

Bellevue School

Board of Trustees Meeting

Thursday 10 November 2022 – 6:30pm (Virtual Meeting)

Administration

1.1 Present: Kelvin Russell, Annette Borgonje, Feta Laulau, Erin Bellhouse, Mary Sleep, Amanda Beauchamp (minute taker)

1.2 Apologies and Confirmation of Agenda

Anne Smith (expected to join meeting later), Mandy Mackay

Board welcomed Mary Sleep and introduced themselves.
Opening Karakia.

1.3 Declaration of Interests

Mary is a teacher at Ko Taku Reo school. AP – Kelvin to clarify if this is an issue.

1.4 Review Actions from Previous Minutes

No	Action	Who	Timeframe(by...)
1	Letter to Amanda for Returning Officer in by-election	Kelvin	Done
2	Draft new contract for Kapai Kidz	Kelvin/Annette	Draft to be done by next week
3	World Teacher's Day – message for staff from Board	Mandy	Done
4	Confirm fire rating for all areas of the school	Annette	In Argest Report
5	Send finance reports to PM, Treasurer, and Principal	Amanda	Done
6	Remind Board members of October workshops	Kelvin	Done – Erin and Mary attended

1.5 Confirmation of Previous Meeting Minutes: Kelvin moved that the September minutes are accepted as a true and accurate record – seconded Feta.

Kelvin moved that the PEB minutes are accepted as a true and accurate record – Annette seconded.

Anne Smith joined the meeting.

2. Strategic Decision

2.1 Principal Report

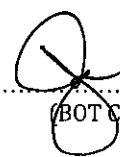
Annette moved that the Board contribute around \$400.00 to the staff Christmas dinner, to be catered by InHouse Catering and held either in the hall or at a staff member's house (bulk of cost to be covered by funds received from BDL Toshiba). Board agreed. Erin seconded.

Minutes to be uploaded to the school website rather than filed in physical folder in the office foyer. Annette moved, Kelvin seconded. Questions raised – can the Board tell how many times the information is accessed by the school community and how many minutes will be available on the website at any time? Latest minutes will be available and there will be links to previous meetings. Limited to one year's minutes. Annette would start to do this. Unanimously agreed by the Board that this should go ahead.

1

This is a true and accurate record of the Bellevue BOT meeting 10 November 2022

(BOT Chair)



Slide matting under new slide in senior area of school. Board to absorb this cost rather than have the FUNdraisers fund retrospectively as previously discussed. Currently have a healthy surplus budget. Annette moved, Kelvin seconded. Unanimous agreement from the Board. AP – Amanda to forward audited accounts for the last few years to Erin.

Annette moved that the activity fee is increased from \$10.00 per term (\$40.00 per year per child) to \$15.00 per term (\$60.00 per year per child). This is needed to cover ever increasing costs but not put too much added financial burden on families. There is no intention to increase any other costs and looking at reducing some other costs, eg Mathletics. Annette to inform the school community via letter outlining reasons behind the increase. Board agreed unanimously. Erin seconded.

Date for Strategic Planning Meeting – to invite SLT. This in-person meeting is held at the end of January/February. Tentative date set of Thursday 26 January 2023, planning on an earlier start time (possibly 4pm). To confirm at next meeting.

Leadership Team Structure – plan to add a new member to SLT, Hub Coach. Have trialled this year and has worked well, distributes leadership and supports curriculum refresh, would like to go ahead and confirm this. Kelvin stated this was a management matter so no need for the Board to vote.

School Docs Review

As per review schedule. Dogs on school grounds and community conduct – Board to review and bring reviews/feedback to next meeting. Do we want the school community to be able to review School Docs? Board to consider and decide.

AP – Annette to contact School Docs about ability to confirm reviewed docs – currently brings up an error message.

3. Monitoring

3.1 Questions on Principal's Report – Is the current increase in new students across all years a result of the borders reopening? Possibly, some of the new students have had one parent here and another overseas over the course of the pandemic and many are from ESOL backgrounds.

3.2 Goal Review – Good progress on goals 3.1 and 3.3. To review in strategic meeting.

3.3 Data analysis – none.

3.4 Exploration of key result area (goals) - Included in goal review.

3.5 Finance Report – questions/clarifications. Wording in reports 'not budgeted items' is due to transferring to ESL new accounting provider and using their system. Tabled and accepted as read. Kelvin moved. Erin seconded.

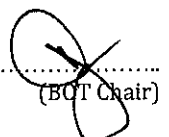
Draft Budget – Erin asked how the budget is accepted and approved by the Board. Budget is reviewed then usually accepted in the first meeting of the new year. Key messages from this budget – based on exact support staff pay figures including pay equity and anniversary increments so it is much more accurate and very conservative. First budget using ESL – coding has been amended to more accurately account for separate costs eg playground maintenance.

AP – Board to review and forward any questions to Kelvin/Erin. Will look to ratify budget in first 2023 meeting. To review in next meeting.

3.6 Property Report

Major Property Monitoring doc – The weathertightness/staffroom extension/LSC office projects have been approved and waiting on meeting to be held next week to confirm move out date to temporary office. Will probably start in the final weeks of term 4, with access to site being through the middle area playground. Will hopefully be using the one contractor for all projects. Will need to inform community re access issues and access during holidays.

Learning support modifications – to correct non-compliant accessible bathroom. Door thresholds for wheelchair access to R7-9. Question was asked if this work was to be included in the other major works as above. To be raised at meeting and confirmed.



3.7 Fundraiser Report – Mandy attended the latest Fundraiser’s meeting. Target list of fundraising projects shared with Board. The group is growing again and has held a successful Book Fair, Kids Art Works, seeds, and pizza fundraisers. Board would like to thank the FUNdraisers for their hard work and fantastic fundraising efforts.

4 Strategic Discussions

4.1 RAMS for senior camp – provided and read. Covers emergency procedures/response/guide to managing Covid etc. Thank you to Deeann for working on these. Board is invited to attend the camp if they can.

4.2 Board PLD – Erin and Mary attended the ‘Welcome on Board’ sessions (online/in person). Small amount of group interaction but mostly listening. Key point – importance of having separate Board email addresses, personal emails are subject to official information requests. Board agreed to move to this system.

AP – Annette to set up Board emails.

Strategic Planning training – Thursday 8 December from 6-7pm, prior to next meeting.

Newlands College – Giving Effect to Te Tiriti o Waitangi: Part 1 Tikanga learning event on Tuesday 29 November 6-8pm. Please register to attend.

5 Identify Agenda Items for Next Meeting.

Feedback and report to Board on camp.

5.1 Board Elections update – Letter going to Amanda now with rate. Anyone wanting to see the rate to ask Kelvin. Based on Moe recommendations and able to apply for funds from the Ministry to cover costs.

6 Administration

6.2 Correspondence – Board moved into PEB.

6.3 Meeting start times – 6:30pm start trialled today. Board to decide if 6:30pm start is doable for virtual and in person meetings.

AP – Raise again at next meeting.

Appendixes – Need to do Appendix 1 – raised in STA meeting. AP – Amanda to check appendix 1 completed for by-election.

Argest Report – Exit sign above Kapai Kidz annex, but door is locked. To move sign. Also check number of exits in hall as mentioned in report. Number of apparent discrepancies with figures in report. AP – Annette to talk to Ian Dickson and Argest.

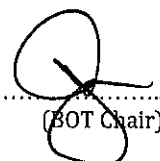
Hall is unable to be used for whole school events due to occupancy rate, which is due to current alarm systems – need all type 4 and some are type 2, new alarms can’t be installed as installers used are not available for another two years.

7 Meeting Closure

7.1 Comments on meeting procedures and outcomes

Keep/Stop/Start

Nothing – keep as now.


(BOT Chair)

Closing Karakia.

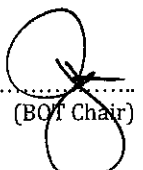
Confirmation of Next Meeting:

Next board meeting Thursday 8 December 2022 start time 7pm. STA training from 6-7pm.

Meeting closed at 8:50pm.

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Mary – conflict of interest?	Kelvin	8/12/22
2	Draft new contract for Kapa Kidz	Kelvin/Annette	8/12/22
3	Audited accounts for last few years to Erin	Amanda	8/12/22
4	School Docs review – review/feedback	Board	8/12/22
5	Draft budget to review/questions to Kelvin/Erin	Board	8/12/22
6	Set up separate email addresses for Board members	Annette	8/12/22
7	Resignation letter/email sent to Board on Bellevue email addresses	Annette	8/12/22
8	Appendix 1 for by-election – check completed	Amanda	8/12/22
9	Argest Report – talk to Ian Dickson/Argest	Annette	8/12/22


(BOT Chair)