

MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
MONDAY, 10 DECEMBER 2018



**1. WELCOME & DEVOTION**

- 1.1 **PRESENT** A Misa (Chair); G Buckner, P Marshall, D Gillon, M Millar, J Ferguson, M Hikuroa, T Kan, W Turner, A van Ameyde
- In Attendance** M Cassidy, C Utting, J Harris, A Harrison, M Vannoort, N Bailey C Steyn, H Carley
- 1.2 **APOLOGIES** R Vanderpyl, C Buckley (Cambodia Service & Missions Trip)
- 1.3 **PRIOR LEAVE** None
- 1.4 **DECLARATION OF INTERESTS** None
- 1.5 **DEVOTION** : J Ferguson  
Reflection. Rest. Resilience. We marvel at the wonder of God's creation. God, who moulds and shapes us. Is 64:8. We find our rest in the Lord. Jn 3: 30. Rest builds resilience and precedes action.  
J Ferguson prayed.

**2. PRIORITY AGENDA ITEMS**

Reports taken as read

**2.1 FOSTERING STRENGTHS**

N Bailey was thanked for an encouraging report with Special Character references. Funding has been obtained through various sources enabling participation in events eg Tournament of Minds, Wellington. Developments for 2019 include investigation into the possibilities around Arts/Performance; Teaching Scholarships at Laidlaw College; boys applying for scholarships (15-20 scholarship awarded in 2018). N Bailey thanked the Board for their support of teachers, which in turn assists this programme. P Marshall prayed for N Bailey who left the meeting at 6.07 pm.

**2.2 ACT (SCIENCE) REPORT**

J Harris, A Harrison and M Vannoort presented, and spoke to, a powerpoint presentation showing evidence of the ACT programme in action in the Science Curriculum Area (CA). Participation has been both formative and transformational of the culture of the CA. Rom 1: 20. Development of a 'Science Graduate Profile' is underway that will be used to obtain pupil voice at various transition points to ascertain pupil understanding of Science and its relation to academia and a wider service to humanity. It is exciting to see God at work in the CA and the affect on pupil's lives. T Kan prayed for the team. J Harris and M Vannoort left the meeting at 6.30 pm.

**2.2.1 SPECIAL CHARACTER DONATIONS / PARENT COMMUNICATION**

A recommendation that CA podcasts such as presented in the Science ACT report, and other appropriate and similar material, be uploaded to the website etc to educate parents on the use of their Special Character donation and encourage payment of the same. **AGREED**

**2.3 3.2 MATTERS ARISING : COMMISSIONING OF KOROWAI / MĀORI CLOAK**

4.2.3. A Harrison had assisted Rangiora New Life School in the adoption of Korowai for their school and M Cassidy summarised the rationale received from them. Discussions have been held with various stakeholders regarding the inclusion of things Māori into the life of the school. The importance of a Christian Education response, to Ministry of Education requirements and our own Special Character is to be considered in greater detail, taking time and guidance from others, and ultimately must be God honouring with a scriptural foundation.

M Hikuroa, D Gillon and P Marshall to be involved in further discussions. **AGREED**

A Harrison left the meeting at 6.43 pm.

**2.4 INTERNATIONAL COLLEGE POLICIES / 4.22**

**i. INTERNATIONAL EDUCATION POLICY (IEP)**

Update policy to include

- Christian thinking and teaching within the specified Goals
- Provide a programme that will challenge pupils on issues of faith and Christian thought, that will equip them to express a Christian worldview to others.

**ii. ATTENDANCE AND WITHDRAWAL GUIDELINES FOR INTERNATIONAL PUPILS**

- No changes / Approved



#### 4. GOVERNANCE

Reports taken as read

#### 4.2 NAG2 STRATEGIC PLANNING , SELF REVIEW AND REPORTING TO PARENTS

##### 4.2.2 BOARD POLICY INTERNAL EVALUATION

###### 4.2.2.1 INTERNATIONAL COLLEGE POLICIES

See 2.4

###### 4.2.2.2 INTERNATIONAL BOARD OF ADVISORS / 2019 MARKETING PLAN

See 2.4.1

###### 4.2.2.4 OVERSEAS TRAVEL

See 2.4.2

###### 4.2.2.5 FINANCE POLICY

**Motion** 'That the Board approve the updated Finance Policy'

Moved G Buckner                      Seconder M Hikuroa

**CARRIED**

###### 4.2.2.6 PRINCIPAL APPRAISAL POLICY

**Motion** 'That the Board approve the updated Principal Appraisal Policy'

Moved G Buckner                      Seconder M Hikuroa

**CARRIED**

###### 4.2.2.7 NEW POLICIES

Trustees were thanked for their participation in the Policy review survey monkeys.

- **Entertainment Policy**

Clarification of 13. That the Principal, Director and Assistant Director of International College are delegated authority where appropriate to provide permission for the purchase of alcohol during trips.

- **Travel Expenditure Policy**

IBOA to review 20. Taxis.

**Motion** 'That the Board adopt the following Policies with a review to be conducted in one year :

1. Sensitive Expenditure Policy
2. Entertainment Policy
3. Travel Expenditure Policy

Moved P Marshall                      Seconder W Turner

**CARRIED**

###### 4.2.2.8 ASSET MANAGEMENT POLICY

This policy is also a new policy and was reviewed by the Property Committee, see 4.4.5

**Motion** 'That the Board adopt the Asset Management Policy with a review to be conducted in one year.'

Motion G Buckner                      Seconder D Gillon

**CARRIED**

##### 4.2.3 ICT e-LEARNING UPDATE

ICT and Finance Committees to report back on whether to lease or purchase hardware. **AGREED**  
Staff continue to be upskilled eg the recent Jumbo Days. There will be opportunity in Term 1 2019 for parents to learn more about BYOD. Communicating that digital technology is one tool for delivering the Curriculum is important.

##### 4.2.5 SCHOOLS' PLANNING AND REPORTING

###### 4.2.5.2 2019 ANNUAL PLANS

Each Annual Goal was discussed and questions answered.

**Motion** 'To approve the 7 Annual Plans for 2019.'

Moved G Buckner                      Seconder T Kan

**CARRIED**

#### 4.2.5.3 2020 – 2023 STRATEGIC DIRECTION

Composition of Focus Groups are being constructed. There was a concern at the minimal Board Trustee representation in the consultation Focus Groups, however, following discussion it was agreed that Board representation and involvement in the process is sufficient. T Kan was thanked for his leading of the strategic planning.

### 4.3 NAG3 PERSONNEL

#### 4.3.2 CHRISTIAN EDUCATION NETWORK KĀHUI AKO (CENCOL)

Discussion included: Stewardship Group acceptance, benefits to the COL, wellbeing of the Lead Principal, Professional Development opportunities.

**Motion** 'The Board approve the concept of a shared leadership model for CENCOL Lead Principal.'

Moved D Gillon

Seconder W Turner

**CARRIED**

### 4.4 NAG4 PROPERTY & FINANCE

#### 4.4.3 FINANCE COMMITTEE

P Hartstonge was thanked again for the work he has done on school finances which are in the best shape they have been for a number of years.

**Motion** 'To receive the Draft Minutes of the Finance Committee meeting held on 29 November 2018 as a true and accurate record, and the motions contained therein.'

Moved J Ferguson

Seconder T Kan

**CARRIED**

#### 4.4.5 PROPERTY AND HEALTH & SAFETY COMMITTEE

**Motion** 'To receive the Minutes of the Property and Health & Safety Committee meeting held on 5 December 2018 and the motions contained therein.'

Moved P Marshall

Seconder M Cassidy

**CARRIED**

### 4.6 NAG6 LEGISLATIVE COMPLIANCE

#### 4.6.1 CHAIR & DEPUTY CHAIR 2019

The current Co-Chairs will remain in office until the triennial elections 2019. Please pray.

#### 4.6.2 SCHOOL TRUSTEE TRIENNIAL ELECTIONS

##### 4.6.2.1 TRUSTEE ELECTION DATE

**Motion** from the Chair 'To set the date for the Triennial Board of Trustee election at 7 June 2019.'

**CARRIED BY COMMON CONSENT**

##### 4.6.2.2 RETURNING OFFICER

**Motion** from the Chair 'Appoint M Reinders as Returning Officer for the 2019 Triennial Board of Trustee Elections.'

**CARRIED BY COMMON CONSENT**

### 4.7 NAG7 GENERAL

#### 4.7.4 CEN BUDGET 2019

**Motion** 'To accept the Christian Education Network (CEN) Budget 2019, Appendix 2.'

Moved G Buckner

Seconder P Marshall

**CARRIED**

## 5 PRINCIPAL'S STRATEGIC REPORT

Reports taken as read

### 5.1 NAG2 STRATEGIC PLANNING, SELF REVIEW AND REPORTING TO PARENTS

#### 5.1.1 SPECIAL CHARACTER PARENT EVENING

Agreed to include Curriculum podcasts into the presentations eg from the ACT (Science) presentation at 2.2.

**AGREED**

The Board wished to thank the Senior Leadership Team for their work at these evenings.

## 5.2 NAG3 PERSONNEL

### 5.2.1 RESIGNATIONS

The Principal has presented his resignation letter to the Board. A Misa will draft a response. **AGREED**

### 5.2.2 APPOINTMENTS

We thank the Lord for his provision and that we are fully staffed for 2019.

**Motion** from the Chair 'Approve all appointments and/or resignations of staff as listed.' **CARRIED**

### 5.3.4 LEAVE APPLICATION : A GORT

Moved to In-Committee

## 5.5 NAG5 HEALTH & SAFETY

### 5.5.3 OVERNIGHT TRIPS 2019

It was agreed that a review of Overnight Trips be conducted.

**AGREED**

**Motion** 'The Board approve overnight trips as listed on the basis the RAMS are completed in advance of the trip.'

Moved W Turner

Seconder J Ferguson

**CARRIED**

## 5.7 NAG7 GENERAL

### 5.7.1 CAMBODIA MISSIONS AND SERVICE TRIP

Megan prayed for Richard and the team in Cambodia that God would keep them safe and use them for his glory.

### 5.7.3 SCHOOL THEME 2019

'Belonging – Our Place to Stand / Tūrangawaewae'. Christ the foundation stone. We pray pupils take hold of this message when they leave Middleton Grange School together with an understanding that they are children of God.

## 6 PUPIL TRUSTEE REPORT

Report taken as read

6.1 M Millar was thanked for her report and the inclusion of prayer points – a first from a Pupil Trustee. Discussion with pupils has shown they are sad at Mr Vanderpyl's resignation. M Hikuroa prayed.

M Millar and C Utting left the meeting at 8.50 pm.

## 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.'

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

**CARRIED**

A Misa thanked the Board for their support throughout the year recognising that we have an awesome God, who is Jehovah Jireh, our Provider and we can trust in him.

## 8 NEXT MEETING

18 February 2019

Devotion : A Misa

Signed \_\_\_\_\_

Date \_\_\_\_\_