

**MEETING OF THE BOARD OF TRUSTEES
MINUTES
MONDAY, 2 JULY 2018
5.30 pm**



1. WELCOME & DEVOTION

- 1.1 **PRESENT** A Misa (Chair), G Buckner, A van Ameyde, D Gillon, J Ferguson, C Buckley, R Vanderpyl, L Manning, M Hikuroa **In Attendance** S McConnell, R Allison, M Coleman, M Cassidy, C Utting, H Carley
- 1.2 **APOLOGIES** R Thompson / 2.3
- 1.3 **PRIOR LEAVE** P Marshall, as approved at the 21 May 2018 meeting.
- 1.4 **DECLARATION OF INTERESTS** D Gillon / 5.4.5.2
- 1.5 **DEVOTION** : G Buckner 'Let God Lead' – Ask for his leading, put faith in him, he is in control. Lead by example and pray as Jesus did.

2 PRIORITY AGENDA ITEMS

Reports taken as read

2.1 KINGDOM EDUCATION CONFERENCE

S McConnell thanked the Board for the opportunity to attend this conference which will have an ongoing impact on his personal spiritual life and teaching. The conference solidified the content of the Authentic Christian Teaching (ACT) programme. R Vanderpyl also thanked the Board noting the timing was significant as the Board considers the Strategic Plan 2019-2021. The need for intentionality of faith / Special Character required by leaders to ensure pupils witness Christian living in action is paramount and strategies learnt can be implemented at Middleton Grange School. G Buckner prayed.

S McConnell left the meeting at 6.10 pm.

2.2 TRIENNIAL REPORT – ESOL

R Allison was thanked for a thorough report. She thanked the Board for the increased Teacher Aide hours that have both supported teachers and positively impacted on International College (IC) pupil learning. It is hoped that the ACT programme can be offered to staff. The new strategy of IC pupils being taught separately on Christian Focus day has been encouraging, whilst acknowledging this increases pressure on staff to prepare material. D Gillon prayed.

R Allison left the meeting at 6.25 pm

2.3 TRIENNIAL REPORT – PS SOCIAL STUDIES

R Thompson was thanked in his absence for an encouraging report.

2.4 TRIENNIAL REPORT – HEAD OF GUIDANCE

M Coleman was thanked and commended for his leadership of the Guidance area and this first report from the Guidance team. Counselling sought for anxiety and depression continue to be areas of high need amongst pupils who can be adversely affected in these areas by social media, screen time and family break down. However, the co-ordination of assessments by teachers to reduce workload has helped. It was noted that Counsellors have contact with parents more regularly than would be the case at other schools, including offering parent evenings and information. The Board were thanked for the increase in Counsellor hours which has helped significantly. It was noted there is no government funding for support in Years 1-8. Spiritual support and prayer are offered to pupils where appropriate and always during meetings held with parents. R Vanderpyl prayed.

M Coleman left the meeting at 6.46 pm.

2.5 PUPIL TRUSTEE REPORT

L Manning verbally reported on a busy term including lots of assessments, sports events, RockQuest, Senior College formal and the Waitangi Trip which he participated in and one that has educated him on the history of and need for the Treaty of Waitangi and its impact on society. He encouraged the Board to support the missions' trips to China and Tonga in prayer. L Manning and R Vanderpyl to meet to discuss ways to include Years 1-9 in his report. A Misa prayed.

L Manning left the meeting at 6.50 pm

3 ADMINISTRATION MATTERS

3.1 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Motion from the Chair 'That the Minutes of the meeting of 21 May 2018 be accepted as a true and accurate record of the meeting.'

CARRIED

Abstain D Gillon (absent)

3.2 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Noted

3.3 RECOMMENDATIONS / ACTIONS TO BE DONE

Noted

3.4 CORRESPONDENCE

Noted

4 GOVERNANCE

Reports taken as read

4.1 NAG 1 CURRICULUM

4.1.4 LEADERSHIP HUB

A comprehensive discussion was held and confirmed that it is desired that the Leadership Hub would be used to inspire pupils by the grace of the Holy Spirit to stand for the gospel and influence society / culture in their chosen work places; to deliver the ACT programme; staff development etc. The project has the support of the Christian Schools' Trust (CST). Financial and redevelopment of B Block implications were noted.

Motion 'To approve the concept of a Leadership Hub and that R Vanderpyl present a detailed feasibility study'

Moved J Ferguson

Seconded

D Gillon

CARRIED

J Ferguson prayed.

4.2.4 BOARD POLICY INTERNAL EVALUATION

4.2.4.1 SPECIAL CHARACTER POLICY

The regularity of review of the Special Character Policy and Health Curriculum are to be confirmed. Significant documents, including Special Character papers and others prepared by the CST, are noted to be integral to this Special Character Policy.

Motion 'To approve the Special Character Policy'

Moved M Hikuroa

Seconded

G Buckner

CARRIED

4.2.4.2 PROTECTED DISCLOSURES POLICY

Motion 'To approve the Protected Disclosures Policy with the following amendments

- 6. Add bullet point: 'An act that jeopardises the school's Special Character'
- 15/17. If a disclosure is against the Principal '.... will be undertaken by the Principal Board Chairperson or arranged
- 18. Add first bullet point: 'School Proprietor''

Moved G Buckner

Seconded

C Buckley

CARRIED

4.2.4.3 CREDIT CARD POLICY

R Vanderpyl to investigate if any rewards are awarded as a result of Credit Card use.

Motion 'To approve the Credit Card Policy with the following amendments

- 8. 'Finance Manager to ensure Credit Card holders ~~resign~~ sign the
- 18. '..... membership awards rewards
- Replace 'Finance Committee' with 'Board Finance Committee'

Moved G Buckner

Seconded

C Buckley

CARRIED

4.2.4.4 **BOARD DELEGATIONS POLICY**

Ensure the Board representative on the Uniform Committee is advised of meetings.

Motion 'To approve the Board Delegations Policy.'

Moved R Vanderpyl Seconded D Gillon

CARRIED

4.2.5 **INTERNAL REVIEW EVALUATION – 2018 POLICY REVIEWS**

Working Committees confirmed

Policy	Commencement of Review	Reporting to Board	Working Committee
CREATIVE COMMONS POLICY	1 Jul 2018	13 Aug 2018	Craig G Buckner
PUPIL SEARCH & RETENTION POLICY	7 Aug 2018	24 Sep 2018	Craig C Buckley
APPRAISAL OF PRINCIPAL POLICY		10 Dec 2018	Principal Board Co-Chairs
FINANCE POLICY		10 Dec 2018	Finance Committee
IC PUPIL CODE OF PRACTICE		10 Dec 2018	IBOA
IC REFUND POLICY		10 Dec 2018	IBOA

4.2.6 **BOARD RETREAT DATE**

Confirmed as Week 8 / Friday, 14 – Saturday 15 September 2018. Venue to be confirmed.

4.2.7 **BOARD INTERNAL REVIEW OF STEWARDSHIP**

M Cassidy and C Utting were thanked for their work on this evaluation. Next steps include invitation of Board to all school events; Special Character to be included in a Board Trustee induction programme and G Buckner to provide ongoing support to the Pupil Trustee. Trustees were encouraged to be familiar with this ERO indicator.

4.2.8 **STRATEGIC FOCUS 2019-2021**

Discussion has been ongoing and a recommendation that the current Strategic Plan be extended for a further year was made because of the work needed to address Vision and Mission Statement updates; requirement for community and parent consultation; the unforeseen requirements of NCEA changes and introduction of the digital curriculum by 2020; BYOD; staff welfare and workload; the current 2014-2018 strategic plan being incomplete. A robust discussion ensued with one Trustee expressing concern that Board input into the strategic planning process was being deferred. Assurance was given that vision, thinking, Special Character, aspirational statements, Foundational Principles of Curricular (FPCs) will not be compromised.

Motion 'To extend the current 2014-2018 Strategic Plan for an additional year.'

Moved R Vanderpyl Seconded A van Ameyde
Against M Hikuroa

CARRIED

4.6 **NAG 6 LEGISLATIVE COMPLIANCE**

4.6.1 **ANNUAL REPORT 2017**

Motion from the Chair 'To ratify the email vote accepting the 2017 Annual Report.

CARRIED

4.6.3 **ENROLMENT SCHEME 2019**

4.6.3.2 **CEN HEADS OF AGREEMENT**

Motion "To approve the Heads of Agreement for the Christian Education Network, noting that CSN (Christian Schools Network) is now CEN (Christian Education Network).'

Moved R Vanderpyl Seconded D Gillon

CARRIED

4.6.3.3 MGS ENROLMENT SCHEME CHANGES 2019

Motion 'To approve the revised Enrolment Scheme 2019'

Moved R Vanderpyl Seconded M Hikuroa **CARRIED**

5 PRINCIPAL'S STRATEGIC REPORT

Taken as read

5.1 NAG 1 CURRICULUM

5.1.5 LEVEL 1 NCEA REVIEW SUBMISSION

Middleton Grange is unsupportive of the government NCEA review which has a number of negative implications for staffing, curriculum delivery and quality of education. Middleton Grange School Board and teachers have been notified and encouraged to make individual submissions.

5.1.8 YEAR 7-10 HEALTH CONSULTATION

Recipients of the survey to be directed Special Character and Key Competencies to consider alongside the survey alongside. It was noted that pupils in years below Year 10 are asking questions addressed in the Health Curriculum.

Motion 'To endorse the Year 7-10 Health Consultation survey to parents of Year 10 pupils with links to significant documents.'

Moved R Vanderpyl Seconded G Buckner **CARRIED**

5.2 NAG 3 PERSONNEL

5.3.2 APPOINTMENTS

Motion 'To approve all appointments of staff as listed'

Moved R Vanderpyl Seconded D Gillon **CARRIED**

5.4 NAG 4 PROPERTY & FINANCE

5.4.4.1 PROPERTY COMMITTEE

Motion 'To receive the Minutes of the Property Committee meetings held on 16 May 2018 and 27 June 2018 and the motions contained therein.'

Moved R Vanderpyl Seconded G Buckner **CARRIED**

5.4.5.1 BANGLADESH MARKETING MISSIONS TRIP

This missions trip, approved by the Missions Committee and Senior Leadership Team, is an unbudgeted expense of \$7,000.

Motion 'To approve the missions trip to Bangladesh of up to 3 staff.'

Moved R Vanderpyl Seconded D Gillon **CARRIED**

5.4.5.2 KOREA & TAIWAN MARKETING TRIP

D Gillon has taken the place of T Toth who has resigned as Assistant Director International College.

Motion 'Advance David Gillon \$5,000 for school International College travel to cover costs associated with marketing. D Gillon to provide copies of all receipts and a record of all expenses paid. D Gillon to refund the school any surplus / unspent funds.'

Moved R Vanderpyl Seconded M Hikuroa **CARRIED**
Abstain D Gillon

5.7 GENERAL

5.7.8.2 CHRISTIAN EDUCATION NETWORK (CEN) DRAFT STRATEGIC PLAN

Motion 'To approve the Christian Education Network (CEN) Strategic Plan.'

Moved R Vanderpyl Seconded M Hikuroa **CARRIED**

M Cassidy and C Utting left the meeting at 9.14 pm.

5.7.10 ANY OTHER BUSINESS

5.7.10.1 SCHOOL FORMAL ATTIRE

The outstanding work undertaken by R Velluppillai in addressing inappropriate wear at the school formal with both pupils and parents has unfortunately not prevented some risqué outfits being worn by our young women. The Board to write to parents reinforcing appropriate dress and to reinforce modesty as a virtue.

5.7.10.2 INAPPROPRIATE PUPIL BEHAVIOUR

The photo of a pupil acting inappropriately at Rannerdale fields to be passed to the Principal.

5.7.10.3 ENROLMENTS 2019

Large numbers of applications from CEN schools have been received. The Principal to discuss with CEN principals and the Board to consider the best structure of the Middle School at its Retreat.

6 PUPIL TRUSTEE REPORT

See 2.5

7. IN COMMITTEE

7.1 **Motion** from the Chair : 'That the public be excluded from the following part/s of the proceedings of this meeting namely Agenda item 7.1. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with S48 of the Local Government Official Information and Meetings Act 1987 and the special requirements when moving to exclude the public.' **CARRIED**

7.1 **Motion** from the Chair : 'That the meeting move back into public session.' **CARRIED**

8. NEXT MEETING

The meeting closed at 9.30 pm and the next meeting is 13 August 2018