

Bellevue School

Board of Trustees Meeting

Thursday 22 September 2022 – 7:05pm

Administration

1.1 Present: Kelvin Russell, Annette Borgonje, Isabel Bridgman, Mandy Mackay, Feta Laulau, Erin Bellhouse, Deeann Daniels (DP presenting), Amanda Beauchamp (minute taker)

Opening karakia.

1.2 Apologies and Confirmation of Agenda: no apologies. Deeann to present the mid-year report at the beginning of the meeting.

1.3 Declaration of Interests: no conflicts declared.

3.3 2022 Mid-year data/assessment – Deeann presented the mid-year report. Based on 245 students (some students not included as joined school after report done). Report shows on track mid-year, but end of year data shows working towards. This is to be expected. Data on reading, writing and mathematics shows what is working and can be applied to areas and cohorts that need to be focused on. One cohort particularly has been affected by Covid and the data is useful to show where resources need to be focused. Teaching actions for term 4 shared to address areas not on track at the moment. Isabel commented on the results of the Wellbeing at School Survey (NZCER). Goal is to up results from 2021. BSLA – comparison of baseline data on entry and after 10 weeks of teaching. Clear progress in all areas. Exploring BSLA for the year two group. Deeann left the meeting.

1.4 Review Actions from Previous Minutes

No	Action	Who	Timeframe (by...)
1	Media statement – in agenda 4.1	Annette	done
2	Approach Amanda to be Returning Officer for staff and parent-elect by-elections	Annette	done
3	Approach Amanda to be minute-taker for Board	Kelvin/Annette	done
4	Put up temporary fencing to protect daffodils along school entry path	Rob	done
5	Pull together job descriptions for Board roles – in welcome pack. Review at strategy meeting if needed.	Kelvin	done
6	School Camp RAM to be completed for next Board meeting – carry over, RAMS done. Annette & Deeann to meet in holidays to finalise.	Annette	10/11/22
7	Provide karakia for inclusion in agenda for next Board meeting	Annette/Kelvin	done
8	Where is Bellevue in comparison to national average for school attendance – in agenda	Annette	done

1.5 Confirmation of previous minutes: Kelvin moved that the August minutes are accepted as a true and accurate record - seconded Feta.

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

Response to Board queries – Annette advised that Bellevue's attendance rate is currently 88% - aim is 90%. Well above the national average. Working on a creative plan to target those whose attendance rate is low. Masks had little impact on attendance overall. Lateness is a core group of students. Gate closure has had a positive effect as students who were dropped at school down the driveway are now on time to school.

2. Strategic Decisions

2.1 Principal Report – Kapai Kidz contract renewal and Recommendations:

Kapai Kidz – contract is currently \$200.00 + GST per week. Has not been refreshed annually. Terms and conditions agreement in place since 2017. Rate hasn't increased for a few years. Board discussed increasing contracted rate and effect on Kapai Kidz business and families who use the service, as any costs will be passed on to them. Needs to

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This is a true and accurate record of the Bellevue BOT meeting 22 September 2022

(BOT Chair)

be increased as our costs for cleaner and electricity etc have increased. Would like to continue good relationship with Linda and also ensure the service to school families continues. Board to review rent each year – added to Board work plan so is not overlooked. Current hall hire hourly rate is \$30.00 and is comparable to other schools.

AP - Kelvin and Annette to draft new contract. Board unanimously agreed to charge Kapai Kidz \$250.00 + GST per week for terms 1 and 2 in 2023, to increase to \$300.00 + GST per week from term 3 2023. Will include in contract a certain percentage increase amount per year or a maximum increase per year.

Recommendations – 28 October is World Teacher's day – could the Board please draft something up for this to acknowledge how staff have managed with Covid restrictions? AP – Mandy to do.

Board gift to leaving teacher to be discussed in PEB.

Lunch for staff for first aid course on call back day to come from Principal Wellbeing fund. Kelvin approved and Mandy seconded.

Hall capacity – to be able to use hall at full capacity need to have a type 4 alarm system. Annette would like to get a fire inspection done at a cost of \$1,200.00-\$1,500.00. Not budgeted for. Funds don't need to be approved as under \$5,000.00 but noted Board approved. Annette to find fire rating for all areas of the school. Will consult Ian Dickson. Board supported this action.

Draft term dates - presented for 2023. In line with other local schools. Kelvin moved the Board approve the dates. Accepted.

Additional funds- Annette asked Board to approve funds for the following:

- 1) Chromebooks and iPads: current fleet need to be replaced as old technology. Have been unsuccessful in grants this year. Would like to purchase 50 of each - \$67,500.
- 2) Moving server to cloud – server is old and reaching use by date \$7,500.00.
- 3) Consider 0.5 teacher for identified cohort moving into senior school - \$40,000.00.

School is very healthy financially and will still be in a good position after any funds spent. Accounted for in depreciation and for benefit of students.

Kelvin moved that options 1), 2), and 3) be approved – passed unanimously.

Board-funded eight weeks of teacher maternity leave – used for consistency in hub 1, smaller groups with years 5/6 in term 3, and to be used in term 4 with senior teacher leaving.

Principal conference – Annette found conference hugely beneficial and made useful contacts.

Learning celebration – more than half of most class families attended and feedback was good, with students enjoying sharing about their learning.

Staffing entitlement notice – received from MOE. Able to keep all teachers and appoint if needed to replace leaving teachers.

3.2 Expert Presentation - Goal Review - Engaging the community. No questions. Taken as read and accepted.

3.5 Finance Report – Presented and accepted as read. Kelvin moved. Feta seconded. New reports very clear. AP – Amanda to email reports to Erin, Kelvin, and Annette.

3.6 Property report - Major property monitoring doc – Annette advised paperwork has come through for funding approved for weathertightness and LSC project. Due to start in first few weeks of term 4 and go through part of term 1 2023. Funding for accessibility improvements (ramp to senior school) approved – learning support modifications. Read and accepted.

3.7 Fundraisers report – Feta attended latest meeting. Kids Artworks raised @ \$800.00 – may do a second print run in term 4. Spring Seeds fundraiser has now closed. Pizza fundraiser via Domino's – have offered school a 'dough raiser' where they donate % of each pizza sold at Johnsonville store on a certain date. To be publicised so

school community can share. Student Council ice blocks left over from disco were sold and money raised will be used to decorate the black hut by the green slide (cover graffiti). Wine fundraiser to go ahead in term 4 – logistics of wine distribution to be confirmed. Book fair on 5 November – planning for additional stalls eg coffee, arts/crats table – 10am to 2pm in hall. Considering a raffle – Board discussed and decided to postpone this to next year as term 4 is already very busy. Donations to be sought from local businesses and families – need to be mindful of impact on local businesses.

4.1 – Media Statement – Board to look at and send feedback to Kelvin or Annette. Based on STA template.

4.2 – Board PLD – Links to use and Learning Library o NZSTA website – resources, videos etc covering all aspects of Board. NZSTA are holding local Welcome on Board workshops in October – all welcome to attend, good refresher for existing Board members. AP – Kelvin to send reminder on who is keen to attend.

5.1 Board Elections update – Kelvin to put message on Facebook to encourage nominations. Amanda advised two nominations received for staff representative and voting papers have been distributed. No nominations received for parent rep as yet.

6 Administration

6.3 General Business – Board invited to Friday staff drinks held in the staffroom this Friday 23 September, 3:30pm-5pm.

6.4 Public Exclusion Business – 9:20pm-9:23pm.

7 Meeting Closure

7.1 Keep/Stop/Start – Board happy with new agenda/information distribution/electronic reports. Discussed meeting start times – to try 6:30pm start time for next meeting face to face at school.

Confirmation of Next Meeting:

Next board meeting 10 November 2022.

Board meeting dates for 2022:
8 December

Closing karakia.

Meeting closed at 9:30pm.

Action points from meeting:

No	Action	Who	Timeframe (by...)
1	Letter to Amanda for Returning Officer role in by-election	Kelvin	10/11/22
2	Draft new contract for Kapa Kidz	Kelvin/Annette	10/11/22
3	World teacher's day – message for staff from Board	Mandy	28/10/22
4	Confirm fire rating for all areas of the school	Annette	10/11/22
5	Send finance reports to PM, Treasurer, and Principal	Amanda	As soon as received
6	Remind Board members of October workshops	Kelvin	Oct

