

Bellevue School

Board of Trustees Meeting

Wednesday 14 December 2022 – 6pm

Administration

1.1 **Present:** Kelvin Russell, Annette Borjonje, Mandy Mackay, Feta Laulau, Erin Bellhouse, Mary Sleep, Deeann Daniels (presenting), Amanda Beauchamp (minute taker)

1.2 **Apologies:** Anne Smith

Opening Karakia. Annette thanked the Board for their support of the school in another challenging year.

1.3 **Declaration of interests:** None. Kelvin confirmed that there was no conflict of interest with Mary being a teacher at another school and being on the Board.

3.2 **Expert presentation – End of 2022 Student Achievement data** – Deeann presented. Report read by Board prior to meeting. Celebrations – reading data, year three and four, and Pasifika cohorts have made significant progress in this area, with extra TA support, from working towards to working at the expected curriculum level. Reading, writing and maths – those making slower progress in the working towards band are mainly ESOL students and already receiving support from RT Lit, ORS etc, and attendance is below 90%. Teachers are aware of reasons for not achieving.

Quick discussion re reporting – talked about SLT considering moving to another way of reporting that would work better for school and show more useful information and represent progress more accurately.

Writing – since mid-year there has been significant improvement in year two and year three. Boys have shifted upwards and this has been assisted by direct input from students in the subjects they want to write about. Māori and Pasifika writing has also improved.

Maths – there was no focus on maths this year as 90% of students are at working towards or at.

Focus for 2023 – Reading – targets are years three, four, and six. Writing – targets are years four, five and six, and boys. ESOL students – lots in the working towards group.

Wellbeing goals – cultural recognition and sharing events planned, engaging ESOL students, to support achievement in the curriculum. Two teachers planning activities with student input in term 1 2023 – Māori perspective, researching different cultures, cultural food day. The Board is already funding a part-time teacher to support ESOL students.

Mandy raised the possibility of the Board funding wired classrooms to improve all student outcomes. See 3.6 Property.

1.4 Review actions from previous minutes

No	Action	Who	Timeframe(by...)
1	Mary – conflict of interest?	Kelvin	Done
2	Draft new contract for Kapai Kidz	Kelvin/Annette	Done, given to Linda
3	Audited accounts for last few years to Erin	Amanda	Done
4	School Docs review – review/feedback	Board	Done
5	Draft budget to review/questions to Kelvin/Erin	Board	Done
6	Set up separate email addresses for Board members	Annette	Not yet
7	Resignation letter/email sent to Board on Bellevue email addresses	Annette	No yet – to present in PEB
8	Appendix 1 for by-election – check completed	Amanda	Done


 (BOT Chair)

9	Argest Report – talk to Ian Dickson/Argest	Annette	Not yet
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1.5 Confirmation of Previous Meeting Minutes: Kelvin moved that the November 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 – Mandy seconded.

2. Strategic decisions

2.1 Principal report – taken as read.

Driveway trees - Rob will work on the Pohutukawa trees with advice from an arborist over the summer break, to ensure health and safety concerns met.

Leaking pipe in driveway – waiting to hear from Ashby’s regarding this. The pipe is completely corroded and needs to be replaced. Water will be turned off after 19 December and turned back on in January when Kapai Kidz is operating again.

Moved CCTV camera - camera to be repositioned by Rob and Kelvin.

Principal growth cycle – Annette is working with her appraiser until the middle of 2023. Would like to continue working with the appraiser.

Carpet cleaning not to go ahead until after classroom refurbishment.

Surveillance cameras – already working well – were able to identify students from another school who were responsible for minor graffiti and vandalism.

High needs ORS student transferring in 2023 – will need full-time TA support which will be adjusted as student settles in. This may cause the TA budget to go over.

Kelvin raised Annette keeping the Board up to date on the principal’s current union bargaining – specifically if any action was to be required.

Annette moved that the Board accept the School Docs Self-review and Board Assurances Schedule for 2023. Feta seconded.

3. Monitoring

3.1 Ongoing summary of progress to date in relation to annual implementation plan - Annual Implementation Plan – No questions.

2022 draft Analysis of Variance – ahead of schedule.

2022 review complete – strategic goals reviewed during the year. Annette presented the summary of student achievement targets and the Wellbeing at School survey. The 2023 survey will include the years four to six cohort (currently survey years five and six).

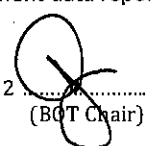
3.2 Expert presentation – Te Korowai o Horokiwi Learning Support Coordinator Report – taken as read.

3.3 Data analysis - As above.

Term 3 Attendance Summary – as read.

NZCER Teaching, School and Leadership Practices Survey 2023 – Board to read if haven’t already.

3.4 Exploration of key result area (goals) - Included in draft Analysis of Variance and student achievement data reports.


(BOT Chair)

3.5 Finance Report October – no questions. Taken as read and reviewed.

Draft Budget 2023 – Board to get access to read – Annette to open up document for next Board meeting. Deficit reduced from \$48K to \$29K.

Funding resolution – The Presiding Member moved that the Board resolve to apply to the Pelorus Trust for the sum of \$8,415.00 to purchase a Nudel Kart as an outdoor play resource for the school. Board unanimously approved. Annette to send pictures of Nudel Kart to the Board.

3.6 Property Report

Major Property Monitoring doc – Admin block weathertightness project to begin at start of Easter break (term 2 and part of term 3). Staff parking will be reduced while this is going on. To be communicated to school community.

LSC modifications – have received funds for designs so far.

Modern Learning Environment – Board agreed to these funds now being used for the internal refurbishment of some of the classrooms rather than an MLE. Annette to ask Ministry if sound wiring can be part of this.

Blocks 1-3 – external painting on hold due to 5YA plan to replace roofing and cladding Blocks 2 and 3 in 2023.

Heat pump in R13 repaired (not under warranty).

Roof leak in room 9 – quoted \$629.00 to fix, to accept.

3.7 Fundraiser Report – Mandy presented. Board to pass on items for their wish list – achievable goals and larger goals. To pass on to SLT reminder about an 'athon' type of fundraiser run by the school, not the Fundraisers (possibility of a fashion show to tie in with school production). Need to review Board dates so Fundraisers can plan their meetings for 2023. Also need to arrange a cash controls refresher for Fundraiser members to remind/inform how to handle funds after fundraising events to protect those involved.

4 Strategic Discussions

4.2 Board PLD – Strategic planning PLD planned for this meeting has been moved to 26 January 2023. Feedback on Newlands College Giving Effect to Te Tiriti o Waitangi: Part 1 Tikanga workshop attended by Kelvin, Erin, and Mary was favourable – very useful and informative.

Board also invited to cluster schools hui at Nga Hau e Wha Marae – 3.45 – 5.00 Friday 3 February: Focus is 'Telling our Stories'

5 Identify Agenda Items for Next Meeting.

Bring up at strategic meeting if needed.

6 Administration

6.2 Correspondence – Board moved into PEB.

7 Meeting Closure

7.1 Comments on meeting procedures and outcomes

Keep/Stop/Start

New online agenda is easier to use with links to documents. Mandy raised the possibility of a session on using the online agenda – Google crash course.

3

This is a true and accurate record of the Bellevue BOT meeting 14 December 2022


(BOT Chair)

Closing Karakia.

Confirmation of Next Meeting:

Strategic planning meeting Wednesday 26th January 4-6pm

Meeting closed at 9:15pm.

Action points from meeting:

No	Action	Who	Timeframe(by...)
1	Argest Report – talk to Ian Dickson/Argest	Annette	Next meeting
2	Surveillance camera – reposition	Kelvin/Rob	Next meeting
3	Inform Board of Principal's union bargaining	Annette	Next meeting
4	Draft 2023 budget – open access to Board	Annette	Next meeting
5	Nudel Kart pictures to Board	Annette	Next meeting
6	Remind SLT of school fundraiser ('athon', fashion show etc)	Annette	Next meeting
7	Fundraisers cash handling reminder	Annette/Amanda	Next meeting
8	Google crash course	Kelvin	Next meeting
9			

***Next Board meeting dates to be confirmed at Strategic Planning Meeting 26/1/23**

