

MINUTES (in Review)

BOT MEETING 1 2022

Name:	Bellevue School (Tauranga)
Date:	Monday, 14 February 2022
Time:	7:00 pm to 9:35 pm
Location:	Default Location, 20 Princess Road, Bellevue, Tauranga, New Zealand
Board Members:	Anna Meehan, Gareth Minshall, Grant Mitchell, Heather Gourley, Jenner Ballinger-Judd, Margaret Ann St Clair
Attendees:	Jodie Schumacher

1. Opening Meeting

1.1 Present

Amanda Lowry was present as a guest. Introductions made by everyone.

Jenner attended via zoom/

Present in staffroom - Grant, Gareth, Heather, MA, Anna, Jodie

1.2 Apologies

Guest: Weili Leong - apologies

1.3 Confirm Previous Minutes

December Board Meeting 6 Dec 2021, the minutes were confirmed as presented.

Anna moved, Heather seconded

2. AGM Delegations

2.1 Board Chair Nominations

The secretary called for nominations for the position of Presiding Member - previously known as The Chair.

Heather nominated Gareth, Margaret Ann seconds. Gareth chose not to accept.

Margaret Ann nominated Grant, Heather seconded,

There were no further nominations.

Grant accepted the nomination.

As Grant is our only nomination he is now the Presiding member.

2.2 Delegations Schedule

Attached delegations list was put to the board.

Questions re: student suspension and Anna's role - this is what NZSTA recommends, Anna needs to stand down once she has made a decision to stand down/suspension and the board makes a decision from there.

Question re: invoice in excess of \$3000 over the budget, will be changed to \$5000 as policy was put in a while back to change this.

Financial committee - Gareth will go on this committee in Maia's place.

Health and Safety committee - Heather to go on this committee along with Adrian and Anna.

Student Suspension - is everyone from the board.

Covid Committee - Jenner and Heather are on this committee.

Delegations to other staff - Agreed, will change to Nicki and Glen if both DP and Principal are sick/absent.

Anna moved that the delegation schedule be accepted with said changes, seconded by Heather, all in favour.

3. Standard Business

3.1 Financials

December financials were discussed.

Coding changes happened when solutions and services started which made the assets look over budget but it wasn't. This year will look better as there will be no coding changes.

Bank staffing overspend at the end of December was due to employing staff to cover staff who were on leave, this evens out every couple of weeks. By end of March we want to be at 0 so we don't have to owe money.

3.2 Budget

Deficit of \$101,928 is because of:

Operational funding has been given to us for 351 students but we are on 299 this year so down about 30 students from the beginning of last year. This is a decrease of \$63,500 of operational funding which is in this budget.

Jodie from MOE spent time with Hanlie and has told us to take off \$36,000 for Program Maintenance from the budget so that, along with other savings she found, brings us down to about a \$65k deficit.

Potentially money back from MOE due to a number of students going to home schooling.

MOE Jodie was not concerned about the deficit or our cash in the bank or fixed term deposits.

Gobsmaoked \$15k has been removed and \$5000 for EOTC trips.

Anna moves that the budget be accepted with a deficit of \$65,928, seconded by Grant - all in favour.

Motion 1:

The Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flows which is derived from the Boards 2021 operating and capital purchases budgets. Moved by Margaret Ann, seconded by Heather.

Motion 2:

The Board authorises the Board Chairperson to sign the Statement of Responsibility for the 2021 Annual Accounts on the Boards behalf when confirmation is received that the audit has been completed. Moved by Gareth, seconded by Grant.

Motion 3:

That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2021 Statement of Comprehensive Income. The budget will be equal to the actual teacher salary costs for the 2021 year and will include an income amount and an equivalent expenditure budget. Moved by Jenner, seconded by Heather.

Motion 4:

That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2021. The 2021 figure will include an income amount and an equivalent expenditure budget. Moved by Gareth, Seconded by Margaret Ann.

3.3 Leadership Report

Consultation of school vision was done at the art exhibition and clip boards on first day - 36 responses to be shared at next board meeting. Anna to put the survey out online to get more feedback.

Draft of strategic plan given out to all. This will go to the Ministry by 1st march along with the Analysis Of Variance which will also be shared at next board meeting.

Budget and Roll drop - We have space in Year 0, 1 & 4 so we should open it up for Term 2.

Acknowledged Maia's and Jodie's resignations. New board secretary needs to be found. Office Administrator role has been advertised, this is 20 hours and Hanlie's hours have been increased to cover some of the work.

Nobody else on the appointments committee.

Fence quote - school to get a quote before accepting this. Anna to ask Adrian. If this quote is same or cheaper then board approves payment of it.

Camp cancelled but alternatives will be found, senior team to decide what they want to do. All overnights have to be approved by the board the term before.

Gobsmacked - Anna to discuss further with Patrice about the current situation and what is the last date we can cancel if needed. We could have a production with video only or come up with some other potential alternative proposal. Anna to report back on outcome of discussion the aim is to run this IF we can without a huge deficit.

Anna has met with the Architect re: hall upgrade but not sure how long before it will actually take before it starts. Kitchen booked in for July school holidays.

Funding e.g. TECT funding; for the canopy - to be done by Gareth, Anna and Jenner.

ERO self audit and assurance - Anna has completed and board has to approve. Board has agreed for it to be approved as long as there are no questions by next week.

3.4 Strategic Plan

4. Correspondence

4.1 Inwards Correspondence

4.2 Outwards Correspondence

5. General Business

5.1 EOY Achievement Data and sharing of HERO target groups

This is a major board responsibility and if required more time will be spent next meeting on discussing this.

Hero makes a huge difference in collecting data for analysis and helps teachers to judge levels and shows progress over time. Other forms of data will be entered as time goes on.

National target is 85% of all students working at or above.

Discussion on what the data represents and how teachers can use it to help their children meet their needs ensued. More information will be given throughout the year on how the data is looking and the progressions being made.

Cohort comparisons would be good going forward.

5.2 Meeting dates 2022

Dates for 2022 accepted.

6. In Committee Business

6.1 Minutes of In Committee Meeting

Minutes can be found [here](#)

6.2 Co-opting onto the Board

6.3 Covid

6.4 Anna's Appraisal

6.5 Montessori update

7. Motions

7.1 Motions after meeting closed

8. Close Meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____