocket Room teacher assistant role - revisiting for 2025. Would like to continue the Rocket Room teacher assistant role at a cost of \$21,945.00 for 2025. Annette has spoken to Anne Smith and the teaching assistant to understand what would be lost for youngest students/their families/teaching staff if the role wasn't continued - consistency/vision/transitions to school/settling into school/support of teachers and visitors/BSLA trained/establishing routines/support of DP/office support/support for neurodiverse students/coreboard trained/support with developing oral language and relationships - crucial role in the hub - if there is no reliever available when required, the Rocket Room can still function. Board discussed investing in this role for a longer timeframe. A/P - Annette to look at the possible future cost with hourly rates and bring this information to the next Board meeting. Annette moved that the Board commit to fund the Rocket Room teaching assistant at 16.5 hours per week and the hourly rate for 2025. Kelvin seconded. Unanimously agreed. Board to consider funding this role for a longer time frame at this time next year with the new Board.
- Staff wellbeing acknowledgement - Annette asked the Board to approve a morning tea and card to acknowledge staff hard work and commitment over the term - to be held in the last week of term three. Erin and Mary to organise card. Annette moved the Board provide \$300.00 towards an acknowledgement morning tea for staff. Jeff seconded. Unanimously agreed. Board invited if they are able to attend - Tuesday 26th September.
- Updated principal's delegation as above.
- Point 6 - planning ahead for leadership team. Annette outlined the difficulties faced by the senior leadership team supporting the small group of students in the school that require large amounts of work/meetings/liason with external agencies/funding applications etc. Increasingly complex needs coming into the school and moving through - SLT considering how to plan to respond to this for 2025. Considering recruitment of quality practitioners while these are available rather than mid year. Raised possibility of the Board funding an additional teacher (deficit budget) to support the complex needs of these students and give flexibility and the opportunity to respond in a timely manner when required, while providing consistency for the students - 0.5 FTTE @ \$45,000.00 to \$50,000.00/1.0 FTTE @ \$90,000.00 to \$100,000.00. Erin confirmed school currently has funds to cover this expense, with no large property projects planned for next year - only hall upgrade planning stage. Board discussed. Annette moved that the Board agree to funding a 1.0 FTTE teacher to the amount of \$90,000.00 additional staffing for the 2025 year. Kelvin seconded. Unanimously agreed.
- Priority 4 - Sound foundation skills. ERO commented positively on the science of learning pedagogy used, enhancing literacy practice throughout the school.

3.4 Exploration of key result area (goals) - Review of annual plan as at September - Board viewed live document, has been reviewed by SLT. Wellbeing survey from years 4-6 touched on - currently being completed to provide picture of whether interventions have been successful . Board to read through link in agenda.

3.5 Finance

Mid-year budget review. Erin and Annette met. Also reviewed by Mubina from ESL. Board viewed. Narrative summarised financial position. Now a lower deficit budget than initially planned. Very helpful and easy process.

July and August finance reports - taken as read.

3.6 Property Report -

Ashby's current project outline - ILE working to schedule, no more variations. Accessibility ramp - still waiting on the updated programme. Drain blockage caused by recent work, cost to be covered by contractors.

Hall update from Syrenese - fire engineer proposal with two options received via email. For occupancy to increase to 249 we'll need an extra exit door. To increase the occupancy to 250-310 will need extra door, plus smoke detection/light emergency system. Budget estimates to come. Third option of extending the hall/new building to accommodate whole school/community. To discuss with MOE property adviser. A/P - Annette will ask other local principals about their school hall occupancy figures.

4 Strategic discussions

Proposal, costings and high risk event overview for Hub 5 Camp - tabled. ActivityRisk Assessments (RAMs) completed as part of full folder - unable to share at virtual meeting Camp proposal accepted.

4.1 Exploration of specific issue or project -

NZSTA governance review for Boards - leadership section. Board went through 25 questions, discussed and answered. To complete representation and employer sections before next meeting.

Hautu - self review collaboration form. Two questions discussed and reviewed. Accountability and employer role to be completed before 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.

4.2 Board PLD/Networking - Board conference/budgeting for the future. Board to consider budgeting for two members to attend (registration fee/transport/accommodation) if interested. Alternative is a day Legal and Governance Conference in Wellington. To look at when considering next budget.

Review task list - term 3 2024. NZSTA tasklist - done. To include as standing item on agenda.

To decide on strategic planning meeting date.

6 Administration

Hall hire for staff/Board members - discussed including clause waiving hall hire fee for Board members and staff. Principal to use discretion when hiring hall to Board members/staff - need to be careful to not set a precedent. Will still need hire forms completed. Delegation to principal on a case by case basis.

6.4 Public Exclusion Business - Board moved into PEB at 9:16pm.

7 Meeting Closure

Closing Karakia.

Meeting closed at 9:32 pm.

Next meeting:

Thursday 7 November 2024 - 6:30pm-8:30pm - virtual
Thursday 5 December 2024 - 6:30pm-8:30pm - in person

Action points from meeting:

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(BOT Chair)

No	Action	Who	Timeframe(by...)
1	Annette to provide feedback from contact with other local Boards/Schools regarding submissions to MOE re under resourcing	Annette	Ongoing
2	Annette to investigate if kupu Māori can be included in Schooldocs with translations	Annette	November meeting
3	Approach Newlands College re playhouses built as technology projects - investigate possibility of obtaining one	Mandy	Ongoing
4	Cost for Rocket Room teaching assistant role	Annette	November meeting
5	Find our other school hall occupancy figures	Annettee	November meeting
6	Board Governance procedure - update	Board	ASAP
7	Board to complete Accountability and employer role (Hautu) and representation and employer sections of NZSBA Governance review	Board	November Meeting
8	Upcoming Board newsletter contributions	Mandy/Erin	9/24 & 10/24

