

MEETING OF THE BOARD OF TRUSTEES
MINUTES
MONDAY, 13 AUGUST 2018



1. WELCOME & DEVOTION

- 1.1 **PRESENT** G Buckner (Chair), A van Ameyde, L Manning, T Kan, C Buckley, A Misa, J Ferguson, P Marshall R Vanderpyl, **In Attendance** T Rochford-Kerr; N Vannoort, M Cassidy, C Utting, Representatives from Tonga and China Missions Trips, H Carley
- 1.2 **WELCOME**
T Kan, newly elected Parent Trustee, was welcomed and introduced to the Board.
G Buckner prayed.
- 1.3 **APOLOGIES** None
- 1.4 **PRIOR LEAVE** D Gillon
- 1.5 **DECLARATION OF INTERESTS** None
- 1.6 **DEVOTION** : M Hikuroa
Ps 100: 4-5 'Enter his courts with thanksgiving.' The Lord has truly blessed the Middleton Grange community enabling us to concentrate on delivering a high quality education to our pupils.

2 PRIORITY AGENDA ITEMS

Reports taken as read

2.1 TRIENNIAL REPORT : MĀORI

T Rochford-Kerr was thanked for a well written, informative report with clear evidence of Special Character practices embedded in the Curriculum Area. A discussion is being held around 'Turangawaewae' [place] and a Māori naming of the Whare in addition to the 'for the glory of God' plaque. Primary pupils received limited instruction from the Māori Curriculum Area with Primary staff being upskilled and equipped with their mihi. A Harrison continues to provide professional development on biculturalism. The trip to Waitangi was a particular highlight. On behalf of the Board, R Vanderpyl thanked and commended T Rochford-Kerr for her leadership of, and contribution to, this vital Curriculum Area.

M Hikuroa prayed.

2.2 MISSIONS TRIPS – CHINA & TONGA

Staff and pupil representatives of these trips presented reports and spoke to the meeting. Particular highlights were the contribution, love and service offered to those they met and hearing testimony from both pupils and staff of the impact that these trips had on their spiritual lives and the strengthening of faith through the work of the Holy Spirit.

A Misa prayed for the teams who left the meeting at 7.10 pm

2.3 TRIENNIAL REPORT : VISUAL ARTS

N Vannoort was thanked for a comprehensive and thorough report. It was noted that the appointment of a specialist art teacher would significantly benefit the Middle School and further strengthen the entire Curriculum Area. Individual expression through art enables pupils to explore sometimes difficult personal issues, and care is given to provide guidance that enables pupils to glorify God in their work. R Vanderpyl also thanked and commended N Vannoort for her leadership and contribution to the Art Curriculum Area.

J Ferguson prayed. N Vannoort and T Rochford-Kerr left the meeting at 7.20 pm.

3 ADMINISTRATION MATTERS

3.1 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.2.4.2 Protected Disclosures. It was noted that this Minute could have been written in more detail for clarity as the policy is not attached.

5.7.10.2 Inappropriate Behaviour. Some considered the item to have been discussed outside the meeting and that it should not, therefore, be minuted, however, it was retained in the Minutes.

Motion from the Chair 'That the Minutes of the meeting of 2 July 2018 be accepted as a true and accurate record of the meeting.'

CARRIED

Abstain P Marshall (absent)

3.2 **MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING**

Noted

3.3 **RECOMMENDATIONS / ACTIONS TO BE DONE**

Noted

3.4 **CORRESPONDENCE**

Inward 1.a NZEI Strike Action. Middleton Grange School primary teaching staff will not take this strike action as they are employed under a different contract.

Outward 1. Board Elections. Agreed to write a letter thanking M Reinders for her role as Returning Officer for the election.

4 GOVERNANCE

Reports taken as read

4.1 NAG 2 STRATEGIC PLANNING, SELF REVIEW AND REPORTING TO PARENTS

4.2.3 BOARD POLICY INTERNAL EVALUATION

Board Policies are based on either Ministry of Education or NZSTA association templates and the Special Character Policy is approved by a lawyer. The new process has been of great benefit to the our evaluation processes and Trustees were reminded to complete the survey monkey questionnaires for each policy.

4.2.3.1 CREATIVE COMMONS POLICY

Motion 'To approve the Creative Commons Policy'

Moved A Misa

Seconded

C Buckley

CARRIED

4.2.4 BOARD POLICY INTERNAL EVALUATION – 2018 POLICY REVIEWS

The review of the Foundational Principles of Curricula (FPCs) is ongoing.

4.2.6 LEADERSHIP HUB FEASIBILITY PROPOSAL

Following a frank discussion around the proposal including implementation, funding, resources and vision, it was agreed that planning continue. **AGREED**

4.2.7 STRATEGIC AND ANNUAL GOALS : ANALYSIS OF VARIANCE TERM 2 2018

Moved from 5.2.1. Each goal was discussed and questions answered. *SG2 e-Learning* Parents are to be consulted regarding the implementation of BYOD and a proposal with regards to internet safety will be brought to the next meeting. Board Trustees were assured that there are procedures for the management of screen time in teaching and learning and that the school has a conservative approach to BYOD. *SG5 Service / Pupil Leadership*. It was agreed P Marshall, Proprietor Trustee, report to the Christian Schools' Trust (CST) on 2.2 above Missions Trips – China & Tonga. **AGREED**

4.4 NAG 4 PROPERTY & FINANCE

4.4.1 FINANCE COMMITTEE MEETING

With the return of the Finance Manager following extended leave, the Principal confirms the finances are on track and will be fully considered at the Finance Committee meeting to be held on 17 September 2018.

4.4.2 PROPERTY AND HEALTH & SAFETY COMMITTEE MINUTES

Discussion was held around ongoing leaks in various areas which have been addressed by improved maintenance schedules; the investigation into surface flooding of the fields and Leadership Hub (as also discussed at 4.2.6 above).

Motion 'To receive the Minutes of the Property and Health & Safety Committee meeting held on 8 August 2018 and the motions contained therein.'

Moved A Misa

Seconded

R Vanderpyl

CARRIED

4.5 NAG 5 HEALTH & SAFETY

4.5.1 HEALTH & SAFETY REPORT

Included in 4.4.2 – Property and Health & Safety Committee minutes.

4.6 NAG 4 LEGISLATIVE COMPLIANCE

4.6.1 BOARD OF TRUSTEES ELECTION

A recommendation that the CST consider unsuccessful candidates from the recent interim election to be appointed as a Proprietor Trustee on the Board.

4.6.2 STUDENT TRUSTEE ELECTION

Motion 'Appoint Marianne Reinders to be Returning Officer for the Student Trustee Election 2018/2019.'

Moved A Misa

Seconded

J Ferguson

CARRIED

Motion 'Friday, 21 September 2018 to be the Student Trustee Election date.'

Moved R Vanderpyl

Seconded

A Misa

CARRIED

4.7 GENERAL

4.7.2 TOMORROWS' SCHOOLS REVIEW

Submissions close 31 August 2018. Trustees were encouraged to make individual submissions and J Ferguson, M Hikuroa, A van Ameyde, M Cassidy and C Utting to draft a submission on behalf of the Board.

AGREED

5 PRINCIPAL'S STRATEGIC REPORT

Reports taken as read

5.1 NAG1 CURRICULUM

5.1.6 CENTRALLY FUNDED PROFESSIONAL DEVELOPMENT

In order to equip all staff in the use of digital technology (for administration and delivery of curriculum) the school is making an application to the Ministry for additional Ministry funded Professional Development and the Board are to consider the following questions as part of this application:

- 1) *Do you think that supporting teacher confidence with Digital Fluency would impact the culture of the school in a positive way?* Yes: increases efficiency; reduces anxiety; retaining of staff; disengagement where fearful; enabling of younger staff; more ideas; develop, shape and explore new ways of teaching.
- 2) *Why?* Reduction of costs; competency; pupil engagement.

5.1.7 BEAUTY AND THE BEAST PRODUCTION

R Vanderpyl to pass on the thanks of the Board to M McCormack, E Macfarlane and the team for an outstanding production.

5.3 NAG3 PERSONNEL

5.3.1 RESIGNATIONS

- A Borger, Chinese – relocating to Wanaka

5.3.2 APPOINTMENTS

Motion 'To approve all appointments of staff as listed'

Moved R Vanderpyl

Seconded

J Ferguson

CARRIED

5.3.3 STAFF LEAVE REQUESTS

5.3.3.1 R THOMPSON, HEAD OF PRIMARY SCHOOL

NZ Principals Delegation to China, 7-18 April 2019 (holidays commence 12 April 2019)

5.3.3.2 R THOMPSON, PRIMARY SCHOOL TEACHER

NZ Principals Delegation to China, 7-19 April 2019 (holiday's commence 12 April 2019)

Recommendation 'Approve paid leave for R & R Thompson to attend the Principals Delegation in 2019. School to cover cost of airfare and visa costs for Rod Thompson only.'

Moved R Vanderpyl

Seconded

G Buckner

CARRIED

5.4 NAG4 PROPERTY & FINANCE

5.4.2 OVERSEAS TRAVEL

It was noted that all International College trips approved by the International Board of Advisors (IBOA) have been pre-planned and budgeted for.

5.6 NAG6 CURRICULUM

5.6.1 ENROLMENT APPLICATION AND PASTORS REFERENCE

Motion 'From 2020 enrolment applications from all families must include a 'Confidential Pastor / Minister/ Senior Leader Reference' form'

Moved R Vanderpyl

Seconded

G Buckner

CARRIED

M Cassidy and C Utting left the meeting at 8.54 pm.

6 PUPIL TRUSTEE REPORT

6.1 STUDENT TRUSTEE REPORT

L Manning was thanked for his report covering aspects from the whole of the school. L Manning left the meeting at 8.40 pm prior to the Principal's Strategic Report.

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

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

CARRIED

8 NEXT MEETING

The meeting closed at 9.19 pm with prayer and the next meeting is the Board Retreat on 14-15 September 2018, and Board meeting on 24 September 2018.

Signed _____

Date _____