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 'W hile 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

4.4.2 PROPERTY AND HEALTH & SAFETY COMMITTEE

• It was agreed pupil access to the Pipehenge be removed for safety reasons. AGREED

• The Property and Health & Safety Committee to maintain a register of felled and replacement trees, including any new trees planted.

AGREED

Motion 'To receive the Minutes of the Property and Health & Safety Committee held on 19 September 2018 and the motions contained therein.'

Moved M Hikuroa Seconded A Misa CARRIED

4.4.3 **LOCKDOWN DRILL**

C Utting was thanked for overseeing this, the first Lockdown drill at Middleton Grange School. Quotations are being sought for Bell upgrades.

4.5 NAG 6 LEGISLATIVE COMPLIANCE

4.6.2 STUDENT TRUSTEE ELECTION

L Manning was thanked for his contribution to the Board during his tenure. L Manning thanked the Board for their welcoming heart, support and said that he has appreciated the opportunity to be on the Board. He recommended that a pupil team be considered to best gain pupil perspective across the whole school. A discussion was held around this and the Principal, L Manning and newly elected Student Trustee will meet to consider this, Student Trustee mentorship and Special Character training. It was agreed the elected Student Trustee would be the only pupil to attend Board meetings.

AGREED

4.6.4 TRIENNIAL BOARD ELECTIONS

It was agreed Trustees consider writing articles for the school Newsletter to promote the work of a Trustee. M Hikuroa to write the first article. AGREED

C Utting left the meeting at 8.16 pm.

4.7 GENERAL

4.7.3.2 PRIZEGIVINGS

- Year 12/13 Prizegiving, Wednesday, 31 October
 M Hikuroa
- Year 11 Prizegiving, Thursday, 1 November A Misa
- Graduation Dinner all Trustees and spouses welcome to attend. Trustee no charge / spouse to pay.

5. PRINCIPAL'S STRATEGIC REPORT

Taken as read

5.1 NAG 1 CURRICULUM

5.1.2 **CENCOL KĀHUI AKO**

Christian Education Network (CEN) Principals have given their agreement to this proposal and staff feedback is being sought.

Motion 'To combine 3.3 Within School Teacher roles into one Across School Teacher role.'

Moved R Vanderpyl Seconded A Misa CARRIED

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

5.2.2 **SERVICE MISSION TRIPS 2019**

The positive impact on the lives of staff and pupils as presented at the previous meeting was noted. A Misa to meet with T Lalahi regarding contacts in Tonga and the 2018 / 2019 trips. **AGREED**

Motion "To approve the following Missions Trips for 2019 as follows, subject to completion of RAMS:

- a) Tonga
- b) India
- c) Cambodia (Y9-10)

Moved R Vanderpyl Seconded P Marshall CARRIED

5.3 **NAG 3 PERSONNEL**

5.3.1 **RESIGNATIONS**

The Principal acknowledged with sadness the resignation of M Cassidy, Associate Principal after 6 years of service to the school. He noted the blessing she has been, and the impact and contribution she has made over this time. The Board wishes M Cassidy the Lord's blessing. M Hikuroa prayed for M Cassidy.

5.3.2 **APPOINTMENTS**

Motion 'Approve all appointments of staff and resignations as listed'

Moved R Vanderpyl Seconded D Gillon CARRIED

5.3.3 **STAFF**

5.3.3.1 B VANNOORT

Motion 'To approve the request to reduce hours from 5 to 3 days per week, term time only, no Teacher Only Days from 2019.' [B Vannoort]

Moved R Vanderpyl Seconded P Marshall CARRIED

5.3.3.2 N VANNOORT

Motion 'To approve the request for Maternity Leave from 30 January 2019.'

Moved R Vanderpyl Seconded D Gillon CARRIED

5.3.3.3 B TENNANT

B Tennant has agreed to extend Maternity Leave for all of 2019 to enable a whole year fixed term replacement to be sought.

Motion 'To approve the request for an extension for Maternity Leave until the end of December 2019.'

Moved R Vanderpyl Seconded T Kan CARRIED

5.7 **GENERAL**

5.7.1 INTERNATIONAL BOARD OF ADVISORS

Motion 'To receive the Minutes of the IBOA meeting held on 19 September 2018 and the motions contained therein.'

Moved R Vanderpyl Seconded A Misa CARRIED

5.7.2 **PUPIL SUCCESSES**

Tuhono festival

Outstanding performances from our pupils with the Primary School gaining two 1^{st} place and coming 1^{st} overall and the Senior College gaining two 1^{st} places, one 2^{nd} and 1^{st} overall. It was wonderful to hear the gospel in song. Acknowledgement was given to Matua S Reid. It was noted that the Kapahaka uniforms need updating.

• Middleton Grange School Haka

This was the first time a school Haka has been held, written by Matua S Reid. L Manning said it was one of his proudest moments at Middleton Grange School, it was embraced by the whole school and that it was an amazing contribution to the school culture.

- Koru Games
- Tournament of Minds

6 **PUPIL TRUSTEE REPORT**

L Manning presented his last report to the Board. It has been a busy and eventful end of term with: Leadership pupils, including Luke, assisting in the Primary School Olympics with great success; Koru Games for the Middle School and for Senior College pupils Tournament Week, House competition singing, kapakaha and the upcoming exams.

M Cassidy, and L Manning left the meeting at 8.42 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.' **CARRIED**
- 7.2 **Motion** from the Chair: 'That the meeting move back into public session.' **CARRIED**

8 MEETING

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Signed Date	
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