

Bellevue School Board Meeting

Wednesday 15 February 2023 – 6:30pm - Virtual

Administration

Opening karakia

Kelvin opened the meeting by asking for a board member to run the process for nominating and voting for the Presiding Member for 2023. Erin took over for this process. Mary nominated Kelvin. No other nominations. Kelvin was voted as Presiding Member unanimously and accepted. Erin handed the meeting back to Kelvin.

- 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 Report – talk to Ian Dickson/Argest (in Principal's report)	Annette	Done
2	Surveillance camera – reposition	Kelvin/Rob	Done
3	Inform Board of Principal's union bargaining (ongoing, no further developments – meeting to be held on 20 February)	Annette	Done
4	Draft 2023 budget – open access to board	Annette	Done
5	Nudel Kart pictures to Board	Annette	Done
6	Remind SLT of school fundraiser ('athon', fashion show etc) (in Fundraisers report in Community section)	Annette	Done
7	Fundraisers cash handling reminder (Still to do, send policy to Erin)	Annette/Amanda	Next meeting
8	Google crash course (to schedule separately for those who would like to attend so doesn't extend Board meeting)	Kelvin	Next meeting

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

2. Strategic decisions

2.1 **Principal report** – taken as read. Thank you to Board members who attended the picnic and meet the teacher event and/or TkoH event.

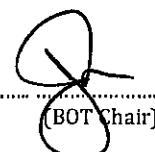
Recommendations: **Review hall hire fees for 2023** - These are currently set at \$30.00 per hour and \$50.00 bond, with the kitchen being \$15.00 per hour. Current hires are within the school community only and fees are set to cover costs. Board discussed the possibility of raising the rate to \$50.00 per hour with a \$100.00 bond, and the kitchen to remain at \$15.00 per hour if used in conjunction with hall hire, more expensive if used on its own. Also discussed a lower rate for regular hires, without setting different rates for different types of hires.

- 1) Kelvin moved that the hall hire rates be set at \$50.00 per hour with a \$100.00 bond, and \$15.00 per hour for kitchen use. Annette seconded – agreed unanimously.
- 2) Kelvin moved that the regular usage hire (for hall hires of three months and over) be set at \$40.00 per hour with a \$100.00 bond, and \$15.00 per hour for kitchen use. Mary seconded – agreed unanimously.

School Donations – Annette moved to retain the current amounts set - \$100.00 per year for a single student, \$150.00 per year for a family. This is comparable to other local schools. Kelvin seconded.

1

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 (BOT Chair)

Evacuation Date – SLT suggestion is Friday 15 September 2023, will continue to do an evacuation annually as recommended by WREMO, and good for new staff to be aware of our procedures. Annette will take the date to the principal's meeting to align dates if NIS or college are doing an evacuation.

TOD date approval – Board approved 24 April 2023 as a TOD. This has already been communicated with community after decision late 2022.

Assurance Schedule – discussed and approved Board assurance schedule for 2023 – link in Principal's Report.

TA Funding – New high needs ORS/ESOL student in hub five, currently funded for ten hours, with the school providing another five hours (total TA hours 15 per week). Annette moved the Board fund a further 20 hours extra support from surplus funds for student for term 1, which may be able to be reduced in term 2 once student has settled in. Mary seconded – Board agreed unanimously. To investigate if there is a possibility to get student reassessed to very high needs for additional MOE funding.

Analysis of Variance – Have added assurances from School Docs and included Equal Employment Opportunities policy statement in report. Auditors and accountants were unaware of these legislated requirements. Annette moved that the Board approve this statement to add to the Analysis of Variance. Kelvin seconded – agreed unanimously.

Property – Anne advised that application to Rhino Kids Flooring Fund through Carpet Court has been successful, awarding us free carpet. Has been measured today but there may be a cost to top up to completely cover the area in Rooms 1 and 2.

Student Achievement targets and progress tracker system – Have had good results with this in 2022 trial – Year 3 and 4. This will now be used across the whole school this year.

Anne and one hub one teacher have completed BSLA accreditation.

Attendance - Good attendance figure of 87% so far this year.

Device Purchases - The purchase of 50 iPads and 50 Chromebooks is going ahead – funds are already pre-approved by the Board as capital purchase in draft budget.

Payroll issue - We have had a significant payroll issue with two RTLB teachers reappearing on our SUE report, which has skewed the Bank Staffing figure – this is being resolved by EdPay but has resulted in difficulty tracking the banked staffing over the last four pay periods.

Argest Report – discrepancy in occupancy figures for school hall. Even with a type four alarm figure for maximum occupancy in the hall would probably remain below the total roll of school (229). Currently maximum occupancy is 189. School occupancy number is greater on building WoF than in Argest report. Argest due to submit form to council to amend the compliance schedule to show new occupant loads as per the Argest report in September. Still unable to have whole school assemblies – limited by size and number of exits in hall. Discussed possibility of adding another exit – Argest to advise requirements. A/P - Where Iti numbers are inconsistent. Kelvin to ask Ian Dickson.

Term 4 Policy & Procedure Review – Currently being updated.

Strategic Goals table – Added.

School Docs – A/P - Board to review required policies (some are optional) by end of term 1 – 6 April 2023. Annette updated Board on changes to physical restraint rules in guidelines from 7 February. There will be a policy from School Docs in May. Board also to look at dogs on school grounds policy and community conduct expectations.

Meeting paused at 7:40pm for ten minutes due to earthquake.

Meeting resumed at 7:50pm.

Dog policy is very clear and practical. Board will look at community conduct expectations and put into newsletter via links, - Board to review by 28 February 2023. Community to be given access to School Docs without review capability. Annette to do – will invite feedback from school community.

3. Monitoring

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

3.2 Expert Presentation – Camp feedback – have had input from all participants, mostly positive with some good suggestions.

3.3 Data Analysis – Term 4 2022 attendance report summary – Annette reported on. Year 5 had lowest percentage of regular attendance, therefore reading goal not achieved. Current MOE focus is on truancy and attendance. Attendance figures for school are still good though.

3.4 Analysis of Variance – 2023 next steps – ready to send to ESL. Student achievement targets will focus on maintenance of gains made in wellbeing and literacy goals. Maths – introducing PACT tool which includes a review of practices and consolidating learning.

3.5 Finance – Erin moved that the November 2022 and December 2022 reports be accepted as true and accurate. Anne seconded. Board agreed unanimously. No changes to the 2023 draft budget since last time reviewed, no questions. Erin moved that the 2023 draft budget be accepted. Kelvin seconded, Board agreed unanimously.

Resolutions – The Board approved the two below resolutions for funding applications unanimously.

Bellevue School Board resolved to apply to Grassroots Trust Central Limited for funding towards a Nudel Kart for the amount of \$8,415.00 (excluding GST); and

Bellevue School Board resolved to apply to New Zealand Community Trust for funding towards a Nudel Kart for the amount of \$8,415.00 (excluding GST).

Amanda to send resolutions to Kelvin for signing.

3.6 Property Report

Major Property Monitoring doc – Updates to document in blue. Office packing up in progress. Cost of major water pipe repair in driveway may impact the planned classroom updates. This is to be confirmed – Annette to query at next property meeting on 23 February – will come out of 5YA. Annette still waiting to hear back from the WCC re water bill credit. Rob did lots of work over the summer to clear out old furniture, address hazards and concrete areas, and make a workbench for hub five. Annette reviewing grounds maintenance provider and meeting with an alternative provider to compare.

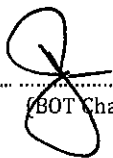
3.7 Fundraiser Report – Fundraising wish list needs to be updated. SLT expressed reservations with proposed 'athons' due to their competitive nature and financial pressures on community. The fun run is more in line with Bellevue and will be the fundraising event for this year. Fundraisers asked Board if they have a preferred way of approaching local businesses for support? Board discussed and agreed on the need for further information – Who approaching? Method – email/letter? To draft a generic letter to provide assurance for businesses that the person is affiliated with school and to make contact if needed to ensure requests are legitimate.

4 Strategic Discussions

4.1 Exploration of specific issues or project – Strategic Plan – A/P – Mary to look at Te Tiriti o Waitangi paragraph. Don't need document approved before SLT work on goals. Discussed changes to wording of goals. Board to agree on the core of ideas and goals and confirm the wording at the next meeting. To approve goals/sub goals in draft and amend wording. A/P – Mary to review goal one wording. Board reviewed goal two – bold only to appear in document, italics will be removed. Kelvin to update document/draft and circulate for review for next meeting.

3

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(BOT Chair)

4.2 Board PLD – Kelvin to organise Google doc session for separate time for Board members who are interested. To email upcoming workshops details to Board.

5 Identify Agenda Items for Next Meeting.

Strategic plan review of drafted goals and sub goals.
Review of processes and policies as discussed.

6 Administration

Hall hire enquiry via email – Parent of ex pupil enquired about hiring the hall kitchen for their home baking business. Board discussed practicalities such as hall access, vehicle access, safety, storage, facility wear and tear/damage, electricity use, cleaning, and setting a precedent for others. Would like to encourage and not make costs prohibitive, but need more information from enquirer before being able to make an informed decision. To get more information and park until next meeting.

Newsletter – Annette proposed making the newsletter fortnightly due to large amount of time taken to produce each week. As this is an operational issue no Board approval needed. Newsletter to now come out fortnightly with a small bullet point bulletin being publish on other platforms (Facebook, website) on weeks when there is no newsletter.

TkoH – Board meeting 28 February 6-7pm at Newlands College – STA cluster information and connection/sharing between schools.

6.2 Correspondence – Board moved into PEB.

7 Meeting Closure

7.1 Comments on meeting procedures and outcomes

Keep/Stop/Start

Keep – electronic format with agenda and links to reports working well.

Kelvin reiterated that visitors are always able to attend Board meetings except for PEB.

Closing Karakia.

Confirmation of Next Meeting:

Meeting closed at 9:25pm.

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Argest – additional hall exit & Whare Iti numbers	Annette/Kelvin	Next meeting
2	School Docs term 1 policies to review	Board	06/04/23
3	Community conduct expectations to review	Board	28/02/23
4	Resolutions for funding to Kelvin for signature	Amanda	24/02/23
5	Strategic plan – Te Tiriti o Waitangi paragraph and goal 1 wording	Mary	Next meeting
6	Strategic plan – reword goals and add plans to	Board	Next meeting
7	Google docs session	Kelvin	Next meeting
8	Further information regarding hall kitchen hire	Annette	Next meeting

Next Board meeting 22 March 2023 6:30pm – in person


(BOT Chair)