

Middleton Grange School

MEETING OF THE BOARD OF TRUSTEES MINUTES MONDAY, 24 SEPTEMBER 2018



1. WELCOME & DEVOTION

1.1 **PRESENT** G Buckner (Chair), M Hikuroa, L Manning, T Kan, D Gillon, P Marshall, A Misa, A van Ameyde, R Vanderpyl, C Buckley, J Ferguson, W Turner, **In Attendance** J Harris, M Cassidy, C Utting, H Carley

1.2 **APOLOGIES** M Hikuroa, Lateness

1.3 **PRIOR LEAVE** None

1.4 **DECLARATION OF INTERESTS** None

1.5 **DEVOTION** D Gillon

Phil 3. v8-9 Paul said regarding 'gaining Christ and being found in him' v12 'Not that I have already obtained all this, or have already arrived at my goal, but I press on to take hold of that for which Christ Jesus took hold of me.' We are also able to say this as we press on towards the goal.

D Gillon prayed and G Buckner thanked Trustees for their attendance at the recent Board Retreat and welcomed the guests to the meeting.

2. PRIORITY AGENDA ITEMS

Taken as read

2.1 TRIENNIAL REPORT : SCIENCE

J Harris was thanked for a well written, comprehensive and informative report with its clear emphasis on Special Character. Significant assessment continues in the Curriculum Area and at the intersection of faith and science seeds of Christian faith able to be sown. [M Hikuroa arrived at 6.08 pm.] J Harris thanked the Board for their investment in Science Curriculum staff being involved in the Authentic Christian Teaching (ACT) programme and noted a resulting positive impact on, and anecdotal evidence in, the Curriculum Area. The Board were also thanked for the recent redevelopment of the science labs. Challenges include Māori and Pasifika pupils who are small in number and the resulting impact on statistical reporting, however, a comprehensive plan is in place for each pupil who is identified and monitored; transition of pupils between Primary and Middle Schools and those transitioning from other schools and the upcoming implementation of BYOD, its interface with Science and associated costs.

R Vanderpyl acknowledged J Harris as Acting Curriculum Leader and thanked him for his servant heart, noting he will be working alongside D Elder in leading the ACT programme in 2019.

T Kan prayed for J Harris who left the meeting at 6.22 pm.

3. ADMINISTRATION MATTERS

Taken as read

3.1 CONFIRMATION OF MINUTES

3.1.1 PREVIOUS MEETING

Motion from the Chair 'That the Minutes of the meeting of 13 August 2018 be accepted as a true and accurate record of the meeting with the following correction:

Present: M Hikuroa.'

CARRIED

3.1.2 BOARD RETREAT 14-15 SEPTEMBER 2018

Motion from the Chair 'That the Minutes of the meeting of the Board Retreat of 14 - 15 September 2018 be accepted as a true and accurate record of those meetings.'

CARRIED

3.2 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Noted

3.3 RECOMMENDATIONS / ACTIONS TO BE DONE

Noted

3.4 CORRESPONDENCE

Noted

4. GOVERNANCE

Taken as read

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

4.2.3 HEALTH CONSULTATION

Encouraging feedback from parents to this consultation which has provided support for the current teaching programme and guidance for future planning.

4.2.4.1 PUPIL SEARCH & RETENTION POLICY

Currently 3-4 searches are conducted annually with parents being contacted where possible. A comprehensive discussion was held around possible implications of the recommended rewording of 1.3b, including: threshold; time constraints; right of parents to be involved; school-parent relationship; parental feedback; operational implications of not being able to contact parents in a timely fashion; involvement of Police.

Motion 'To approve the Pupil Search and Retention Policy with the following amendments:

1.3b *'While it is not legally required, call the pupil's parents / legal guardians to inform them about a situation before any action is taken unless safety is compromised, and ask them to be present at the search should they wish.'*

1.1a *'The only personnel staff to conduct a search are: Senior Leadership Team (SLT); Director of International College, Assistant Heads of Schools (AHOS); Learning Team Leaders (LTL) Y1-8 and Deans Y9-13. All authorised staff will be trained by the delegated Associate Principal and will be provided with the guidelines and policy documents.'*

Moved A Misa

Seconded

D Gillon

CARRIED

4.2.4.2 CONCERNS AND COMPLAINTS MANAGEMENT PROCEDURES

A Board Concerns and Complaints committee is convened as required.

4.2.7 COPING WITH CEN GROWTH OVER THE NEXT 5-7 YEARS

An increase in maximum Roll Cap for Middleton Grange School is not anticipated in light of the impact on secondary education in Christchurch following the earthquakes eg out of zone ballot; a moving demographic, over capacity etc. The Primary School creates an 'anchor' to the Middleton Grange School culture which pupils from other schools, including CEN schools, are integrated into and concern was expressed at a reduced Middle School and larger Senior College on this culture. The Board were asked to continue to pray about a solution and for these ongoing discussions including with the Ministry of Education.

P Marshall prayed.

4.3.2 CONDUCT AND PERFORMANCE STANDARDS FOR TAGGED POSITIONS

These standards aim to provide consistency throughout New Zealand Christian education and the conversation is ongoing.

4.4 NAG 4 PROPERTY & FINANCE

4.4.1 FINANCE COMMITTEE MEETING

It was noted that final International College (IC) numbers are 118 FTE compared with a budgeted 120 FTE.

Motion 'To receive the Minutes of the Finance Committee meeting held on 17 September 2018 and the motions contained therein.'

Moved R Vanderpyl

Seconded

T Kan

CARRIED

4.4.1.1 WIRELESS SWITCHES

With most Finance Committee members present the following opportunity was presented and discussed: Wireless switches are needing to be replaced as part of regular maintenance. Two quotations have been received with one offering a significant saving of \$8,000 this month.

Motion 'Approval to proceed with the wireless access point purchase component (Only) of the network upgrade, in order to achieve significant savings presented by Aerohive via Cyclone for a September purchase. Switching and other components are still to be reviewed.'

Moved J Ferguson

Seconded

A Misa

CARRIED

