

MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
MONDAY, 12 NOVEMBER 2018



1. **WELCOME & DEVOTION**

- 1.1 **PRESENT** J Ferguson (Chair), R Vanderpyl, A van Ameyde, W Turner, M Hikuroa, P Marshall, D Gillon, T Kan, M Millar and C Buckley (late)  
**In Attendance** R Thompson, M McCormack, M Cassidy, C Utting, H Carley
- 1.2 **APOLOGIES** C Buckley (lateness), A Misa, G Buckner
- 1.3 **WELCOME** M Millar, newly Elected Pupil Trustee, was welcomed to the Board.
- 1.4 **PRIOR LEAVE** None
- 1.5 **DECLARATION OF INTERESTS** C Buckley / 5.3.2
- 1.6 **DEVOTION** R Vanderpyl  
Ezekiel 36: 16-38 The Lord is both concerned for and jealous of his reputation. He disciplines those he loves, will lead them into holiness and bless them. Middleton Grange is to remember to proclaim Christ as Lord, to be obedient to him and to bring glory to God in all we do. R Vanderpyl prayed.

2. **PRIORITY AGENDA ITEMS**

Reports taken as read

2.1 **TRIENNIAL REPORT : PS SCRIPTURE**

R Thompson presented his report and invited Board Trustees to visit Primary School Scripture classes as the best way to witness the programme in action and understand its positive impact on pupils. Pupils ask thoughtful and engaging questions, and the Primary School programmes assist pupils in their interactions with others in both the classroom and the playground. Involvement in church and family devotions may account for some lack of parental involvement in assisting children with school memory verse learning.

R Vanderpyl commend R Thompson for his leadership of the Primary School and in particular the Scripture programme which impacts significantly on the hearts and minds of both our domestic and International College pupils. D Gillon prayed.

2.1.1 **PS CYCLE TRACK**

R Thompson was thanked for his work developing the Cycle Track which has now secured \$17,500, plus GST funding from National Cycle Education System (NCES) together with 50 helmets and an offer to contribute 50% towards asphalt which is not being considered at the current time.

2.2 **TRIENNIAL REPORT : DRAMA**

M McCormack was thanked for a comprehensive report which sees the Special Character embedded throughout. He was commended for his oversight of the Curriculum Area and in particular the hugely successful *Beauty and the Beast* production in 2018. Parental guidance of pupils towards more academic subjects is affecting the Curriculum Area (CA) and it is important to find ways to promote the Drama CA as providing qualities that employers now seek eg team work, communication, creative solutions. The CA provides opportunity to explore the essence of the Gospel and what it means to be human (p16 quote from Henrik Ibsen) with the material chosen encouraging pupils to think deeply and engage with the questions of life. The emphasis in the CA on theatre develops different skills to those in Media Studies, film and dance that have been offered in the past but are not the current focus. M Hikuroa prayed.

2.3 **CURRICULUM AREA TRIENNIAL REPORTS**

It was agreed to put Curriculum Area Triennial Reports on the school website so parents are able to view these and be fully informed as to the skills attained in each subject area. **AGREED**

R Thompson and M McCormack left the meeting at 6.45 pm.

2.4 **ICT STRATEGIC REPORT AND PLAN**

C Utting presented an update of preparations towards implementation of compulsory Digital Technology from 2020 including network upgrade; BYOD; Curriculum delivery; professional development for all staff; the extension of Ministry of Education SNUP support; infrastructure.

It was agreed continued discernment is required to ensure the Special Character is enhanced and not jeopardised by implementation of e-learning and that Special Character should be embedded into every aspect of the ICT strategic plan. **AGREED**

The importance of continued communication with the parent community (may include seminars) that e-learning is beneficial as one of many educational tools was agreed. **AGREED**

It was agreed research into cost projections and budgets be explored in order for the Board to plan for the necessary investment into this area. **AGREED**

W Turner prayed and C Buckley arrived at 7.13 pm.

### 3. ADMINISTRATION MATTERS

Reports taken as read

#### 3.1 CONFIRMATION OF MINUTES

##### 3.1.1.1 THE PREVIOUS MEETING OF 24 SEPTEMBER 2018

**Motion** from the Chair 'That the Minutes of the meeting of 24 September 2018 be accepted as a true and accurate record of the meeting.' **CARRIED**

##### 3.1.1.2 THE SPECIAL MEETING OF 25 OCTOBER 2018

**Motion** from the Chair 'That the Minutes of the meeting of 25 October 2018 be accepted as a true and accurate record of the meeting.' **CARRIED**

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

T Kan to contribute the next article from the Board for the newsletter.

#### 3.3 RECOMMENDATIONS / ACTIONS TO BE DONE

##### 5.7.10.1 SCHOOL FORMAL ATTIRE

It was agreed that M Hikuroa and C Buckley meet with the Head of Senior College to draft a letter to parents from the Board to establish appropriate dress and to reinforce modesty as a virtue at both Senior College formals and the upcoming Graduation dinner. **AGREED**

#### 3.4 CORRESPONDENCE

Noted

### 4. GOVERNANCE

Reports taken as read

#### 4.2 NAG 2 STRATEGIC PLANNING, SELF REVIEW AND REPORTING TO PARENTS

##### 4.2.3 ANALYSIS OF VARIANCE STRATEGIC GOALS TERM 3 2018

Each Strategic Goal was discussed, and queries clarified.

##### SG1 Curriculum / Bi-Culturalism / Commissioning of Korowai/Māori Cloaks for School Leaders

To safeguard the school's Special Character and to ensure a correct understanding around culture; identity; cultural appropriation and spiritual significance it was agreed the Christian Schools' Trust are to provide final approval to this commissioning. It is important no idols / pantheism are inadvertently brought into our practices. **AGREED**

##### SG1 Curriculum / Bi-Culturalism / 'Māori Achieving Educational Success as Māori'

Whilst this is a Ministry of Education reporting requirement, the importance of understanding our identity as being in Christ and interpreting success in light of this, was highlighted.

##### 4.2.7 SCHOOLS' PLANNING AND REPORTING 2019-2020

It was noted that clear reference of the school's Special Character is required to provide context to any Strategic Plans in the new framework. **AGREED**

##### 4.2.8 LEADERSHIP HUB FEASIBILITY PROPOSAL

In light of previous papers, discussions and provision of additional information, the following was agreed.

**Motion** 'To approve the Leadership Hub initiative and budget for Year 1.'

Moved P Marshall

Seconded

C Buckley

**CARRIED**

#### 4.4 NAG 4 PROPERTY & FINANCE

##### 4.4.1 FINANCE COMMITTEE

##### Financial Statements to 30 September 2018

Thanks was given to the Lord for the projected 2018 surplus of \$83,653.

## Bus Contract

Following the change of bus contractor for 2019 a letter of thanks will be written to and a morning tea provided for the Leopard Coach drivers for their service to the school over many years. **AGREED**

**Motion** from the Chair 'To receive the Minutes of the Finance Committee meeting held on 5 November 2018 and the motions contained therein.' **CARRIED**

### 4.4.3 **PROPERTY AND HEALTH & SAFETY COMMITTEE**

A van Ameyde prayed for the major works being undertaken in B Block with the removal of old buildings and installation of new buildings.

**Motion** from the Chair 'To receive the Minutes of the Property Committee meeting held on 7 November 2018 and the motions contained therein.' **CARRIED**

## 4.5 **NAG5 HEALTH & SAFETY**

### 4.5.1 **BOARD POLICY INTERNAL EVALUATION**

#### 4.5.1.1 **BULLYING PREVENTION PROCEDURES**

All negative responses to the Survey Monkey have been followed up with respondents and resolved. M Cassidy was thanked for leading this review.

**Motion** 'To accept the updated Bullying Prevention Procedures with the following amendments:

- 'policy' to be replaced with 'procedures'
- Guidelines 'All *teaching* staff will be trained in Restorative Practice'
- 'School Leaders' to be replaced with '*Senior Pupil Leaders*'
- 'FPC' to be replaced with '*Foundational Principles for Curricula*'
- Add '*As a State Integrated School, the Board of Trustees requires that all aspects of this procedure be guided by the Special Character Policy.*'

Moved R Vanderpyl                      Seconded                      A van Ameyde                      **CARRIED**

## 4.6 **NAG6 LEGISLATIVE COMPLIANCE**

### 4.6.1 **BOT ELECTIONS 2019**

It was agreed a meeting would be held in early 2019 to prayerfully consider the elections, the process and succession planning training. Trustees were asked to indicate at the 10 December 2018 meeting their intentions to stand for re-election, or otherwise, at the 2019 elections. **AGREED**

## 5 **PRINCIPAL'S STRATEGIC REPORT**

### 5.3 **NAG 3 PERSONNEL**

#### 5.3.2 **APPOINTMENTS & RESIGNATIONS**

**Motion** 'Approve all appointments and/or resignations of staff as listed.'

Moved R Vanderpyl                      Seconded                      P Marshall                      **CARRIED**  
Abstain C Buckley

#### 5.3.3.1 **C WALKER**

Confirmation of Government Superannuation and NZPPTA support.

**Motion** 'To accept the resignation of C Walker'

Moved R Vanderpyl                      Seconded                      D Gillon                      **CARRIED**

**Motion** 'To appoint C Walker to a permanent part-time position of 0.6 FTE'

Moved R Vanderpyl                      Seconded                      M Hikuroa                      **CARRIED**

## 5.6 **NAG6 LEGISLATIVE COMPLIANCE**

### 5.6.2 **BYLAWS 2019**

**Motion** 'To adopt the Bylaws 2019 with the following amendments:

9.4 Personal Property Replace

- Replace 'stored in the storage facility behind B Block' with 'stored in *an appropriate facility*'
- Add 'Skateboards, scooters *inline skates and the like*'

Moved R Vanderpyl                      Seconded                      D Gillon                      **CARRIED**

## 5.7 GENERAL

### 5.7.4 OVERNIGHT HISTORY WAITANGI TRIP

The Principal to establish the rationale behind the non-inclusion of a Marae stay.

**Motion** 'To approve the Year 13 History Waitangi Trip from 12-15 May 2019 subject to the completion of RAMS.'

Moved R Vanderpyl  
Abstain M Hikuroa

Seconded T Kan

**CARRIED**

### 5.7.6 TERM 3 2018 ATTENDANCE REPORT

R Vanderpyl commended the Heads of Schools for their work with pupils in this area noting the very high attendance overall. International College attendance to also be included.

**AGREED**

## 6 PUPIL TRUSTEE REPORT

Report taken as read

- 6.1 M Millar spoke to her first report for which she was highly commended and thanked for the inclusion of Special Character. Training with A Fone will be arranged. C Buckley prayed.

M Millar, M Cassidy and C Utting left the meeting at 8.38 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**

### 7.3 For the public record from the meetings of 24 September and 25 October 2018 :

#### 7.3.1 HEAD OF BIBLICAL FOUNDATIONS (or similar)

It was agreed the heart of a Christian school is to deliver Christian education well and D Elder has the most knowledge, ability and wisdom to bring to this position. To be reviewed and measures introduced to assess benefits.

**Motion** 'To accept the proposal for the position of Head of Biblical Foundations (or similar) for an initial two year term.'

Moved P Marshall

Seconded A Misa

**CARRIED**

#### 7.3.2 DIRECTOR OF e-LEARNING AND ICT

Support in e-Learning and ICT is crucial, ongoing and urgent. A Kāhui Ako Across School Teacher e-Learning role is being actioned. It is anticipated that S McConnachie will be offered this position with mentoring from the Principal.

**Motion** 'To approve the permanent appointment of a Director of e-Learning and ICT.'

Moved P Marshall

Seconded A Misa

**CARRIED**

#### 7.3.3 SENIOR LEADERSHIP STRUCTURE REVIEW / ASSOCIATE PRINCIPAL

Following the meeting of 24 September 2018 Megan Cassidy, Associate Principal, requested her resignation, previously accepted by the Board, be rescinded.

**Motion** from the Chair 'To accept with conditions Megan Cassidy's request to rescind her resignation as Associate Principal.

**CARRIED BY MAJORITY**

## 8 NEXT MEETING

The meeting closed at 8.50 pm. Next meeting 10 December 2018 / Devotion J Ferguson

Signed \_\_\_\_\_

Date \_\_\_\_\_