

MINUTES

Monday, 18 February 2019

for the meeting of the Board of Trustees



Middleton Grange School |

- *All reports taken as read*

1. WELCOME & DEVOTION

- 1.1 **PRESENT** Amanaki Misa (Chair), Richard Vanderpyl, Wayne Turner, Andy van Ameyde, Jeremy Ferguson, Christine Buckley, Mel Hikuroa, David Gillon, Peter Marshall, Tony Kan, Madi Millar, Glen Buckner
- In Attendance David Elder, Judi Lawrence, Stephen McConnachie, Megan Cassidy, Craig Utting, Rod Thompson, Hillary Carley, and In-Committee: Craig McDowell
- Former Trustees Natasha Evans, Ruth Coapman, Al Fone,
- In honour of Richard's last meeting as Principal, former Trustees were invited to join the Board in a farewell dinner prior to the Board meeting with an opportunity to speak.
- 1.2 **DEVOTION** R Vanderpyl. Joshua 1 on the transition of leadership from Moses to Joshua. The text is full of commands (c) and promises (p):
(c) get ready to go
(p) He will give you the promised land
(c) be strong and courageous
(p) because you will lead the people to inherit the land
(c) be careful to obey
(p) then you will prosper and be successful
(c) don't be tempted or discouraged
(p) the Lord will be with you wherever you go
Be strong and *very* courageous. Be watchful. Be mindful. This takes strength. Read God's Word. Meditate on it. Never waiver in your dependence on God's Word. Make prayer your constant practice. Don't be discouraged. God is with you. To the glory and praise of God.
A Misa prayed.

Natasha Evans, Ruth Coapman and Al Fone left the meeting.

1.3 ELECTION OF BOARD CHAIR AND DEPUTY CHAIR

Motion 'That Amanaki Misa and Glen Buckner continue as Co-Chairs until the Board of Trustee triennial elections 2019.'

Moved Peter Marshall Seconded David Gillon **CARRIED**

1.4 **APOLOGIES** None

1.5 **PRIOR LEAVE** None

1.6 **DECLARATION OF INTERESTS** None

2. PRIORITY AGENDA ITEMS

2.1 **SIGN STATEMENT OF BELIEF**
Board Trustees signed the Statement of Belief.

2.2 **SIGN BOT CODE OF ETHICS**
Board Trustees signed the Code of Ethics.

2.3 BANGLADESH REPORT

Dave Elder, Judi Lawrence and Stephen McConnachie spoke to their report reporting both the encouraging and beneficial contacts that have been further developed, as well as to the challenges that include the need for high level thinking and decision making. The Bangladeshi people recognise that education is the key to change and the influencing of society. Middleton Grange School has the resourcing and personnel to work with these professional colleagues to aid in the development of their local skills and programmes. Following discussion it was agreed a feasibility study including staffing and costings should now be explored. The team thanked the Board for their support of the trip. **AGREED**

David Gillon prayed and Dave, Judi and Stephen left the meeting at 6.45 pm.

3. ADMINISTRATION MATTERS

3.1 CONFIRMATION OF MINUTES

Motion from the Chair 'That the Minutes of the meeting of 10 December 2018 be accepted as a true and accurate record of the meeting.' **CARRIED**

3.2 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

- **3.2 / 5.5.3 Overnight Trips - RAMS**
The Board, who delegate RAMS to staff, have requested a review of this process. Jeremy Ferguson and Wayne Turner to work alongside Craig Utting. **AGREED**

3.3 RECOMMENDATIONS / ACTIONS TO BE DONE

- **3.3 / 5.1.10.1 School Formal Attire**
At the 10 December 2018 meeting the Board requested a letter be sent to parents regarding appropriate dress at the upcoming graduation dinner. Christine Buckley was not at this meeting and as a result of discussions with the Senior Leader in charge of Uniform, agreed the letter would not be sent at that stage and until further discussions around the intent of the Board were clarified. Christine, and Mel Hikuroa to meet with the Senior Leader to assure them of the Board support and agree on wording to go to the community. **AGREED**

3.4 CORRESPONDENCE

Noted

4. GOVERNANCE

4.2 NAG2 STRATEGIC PLANNING, SELF REVIEW AND REPORTING TO PARENTS

4.2.1 2020 – 2022 STRATEGIC GOALS CONSULTATION

The Board thanked Tony Kan for leading this consultation. The Board focus group is set for Thursday, 7 March 2019 at 7.30 pm.

4.2.2.1 CHARTER & ANALYSIS OF VARIANCE

Motion from the Chair 'To adopt the 2019 Charter with the updates as noted by Andy van Ameyde' **CARRIED**

4.2.2 CAPITAL BUDGET UPDATE

Motion from the Chair 'To carry forward to 2019, the 2018 underspent capital funds of \$121,118.' **CARRIED**

4.2.3 TOMORROW'S SCHOOLS REVIEW

The importance of engagement from, and the co-ordinated voice of the Board and Senior leaders was noted.

4.2.4 INTERNATIONAL COLLEGE (IC) TRAVEL EXPENSES POLICY

Motion 'To approve the Policy for Travel Expenditure for the International College.'

Moved Andy van Ameyde Seconded Mel Hikuroa **CARRIED**

4.2.5 INTERNAL REVIEW EVALUATION – 2019 POLICY REVIEWS

Policy	Commencement of Review	Reporting to Board	Working Committee
VOLUNTARY DONATION	Feb 2019	Apr 2019	Finance Committee
SPECIAL CHARACTER POLICY	Feb 2019	Apr 2019	Rod Thompson BOT / CST Staff / Parents
COPYRIGHT POLICY	Mar 2019	Apr 2019	Craig Utting David Gillon Glen Buckner
ENROLMENT SCHEME	Mar 2019	Apr 2019	Rod Thompson Andy van Ameyde
PRINCIPAL APPRAISAL	Mar 2019	Apr 2019	Rod Thompson Amanaki Misa Andy van Ameyde

4.2.8 ICT e-LEARNING

Parents will be given opportunity to be guided through Digital Discipleship/BYOD on 13 March 2019.

4.4 NAG 4 PROPERTY & FINANCE

Thanks was given to the Lord for the 2018 projected surplus; an anonymous donation to the Centre for Leadership Development and Influence and renovation of the Arthur Street entrance which is a blessing to those in the Primary School.

4.4.4 2019 CAPITAL BUDGET ADDITIONAL APPROVAL

The additional costs associated with the installation of the rock climbing wall during the gym refurbishment occurred during the summer break when a timely decision was required. This decision was made jointly with the Christian Schools' Trust (CST).

Megan Cassidy and Craig Utting left the meeting at 7.30 pm.

4.4.5 BUDGET 2019

Motion 'To approve the 2019 Budget.'

Moved Mel Hikuroa Seconded Christine Buckley **CARRIED**

4.4.6 PROPERTY AND HEALTH & SAFETY COMMITTEE

Motion 'To receive the Minutes of the Property and Health & Safety Committee Meeting on 30 January 2019 and the motions contained therein.'

Moved Richard Vanderpyl Seconded Peter Marshall **CARRIED**

4.4.7 THE PRESS ARTICLE – DONATIONS

At parent evenings the Principal details where Special Character Voluntary Donations are spent, and this is very well received. A recommendation was made that a video outlining this expenditure be uploaded to the website. **AGREED**

The Finance Committee will have review letters to parents concerning outstanding accounts.

4.6 NAG 6 LEGISLATIVE COMPLIANCE

4.6.4 SCHOOL TRUSTEE TRIENNIAL ELECTIONS

Those Trustees intending to re-stand were encouraged to write engaging candidate statements that demonstrate the heart of the school. It was noted that following the elections there will be both a new Principal and new Trustees who will be invited to the 1 July 2019 meeting.

4.6.5 ENROLMENT SCHEME 2019

Motion 'To adopt the amendment approved by the Ministry of Education.'

Moved David Gillon Seconded Wayne Turner **CARRIED**

4.7 GENERAL

4.7.2 PACIFIC HILLS CHRISTIAN SCHOOL (PHCS) 40TH ANNIVERSARY CELEBRATIONS CRITICAL FRIENDS 2019

A decision on who will attend these events is to be confirmed.

4.7.3 MOE FINANCIAL STANDARDS OF REPORTING

Principal Appointment hours are to be included.

5. PRINCIPAL'S STRATEGIC REPORT

5.1 NAG 1 CURRICULUM

5.1.3 PRIMARY SCHOOL LEARNING CENTRE REPORT

The Board to write a letter of thanks to Susan Meredith for her outstanding work in the Primary School Learning Centre. **AGREED**

5.1.4 SUMMER READING PROGRAMME

A thank you card will be sent to Jo McPheat and others involved in the programme. **AGREED**

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

5.2.2 CHRISTIAN EDUCATION NETWORK (CENCOL) KĀHUI AKO

Slow progress is being made with regards to confirming the co-leadership of the Kāhui Ako.

5.3 NAG 3 PERSONNEL

5.3.2 APPOINTMENTS

What has been a relatively high turnover of staff in the Uniform Shop have all been for valid reasons.

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

5.3.3 KINGDOM INSTITUTE SCHOOLS CONFERENCE 2019

Richard Vanderpyl said this was one of the best conferences that he has attended and one he has spoken to staff about regularly. He was fully supportive of the application and investment.

Motion 'To support Matt Barlow, Dave Elder, Louise Arndt attending the Kingdom Schools Conference, Texas, in June 2019.'

Moved P Marshall Seconded R Vanderpyl **CARRIED**

5.4 NAG 4 PROPERTY & FINANCE

5.4.2 INTERNATIONAL COLLEGE (IC) NUMBERS

Numbers in the IC are down a little. We thank God this not a significant drop and the diverse market of our international students counteracts this.

5.4.3 ROLL NUMBERS

We continue to get enquiries on a regular basis.

5.5 NAG 5 HEALTH & SAFETY

5.5.3.1 SOUTH ISLAND ADVENTURE RACING CHAMPIONSHIPS

Motion	`The Board approve the South Island Adventure Racing Championships from 15-17 March 2019 providing all RAMS are presented to the EOTC Manager		CARRIED
Moved	Richard Vanderpyl	Seconded David Gillon	CARRIED

5.6 NAG 6 LEGISLATIVE COMPLIANCE

5.6.1 DESTRUCTION OF RECORDS

Motion	`To approve the destruction of routine accounting records for the accounting period 2010.`		
Moved	Richard Vanderpyl	Seconded Peter Marshall	CARRIED

6. PUPIL TRUSTEE REPORT

Madi Millar spoke to her report and thanked the Board for arranging a time to meet with Al Fone for governance training. Pupil Voice regarding ICT will be added to her report for the next meeting. Richard Vanderpyl thanked Madi for her report and in particular for the inclusion of prayer points.

Madi Millar left the meeting at 8.06 pm.

7. IN COMMITTEE

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.`

Motion from the Chair : `That the meeting move back into public session.` **CARRIED**

8. NEXT MEETING

Meeting closed at 10.06 pm
1 April 2019
Glen Buckner - Devotions.

Signed _____

Date _____